

## ARTICLE 1 - INTERPRETATION AND DEFINITIONS

### 1.01 Definitions

For the purpose of this Agreement:

- (1) **“Bargaining Unit”** consists of all Employees of the Employer who occupy positions that require them to be engaged primarily in a clinical capacity to provide patient care who are not included in the nursing bargaining unit defined in paragraph 80(b)(1)(a) of the *Health Authorities Act* and as defined in schedule 5 of the decision of James Dorsey dated February 19, 2015 but excluding those persons described in paragraphs (a) and (b) of Section 2 of the *Trade Union Act*. **(NEW)**
- (2) **“Common-law relationship”** is said to exist when, for a continuous period of more than one (1) year, an Employee has lived with a person, publicly represented that person to be her spouse, and lives continually with that person as if that person were her spouse.
- (3) **“Council”** means the Nova Scotia Council of Health Care Unions. **(NEW)**
- (4) **“Day”**, except where otherwise provided, means Monday through Friday, excluding holidays.
- (5) **“Employee”** means a person who is included in the bargaining unit as defined in Article 2.01 and includes:
  - (a) **“Casual Employee”** is a non-permanent Employee;
  - (b) **“Full-time Employee”** is an Employee who is hired to work the bi-weekly hours of work as provided in this Agreement;
  - (c) **“Part-time Employee”** is an Employee who is hired to work less than the full-time hours of work as provided in this Agreement; and
  - (d) **“Permanent Employee”** is an Employee who has completed her probationary period and is employed on a full-time or part-time basis without reference to any specified date of termination of employment.
- (6) ~~**“Employer”** means the Capital District Health Authority (“CDHA”).~~  
**“Employer”** means the Nova Scotia Health Authority (NSHA). **(NEW)**

- (7) **“Holiday”** means:
- (a) in the case of a shift that does not commence and end in the same day, the twenty-four (24) hour period commencing from the time at which the shift commenced if more than one-half of the shift falls on a day designated as a holiday in this Agreement;
  - (b) in any other case, the twenty-four (24) hour period commencing at 0001 hours of a day designated as a holiday in this Agreement.
- (8) **“Leave of absence”** means absent from work with permission.
- (9) **“Lockout”** includes the closing of a place of employment, a suspension of work or a refusal by the Employer to continue to employ a number of its Employees done to compel the Employees, or to aid another employer to compel its Employees, to agree to terms or conditions of employment.
- (10) **“Predecessor Employer”** means the Queen Elizabeth II Health Sciences Centre, the Nova Scotia Hospital, ~~and~~ the **former** Central Regional Health Board **and all former district health authorities who formed part of the Nova Scotia Health Authority. (NEW)**
- (11) **“Shift duration”** means the length of a shift.
- (12) **“Spouse”** means husband, wife and common-law spouse. Common-law spouse includes a same sex partner in a common-law relationship except for purposes of a pension plan where the pension plan contemplates otherwise.
- (13) **“Strike”** includes a cessation of work, or refusal to work or continue to work by Employees in combination or in concert or in accordance with a common understanding, for the purpose of compelling their Employer to agree to terms or conditions of employment or to aid other Employees in compelling their Employer to agree to terms or conditions of employment.
- (14) **“Union”** means a constituent **Union of the Council Nova Scotia Government and General Employees Union. (NEW)**
- (15) **“Week-end”** means the fifty-five (55) consecutive hour period commencing at 0001 hours Saturday to 0700 hours Monday.
- (16) **“Working Day”** means any calendar day on which an Employee is scheduled to work.

## 1.02 Service

For the purposes of this Agreement, “service” means:

- (a) (i) the service with which an Employee was credited with as an Employee of a Predecessor Employer immediately prior to the Memorandum of Agreement between the Nova Scotia Government and General Employees’ Union and the QEII Health Sciences Centre, the Nova Scotia Hospital and the Capital District Health Authority (former Central Regional Health Board) dated February 19, 2001; and **service with which an Employee was credited with as an Employee of a predecessor Employer at the date of signing of this Collective Agreement. (NEW)**
- (ii) total accumulated months of employment with the Employer.
- (iii) **A month shall be a calendar month or any portion thereof in which an Employee was employed with the NSHA. (NEW)**
- (b) ~~Notwithstanding Article 1.02(a)(ii), except as otherwise provided in this Agreement, no service and therefore no service related benefits shall be credited to an Employee who does not receive salary for in excess of ten (10) days during that calendar month.~~
- (b) **Any Izaak Walton Killam Hospital (IWK) Employee who successfully applies to work at the NSHA will retain the service they were credited with at the IWK. (NEW)**

## 1.03 Seniority

- (a) “Seniority” shall be defined in accordance with the following:
  - (i) ~~Establishing Seniority as of February 19, 2001:~~

~~Seniority means the seniority with which an Employee was credited as an Employee of a Predecessor Employer immediately prior to the Memorandum of Agreement between the Nova Scotia Government and General Employees’ Union and the QEII Health Sciences Centre, the Nova Scotia Hospital and the Capital District Health Authority (former Central Regional Health Board) dated February 19, 2001.~~
  - (ii) ~~Break in Continuous Employment – “former casuals” of the Nova Scotia Hospital, Capital District Health Authority (former Central Regional Health Board) and Public Health and Drug Dependency, 1988 Nova Scotia Hospital Part-timers and 1988 Public Health and Drug Dependency Part-timers:~~

~~The continuous employment of formerly “casual Employees” of the Nova Scotia Hospital, Capital District Health Authority (former Central Regional Health Board) and Public Health and Drug Dependency, 1988 Nova Scotia Hospital part timers, and 1988 Public Health and Drug Dependency part timers is considered to have been broken in a year in which they did not work for at least 40% of full-time hours. For such Employees, their date of hire, for the purpose of establishing seniority as of February 19, 2001, shall be their actual date of hire where there is no break in continuous employment or January 1st of the year following the most recent break in continuous employment.~~

~~(iii) —~~ **Accumulation of Seniority after February 19, 2001:**

~~All Employees, except casual Employees, in a bargaining unit accumulate seniority after February 19, 2001, for continuous employment in a bargaining unit at the Capital District Health Authority represented by the Union.~~

- (i) **Permanent Seniority shall be the seniority date with which an Employee was credited as an Employee at April 1, 2015 in the bargaining unit. Subject to 1.03 (c), regular seniority for those hired after April 1, 2015 will be defined as the most recent date of hire into a regular position in the bargaining unit. (NEW)**
- (ii) **Casual Seniority shall be the seniority with which an Employee was credited as an Employee as of April 1, 2015 in the bargaining unit plus hours worked on and after April 1, 2015. Subject to 1.04, Casual seniority will be defined as the accrual of hours worked since the most recent date of hire into a casual position in the bargaining unit. (NEW)**
- (iii) **When an Employee transfers from a casual to a regular position, the Employee’s Casual seniority hours will be divided by 1950 and assigned a calendar value which will determine the Employee’s regular seniority date, which will be prior to the date of hire into a regular position. (NSNU 11.02 (d))**
- (iv) **When an Employee transfers from a regular position to a casual position, the Employee’s Regular (permanent) seniority at the date of transfer will be multiplied by 1950 to establish the Employee’s accrual of hours for the Employee’s date of hire into the casual position. (NSNU 11.02 (a))**
  - (1) **For this conversion process only, Employees who worked less than fulltime hours during some or all of their time as a regular (permanent) Employee will have their hours of**

seniority prorated accordingly. In no case will any Employee accrue more than 1950 hours seniority per year for the purposes of the above. **(NEW)**

- (2) Seniority will be calculated in the same fashion for Employees whose full time hours are 1820 or 2080 hours per year, except 1820 hours or 2080 hours will be substituted for 1950 in the calculations set out herein. **(NEW)**

(b) **Members' Seniority shall be transferrable as follows;**

1. Should a member of any bargaining unit at the NSHA be the successful candidate for a permanent position in the NSHA Health Care Bargaining unit, that member shall keep and transfer their seniority to their new Health Care Bargaining Unit position at the NSHA. **(NEW)**
2. Should a member of any bargaining unit at the Izaak Walton Killam Health Centre be the successful external candidate for a permanent position in the NSHA Health Care Bargaining Unit that member shall keep and transfer their seniority to their new Health Care Bargaining Unit position at the NSHA. **(NEW)**

(c) **Posting of Seniority Lists**

The Employer is required to maintain separate seniority dates and seniority lists for Regular and Casual Employees.

**In the event two or more Regular Employees have the same seniority date, or two or more Casual Employees have the same number of casual hours, their placement on the Regular or the Casual seniority lists will be determined by random draw. **(NSNU 11.00 (d) (i))****

**For Permanent Employees**

- (i) Within sixty (60) days following the signing of this Agreement, and annually thereafter on December 15, the Employer shall post a list setting out each Employee's seniority date. Each Employee shall have thirty (30) days from the date the list is posted to challenge her seniority date in writing. The Employer shall reply to the Employee's written objection within thirty (30) days of receipt of the written objection. If no written objection is received by the Employer within thirty (30) days from the date the list is posted, the seniority date on the list shall be the Employee's seniority date for all purposes following the posting of the list.

- (ii) An Employee who is absent from work for any part of the thirty (30) day posting period shall have thirty (30) days from the date of her return to work to object in writing to her seniority date. However, until and unless such written objection is received by the Employer, and in any event no later than thirty (30) days from the Employee's return to work, the posted seniority date for the Employee will be considered to be the Employee's seniority date for all purposes.
- (iii) **In the event a casual Employee's conversion to regular employment status results in the same seniority date as a regular Employee, the casual Employee will be placed below the regular Employee on the seniority list. (NSNU 11.00 (d) (ii))**

For Casual Employees

#### 1.04 Casual Seniority

- ~~(a) There shall be a separate casual Employee seniority list.~~
- ~~(b) Casual Employees shall accumulate seniority on the basis of hours worked, including any hours worked during a Long or Short Assignment, on or after February 1, 1998.~~
- ~~(c) A casual Employee who is appointed to a permanent position through Job Posting shall have her seniority for all purposes as of the date of her appointment to the permanent position. If the Employee was in a Long or Short Assignment, or an uninterrupted series of Long or Short Assignments immediately prior to being appointed to the said permanent position without interruption, the Employee's seniority will date back to her appointment to the said Assignment. For the purpose of this provision, an interruption shall be any bi-weekly pay period where a casual Employee did not receive compensation for work with respect to a Long or Short Assignment.~~

Within sixty (60) days following the signing of this Agreement, and semi-annually thereafter, in the first pay period ending in January and July in each year, the Employer shall post a list setting out each casual Employee's accumulated hours as of the preceding pay period. This list is for the purpose of casual Employees' seniority. Each casual Employee shall have **thirty (30)** ~~fifteen (15)~~ days from the date the list is posted to challenge her casual seniority date in writing. The Employer shall reply to the casual Employee's written objection within fifteen (15) days of receipt of the written objection. If no written objection is received by the Employer within **thirty (30)** ~~fifteen (15)~~ days from the date the list is posted, the casual seniority date on the list shall be the casual Employee's

seniority date. ~~for all purposes following the posting of the list.~~ **(CUPE 14.02 (b), Unifor 18.03)**

Notwithstanding the above, **posting** decisions premised on a Casual Employee's seniority will be based on the Casual Employee's seniority **at midnight on the day of the posting deadline.** ~~that point in time.~~ **(CUPE 14.02 (b))**

#### **1.05 Gender**

Unless any provision of this Agreement otherwise specifies, words importing the feminine gender shall include males and vice versa.

#### **1.06 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

## ARTICLE 2 - RECOGNITION

### 2.01 Bargaining Agent Recognition

~~The Employer recognizes the Union as the exclusive Bargaining Agent of the Employees in the bargaining unit, as follows:~~

~~All full-time, regular part-time and casual Healthcare Employees of the Capital District Health Authority, including Healthcare Employees engaged in providing Addiction/Drug Dependency and Public Health Programs, but excluding those persons described in paragraphs (a) and (b) of subsection (2) of Section 2 of the *Trade Union Act*, and those persons listed in Appendix A to the certification order of the Labour Relations Board, being LRB No. 4580.~~

~~For the sake of clarity, it is noted that the Healthcare Employees providing Addiction / Drug Dependency and Public Health Programs includes Licensed Practical Nurses engaged in providing those programs.~~

- (a) **The Employer recognizes the Council for the purposes of Sections 33 to 37, subsection 38(1) and (2) and Sections 39, 40, 47 – 52 and 61 – 75 of the *Trade Union Act* as the exclusive bargaining agent on behalf of all Employees of the Employer who occupy positions that require them to be engaged primarily in a clinical capacity to provide patient care who are not included in the nursing bargaining unit defined in paragraph 80(b)(1)(a) of the *Health Authorities Act* but excluding those persons described in paragraphs (a) and (b) of Section 2 of the *Trade Union Act*. (NEW)**
- (b) **The Employer recognizes the Union as the exclusive bargaining agent on behalf of all Employees of the Employer who occupy positions in the bargaining unit described in paragraph (a) for which the Union was certified or voluntarily recognized as bargaining agent before April 1, 2015 for all purposes other than those listed in paragraph (a). (NEW)**

### 2.02 No Other Agreements

**No Employee(s) shall be required or permitted to make any written or verbal agreement with the Employer or its representatives, which conflict with the terms of this Agreement. (CUPE 3.05, NSNU 5.14, Unifor 2.02)**



### **2.03 No Discrimination for Union Activity**

The parties agree that there will be no discrimination, interference, restriction, or coercion exercised or practised with respect to any Employee for reason of membership or legal activity in the Union.

### **2.04 No Discrimination**

The Union and the Employees support a workplace free of discrimination. Neither the Employer, nor any person acting on behalf of the Employer, shall refuse to continue to employ any Employee or otherwise discriminate against any Employee, on the basis of race, religion, creed, colour, ethnic or national or aboriginal origin, sex, sexual orientation, source of income; political belief, affiliation or activity; family status, marital status, age, or physical disability or mental disability, except as authorized by the *Human Rights Act*.

### **2.05 Sexual and Personal Harassment**

The Employer shall provide and the Union and Employees shall support a workplace free from personal or sexual harassment and any other harassment based on the protected characteristics set out in Article 2.03. The Employer shall maintain a policy on workplace harassment.

### **2.06 Same Sex Family Status**

Any applicable family oriented benefits, e.g., bereavement leave, medical/dental, etc. shall be available to families with same sex spouses except for pension plans where the pension plan contemplates otherwise.

### **2.07 Diversity**

The Employer and the Union recognize the values of diversity in the workplace and will work cooperatively toward achieving a work environment that reflects the interests of a diverse work force.

### **2.08 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

### **2.09 Mandatory Membership - New Employees**

**All bargaining unit Employees of the Employer hired subsequent to the date of signing of this Agreement shall, as a condition of employment, become and remain members of the Union. Subject to Article 10, all bargaining unit Employees who**

are members of the Union on the date of signing of this Agreement shall be required to maintain membership. (CUPE 3.06, NSNU 6.00, Unifor 7.01)

- 2.10. The Employer and the Union recognize their respective obligations to accommodate a disabled Employee to the point where it is impossible to do so without undue hardship. A disabled Employee has a duty to cooperate and assist the Employer and the Union in developing a suitable accommodation. (NSNU 18.01)

### **ARTICLE 3 - APPLICATION**

- 3.01** This Agreement, including each of the Memoranda of Agreement and the Appendices which are attached, apply to and are binding on the Union, the Employees and the Employer.

#### **ARTICLE 4 - FUTURE LEGISLATION**

- 4.01** In the event that any law passed by the Legislature applying to the employees covered by this Agreement renders null and void any provision of this Agreement, the remaining provisions of the Agreement shall remain in effect for the term of the Agreement.

## **ARTICLE 5 - MANAGEMENT RIGHTS**

### **5.01 Management Rights**

The management and direction of employees and operations is vested exclusively in the Employer. All the functions, rights, power and authority which the Employer has not specifically abridged, deleted or modified by this Agreement are recognized by the Union as being retained by the Employer.

### **5.02 Consistent Application**

The Employer agrees that management rights will not be exercised in a manner inconsistent with the express provisions of this Agreement.

## ARTICLE 6 - RIGHTS AND PROHIBITIONS

### 6.01 No Lockout or Strike

The Employer shall not cause a lockout and an Employee shall not strike during the term of this Agreement.

### 6.02 No Sanction of Strike

The Union shall not sanction, encourage, or support financially or otherwise, a strike by its members or any of them who are governed by the provisions of this Agreement during the term of this Agreement.

### ~~6.03 Emergency Services~~

~~(a) Notwithstanding an Employee's right to strike, the Union agrees that during a legal strike, a sufficient number of bargaining unit Employees will be provided to assist the Employer where there are insufficient numbers of excluded persons to provide emergency treatment or care of any patient, if, in the opinion of the majority of the Emergency Services Evaluation Committee, a patient's life would be endangered.~~

~~(b) The Emergency Services Evaluation Committee shall consist of equal representation from the Employer and the Union.~~

### 6.04 Headings

The headings in this Article are for ease of reference only. They shall not be taken into account in the construction or interpretation of any provision to which they refer.

## ARTICLE 7 - UNION INFORMATION AND OFFICE

### 7.01 Bulletin Boards

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

### 7.02 Distribution of Union Literature

(a) The Employer will provide space to the Union during Employee orientation to allow the Union to distribute Union literature related to the orientation of new Union members.

(b) The Employer shall, where facilities permit, make available to the Union specific locations on its premises for the placement of bulk quantities of literature of the Union.

#### (c) Computer Access

**Where possible, providing no additional costs are incurred by the Employer, two (2) authorized representatives of the Union shall be entitled to use the Employer's electronic communication system to distribute up to three electronic Union notices per month to members of the Bargaining Unit. The Employer shall determine the method of distribution. The Union agrees to indemnify the Employer for any liability arising out of offensive or otherwise unlawful notices posted by the Union. (CUPE 28.04, Unifor 7.06, L93, 94, 95 8.03)**

### 7.03 Union Office

The Employer will provide the ~~Union Council~~ with a mutually acceptable office within each administrative zone in the NSHA ~~within the CDHA~~. The ~~Union~~ Council is responsible for the provision of all items in this office, other than desk, chairs, filing cabinet and local distance telephone.

## ARTICLE 8 – INFORMATION

### 8.01 Copies of Agreement

The Employer agrees to post a copy of the Agreement on the Employer's web site and intranet. Upon request by an Employee, the Employer will provide a bound copy of the agreement to the Employee within one calendar week. Upon request by the Union, the Employer agrees to provide a reasonable number of bound booklets for use by Union representatives and Stewards.

### 8.02 Letter of Appointment

An Employee, upon hiring or change of status, shall be provided with a statement of her classification and employment status, including designation as to her percentage of full-time hours, and pay scale applicable to her position. A copy of this statement shall be sent to the Union at the same time as it is sent to the Employee.

### 8.03 Employer to Acquaint New Employees

- (a) The Employer agrees to provide new Employees with a copy of the Collective Agreement in effect and acquaint them with the conditions of employment set out in the articles concerning checkoff and stewards.
- (b) **During orientation of newly hired Employees, the Employer will allow thirty (30) minutes for a representative of the Union to speak with the newly hired Employees with no loss of regular pay during or following the orientation program. (NSNU 5.12, CUPE 7.02, Unifor 7.02 (c))**

### 8.04 Position Descriptions

- (a) Upon request by the Employee, the Employer shall provide the position description outlining the duties and responsibilities assigned to her position.
- (b) The Employer will endeavour to ensure that position descriptions are reviewed and revised where necessary at periodic intervals but under no circumstances shall that interval be in excess of three (3) years.
- (c) Copies of all current position descriptions shall be forwarded to the Union upon signing of this Agreement. Thereafter, all revised position descriptions shall be provided to the Union within fifteen (15) days of revision.



#### **8.05 Bargaining Unit Information**

The Employer agrees to provide the Union such information relating to Employees in the bargaining unit as may be required by the Union for the purpose of collective bargaining.

#### **8.06 Union Information**

**Upon hiring and on a quarterly basis, the Employer shall provide the Union with the name, address, telephone number, classification, employment status, and pay rate of bargaining unit members. (NSGEU L22, Unifor 7.02 (d))**

## ARTICLE 9 – APPOINTMENT

### 9.01 Appointment Status

An Employee shall be appointed on a permanent basis, or on a casual basis in accordance with Article 37.

### 9.02 Probationary Period

- ~~(a) Notwithstanding Article 9.01, a newly hired Employee may be appointed to her position on a probationary basis for a period not to exceed 495 hours of time actually worked or twelve (12) months, whichever is greater.~~
- (a) Probationary period means that period for newly hired Employees up to 495 hours. Employment may be terminated at anytime during this period if the Employee is found to be unsuitable at the sole discretion of the Employer. The probationary period may be extended by mutual agreement of the Union and the Employer. (Unifor 5.05, CUPE 5.01 (11))**
- (b) A previous permanent Employee whose employment was terminated for any reason and who is re-employed in the same classification within twelve (12) months from the date of such termination shall not be required to undergo a second (2nd) probationary period.
- (c) During the probation period the Employee will be entitled to all rights and benefits of this Agreement. (CUPE 23.05 (c))**

### 9.03 Confirmation of Permanent Appointment

- (a) The Employer ~~shall may,~~ after a permanent Employee has served in a position on a probationary basis for a **the** period indicated in **Article 9.02(a)** ~~of six (6) months,~~ confirm the appointment on a permanent basis.
- ~~(b) The Employer shall, after the permanent employee has served in a position on a probationary basis for the period indicated in Article 9.02(a), confirm the appointment on a permanent basis.~~

### 9.04 Termination of Probationary Appointment

- (a) The Employer may terminate a probationary appointment at any time.
- (b) If the employment of an Employee appointed to a position on a probationary basis is to be terminated for reasons other than wilful misconduct or disobedience or neglect of duty, the Employer shall advise the Employee of the reasons in writing not less than ten (10) days prior to the date of termination.

- (c) The Employer shall notify the Union when a probationary Employee is terminated.

#### **9.05 Pay in Lieu of Termination Notice**

Where less notice in writing is given than required in Article 9.04(b), an Employee terminated in accordance with Article 9.04(b) shall continue to receive her pay for the number of days prior to the date of termination.

#### **9.06 Notification to the Union**

The Employer shall advise the Union of the appointment, termination, or change of status of each Employee in the bargaining unit in accordance with Article 8.02.

#### **9.07 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

#### **9.08 Secondment**

Where an Employee is being seconded from the Employer to a position involving the Health Sector of the Broader Public Sector, the terms and conditions of the secondment agreement will be established by agreement of the Employer and the Union.

## ARTICLE 10 - JOB POSTING

### 10.01 Job Posting

- (a) Both Parties recognize:
  - (i) The principle of promotion within the service of the Employer; and
  - (ii) That job opportunity should increase in proportion to length of service and ability. **(CUPE 15.01)**
  
- (b) When a new permanent position, a permanent vacancy, **additional permanent part-time hours, (CUPE 15.03 (a)(iv))** or a Long Assignment is created within **an the administrative zone** bargaining unit, the Employer shall post an electronic notice of such position. In work locations where electronic job postings are not possible or practical, a list of job postings will be placed in a visible location.
  - (i) The posting of a permanent position or vacancy, **whether inside or outside of the administrative zone**, shall be for a minimum of ten (10) days.
  - (ii) The posting of a Long Assignment, **whether inside or outside of the administrative zone**, shall be for a minimum of ~~five (5)~~ **ten (10)** days **(L93,94, 95 11.01(a)(3))**.
  
- (c) Should a Short Assignment not be able to be filled in accordance with Article 38.05, the posting of a Short Assignment shall be for a minimum of five (5) days.
  
- (d) The notice posted shall indicate:
  - (i) the classification and work area;
  - (ii) whether the posting is for a permanent position, or a Long or Short Assignment (if necessary);
  - (iii) the expected duration of the Assignment; and
  - (iv) whether the appointment is full-time or part-time, and any applicable part time designation;
  - (v) **an overview of the skills, abilities and qualifications required. CUPE 15.03(b)**
  
- (e)
  - (i) **Only those positions which cannot be filled by a Bargaining Unit applicant possessing the required skills, abilities, and qualifications from within the administrative zone where the posting**

**originated will be filled by a bargaining unit candidate from another ~~Bargaining Unit~~ administrative zone. (CUPE 15.02 (c))**

- (ii) **Only those positions that cannot be filled in accordance with (e)(i) above shall be filled by a qualified candidate from any bargaining unit in the administrative zone where the posting originated. (NEW)**
- (iii) **Only those positions that cannot be filled in accordance with (e)(ii) above shall be filled by a qualified candidate from any bargaining unit in any administrative zone. (NEW)**
- (iv) **Only those positions which cannot be filled by an applicant from any bargaining unit at the NSHA possessing the required skills, abilities and qualifications will be filled by an external applicant. (NEW)**

(f) **Conditional Appointment**

~~Notwithstanding Article 11.01~~, where the Employer deems it necessary to recruit Employees from within the bargaining unit who do not meet the qualifications of the position but are currently enrolled in a program leading to meeting the qualifications in a reasonable time period as determined by the Employer, such Employees may be appointed with the condition that the Employee obtain the required qualifications in an agreed time period. Failure of the Employee to achieve the required qualifications within the agreed time period or any mutually agreed extension to such time period will result in the Employee being returned to their former position or to an equivalent position where their former position is not available. (L93, 94, 95 11.04 (a) (b) (c))

**10.02 Filling Vacancies or Assignments**

Where it is determined by the Employer that:

- (a) two or more bargaining unit applicants for a position in a their own bargaining unit are qualified and
- (b) those applicants are of equal merit, preference in filling the vacancy or Assignment shall be given to the applicant with the greatest length of seniority.
- (c) In the event that vacancy arises in the same position / classification title, within the same work area(s) and/or service within a three (3) month period of the closing date of the competition, the Employer is not required to post the vacancy. The position may be filled through a prior or existing competition within the three (3) month period.

Notwithstanding the above, the Employer may award the position to the most senior applicant without conducting interviews.

- (d) Positions will be awarded to the successful candidate as soon as is reasonably possible following the closing date for the job posting. Subject \_\_\_\_\_ to 10.01(b), the Employer may combine Part-Time positions to become a single position, where operationally feasible. **(CUPE 15.03 (c) (d))**

### 10.03 Successful Candidate

(a) The name of the successful candidate shall be sent to the Union within fourteen (14) days.

(b) An unsuccessful Bargaining Unit applicant may, within 10 days of notification of the awarding of the position, make a request for an explanation as to why he/she was not granted the position. The Employer shall provide an explanation in writing to the Employee as soon as practicable after receipt of the request. The time limit for the filing of a grievance under Step One of the Grievance Procedure shall run from the date the Employee receives the explanation from the Employer.

(c) When opportunities for additional Casual employment arise, the Employer may provide notification indicating the nature of the available Casual employment.

(d) Where operationally possible, the Employer endeavors to supply the names of Employees appointed to ~~temporary~~ short assignment positions ~~(as defined in art. 5.01 (9))~~ of less than three (3) months to the Union on a monthly basis. Further, this provision does not include Employees temporarily assigned to fill vacation reliefs.

(e) The successful Employee, from the Bargaining Unit, shall be placed on a trial period for a period of four hundred and ninety-five (495) ~~regular~~ permanent hours worked. In the event the successful Employee proves unsatisfactory in the position during the aforementioned period, ~~at the sole discretion of the Employer~~, such Employee shall be informed in writing of the reasons by the supervisor, and shall be returned to that Employee's former position without loss of seniority, benefits or previous salary or the trial period may be extended at the sole discretion of the Employer. **(NSNU 12.13 (a), IWK 30.03)**

(f) During the trial period, the Employee shall retain the option of returning to the Employee's former position with the same procedure being followed as outlined above. Subject to operational considerations, the Employer shall return the Employee to his/her former position within twenty-one (21) calendar days after the Employee exercises this option. Any other Employee

**promoted or transferred in relation to the above assignment shall also be returned to that Employee's former position with the same procedure being followed as outlined above. (CUPE 15.02 2<sup>nd</sup> & 3<sup>rd</sup> paras, NSNU 12.13 (a))**

#### **10.04 Retention of Status**

A permanent Employee who successfully bids for a Long Assignment, or a Short Assignment (if posted), shall be entitled to retain her status as a permanent Employee, and shall be entitled to return to her former position. If the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.

#### **10.05 Grievance/Arbitration**

Notwithstanding any other provision of this Agreement, for the purposes of this Article, an Employee has the right to grieve any filling of a vacancy or Assignment in any bargaining unit.

#### **10.06 Placement in New Position**

A successful internal applicant shall normally be placed in a new position within sixty (60) days of her appointment. If such placement does not occur within the sixty (60) day period due to operational requirements, the successful applicant will receive the higher rate of pay, where applicable, effective the ~~sixty-first (61st) day~~ **forty-sixth(46<sup>th</sup>) day.** (CUPE 15.06, NSNU 12.12, Unifor 19.01 (c))

#### **10.07 Temporarily Working in a Position Outside the Bargaining Unit**

- (a) Where an Employee successfully competes for a position outside the bargaining unit and takes an approved leave from his or her bargaining unit position to work in that position, the Employee has a right to return to his or her bargaining unit position at the expiry of the approved leave.
- (b) While in the position outside the bargaining unit, the Employee shall not pay Union dues nor shall the Union have a duty to represent the Employee in any matter arising out of his or her position outside the bargaining unit. However, the Union reserves the right to represent the Employee in relation to his/her right to return to his/her bargaining unit position.
- (c) Should the Employee apply for another bargaining unit position while on an approved leave from his or her position, the Employee shall be considered an internal applicant.
- (d) An Employee who is appointed to a position outside the bargaining unit on an acting basis shall remain in the bargaining unit for the duration of the acting position **subject to the provisions of Article 32.21. (NEW)**

#### **10.08 Scope of Practice**

**Should the Employer increase a Classification's Scope of Employment or should the Scope of Practice be increased by an external body or college and this change is required by the Employer and/or is required to maintain licensing, then existing Employees within that classification will be provided a reasonable time period to upgrade their levels of competency. Notwithstanding Article 19.13 ~~24.16~~, should an Employee's Scope of Practice be increased by an external body or college and the change is required by the Employer, then the Employer will cover registration costs and course materials and Employees shall suffer no loss of pay to attend the training.**

**Notwithstanding situations where an Employee needs to be accommodated under the NS Human Rights Act, an Employee who is unable to meet an Employer's Scope of Employment will be grandparented in their position. Employees who do not meet the new Scope of Practice required by the Employer and/or is required to maintain licensing will be deemed to be displaced and will exercise their rights under Article ~~16~~ 32. (CUPE 15.11, Unifor 19.05)**



## ARTICLE 11 - CHECKOFF

### 11.01 Deduction of Union Dues and Assessments

The Employer will, as a condition of employment, deduct an amount equal to the amount of the membership dues and assessments ~~uniformly~~ required to be paid by all members of the Union from the bi-weekly pay of all Employees in the bargaining unit.

### 11.02 Notification of Deduction

The Union shall inform the Employer in writing of the authorized deduction to be checked off for Employees mentioned in Article 11.01.

### 11.03 Religious Exclusions

Deductions for membership dues and assessments shall not apply to any Employee who, for religious reasons, cannot pay Union dues and assessments, provided she makes a contribution equal to said Union dues and assessments to some recognized charitable cause.

### 11.04 Remittance of Union Dues and Assessments

The amounts deducted in accordance with Article 11.01 shall be remitted ~~to the Secretary-Treasurer~~ **separately to each of the Unions and to a person identified by each of the Unions** of the Union by cheque within a reasonable time after deductions are made ~~and~~. **Each payment** shall be accompanied by particulars identifying each Employee, **including the amount of the actual bi-weekly wages, (CUPE 6.02)** and the deductions made on her behalf.

### 11.05 Liability

The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer.

### 11.06 Professional Dues

Upon request of an Employee, the Employer shall deduct the annual professional registration dues paid by Employees from the salary of the Employee. It is the responsibility of the Employee to ensure that all registration information is currently submitted to the Employee's association within the submission deadline. **(NSGEU Local 97 11.06, Unifor 25.03, L93,94,95 12.06)**

## **11.07 Unifor Paid Education Leave**

**This Article applies only to Unifor members affected by the collective agreement.**

**The Employer agrees to pay into a special fund an amount of one cent (\$.01) per hour for all regular hours paid for the regular Employees to provide for a Paid Education Leave (PEL). Such leave will be for upgrading the Employees' skills in all aspects of trade union functions. Such payment will be remitted on a quarterly basis into a trust fund established by the National Union, ~~CAW~~ Unifor, effective from date of ratification and sent by the Employer to the following address; ~~CAW~~ Unifor Paid Education Leave Program, ~~CAW~~ Unifor Family Education Centre, RR#1 CAW Road 25, Port Elgin, Ontario, N0H 2CD.**

**The Employer shall approve Education Leave to the members of the bargaining unit subject to operational requirements. Candidates for PEL shall be selected by ~~the Union~~ Unifor to attend such courses and provide written confirmation to the Employer of such selection. Employees on PEL leave of absence shall continue to accrue seniority. This provision is not applicable to casual Employees.**

## ARTICLE 12 - STEWARDS

### 12.01 Recognition

The Employer acknowledges the right of the Union to appoint Employees as Stewards.

### 12.02 Notification

The Union agrees to provide the Employer with a list of Employees designated as Chief Stewards and as Stewards for each bargaining unit.

### 12.03 Servicing of Grievances

It is understood that the Officers, Stewards and members of the Union have their regular work to perform on behalf of the Employer. It is acknowledged that grievances should be serviced as soon as possible and that if it is necessary to service a grievance during working hours, Stewards will not leave their jobs without giving an explanation for leaving and obtaining the Supervisor's permission. Permission will not be unreasonably withheld so long as operational requirements permit. The Steward shall report back to the Supervisor before resuming the normal duties of her position.

### 12.04 Union Representation

**The local Union may have the assistance of a staff 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 staff representative ~~from the Union~~ is required by the local Union. (NSNU 5.02)**

## ARTICLE 13 - TIME OFF FOR UNION BUSINESS

### 13.01 Leave Without Pay

Where operational requirements permit, and on reasonable notice, special leave without pay shall be granted to Employees for Union business:

- (a) as members of the Board of Directors of ~~a the~~ Union, **or, in the case of CUPE, the Local Executive of CUPE 8920, or in the case of Unifor the Local Executive of Unifor 4600** for the attendance at Board meetings **or, in the case of CUPE Local 8920 and Unifor 4600, for attendance at executive meetings;**  
**(NEW)**
- (b) as members of the ~~Bargaining Unit~~ **Council** Negotiating Committees of the Union for the attendance at Committee Meetings;
- (c) as delegates to attend conventions of the Union's **respective national and** affiliated bodies, ~~including N.U.P.G.E., C.L.C., Nova Scotia Federation of Labour;~~
- (d) as members of standing Committees of the Union for the attendance at meetings of standing Committees;
- (e) as members of the Executive to attend Executive Meetings of the Nova Scotia Federation of Labour;
- (f) for such other legitimate Union business as may be authorized by the Union such as, but not limited to, replacing Union staff, Union educational programs, etc.

Such permission shall not be unreasonably withheld.

### 13.02 Notification to Employer

The Union shall notify the Employer of the names of ~~CDHA~~ **the** Employees, including the department wherein the Employee is employed, who are members of the Board of Directors, the Union Executive and ~~Bargaining Unit~~ **Council** Negotiating Committees.

### 13.03 Salary Continuance

The Employer will continue the salary of an Employee who is granted leave without pay in accordance with Article 13.01 and will bill the Union for the Employee's salary.

### 13.04 Annual Meeting/Collective Bargaining Workshop

- (a) Where operational requirements permit and on reasonable notice as provided in Article 13.04(b), the Employer shall grant leave with pay for ~~a period not exceeding two (2) working days~~, **(NSNU 5.06, no limits on days)** and leave without pay for travelling time for such portion of the working day prior to and following the meeting as may be required, to Employees who are elected or appointed as registered delegates to attend the Annual Meeting or the Collective Bargaining Workshop of the Union. Such permission shall not be unreasonably withheld. The Employer shall only grant such leave for either the Annual Meeting or the Collective Bargaining Workshop in any one year. However, upon three (3) months advance written request, and if operational requirements permit, the Employer may grant leave as provided herein for both the Annual Meeting and the Collective Bargaining Workshop in the same year if neither were held in the previous year.
- (b) The Union shall notify the Employer in writing of the names, including the department wherein the Employee is employed, of the registered delegates attending the Annual Meeting or the Collective Bargaining Workshop of the Union at least three (3) weeks in advance.
- (c) Notwithstanding Article 13.05, the number of Employees entitled to attend the Collective Bargaining Workshop shall not exceed ~~five (5) per bargaining unit represented by the Union~~ **the number of members on the Council negotiating committee.**

### 13.05 Number of Employees Eligible

The number of Employees eligible for special leave provisions under Articles 13.01 and 13.04 shall be in accordance with the numbers laid down in the ~~Nova Scotia Government and General Employees Union Constitution~~ **Constitution of each of the Constituent Unions.**

### 13.06 Contract and Essential Services Negotiations

- (a) Where ~~operational requirements permit, and on~~ reasonable notice **is given**, the Employer shall grant leave with pay for ~~not more than five (5) representatives of each bargaining unit~~ **Council negotiating committee members** for the purpose of attending contract negotiation meetings with the Employer. ~~However, when any joint bargaining unit contract negotiation meetings occur on any one (1) day or part thereof, the Employer shall, where operational requirements permit, grant leave with pay to any eight (8) of these representatives at the same time. Such permission shall not be unreasonably withheld.~~
- (b) **Where reasonable notice is given, the Employer shall grant leave with pay for the Council Essential Services committee members for the purpose of developing and implementing an essential services plan. (NEW)**

### **13.07 Arbitration and Joint Consultation**

Where operational requirements permit, and on reasonable notice, the Employer shall grant special leave with pay to Employees who are:

- (a) called as a witness by an Arbitration Board as prescribed by Article 26;
- (b) meeting with management in joint consultation as prescribed by Article 27.

### **13.08 Grievance Meetings**

Where operational requirements permit, and on reasonable notice, the Employer shall grant special leave with pay to an Employee for the purpose of attending grievance meetings with the Employer.

### **13.09 No Loss of Service/ Seniority**

While on leave for Union business pursuant to this Article, an Employee shall continue to accrue and accumulate service and seniority credits for the duration of her leave, and her service and seniority shall be deemed to be continuous.

### **13.10 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) An Employee who declares her intention to offer for the position of President of the Union shall notify the Employer as soon as possible after declaring her intention to seek the office of the President.
- (b) An Employee elected or appointed as President of the Union shall be given leave of absence without pay for the term(s) she is to serve.
- (c) A leave of absence for a second (2<sup>nd</sup>) and subsequent consecutive term(s) shall be granted in accordance with paragraph (a) and (b).
- (d) For the purposes of paragraph (b) and (c), the leave of absence shall commence as determined by the Union, provided one month's notice is provided to the Employer.
- (e) All benefits of the Employee shall continue in effect while the Employee is serving as President, and, for such purposes, the Employee shall be deemed to be in the employ of the Employer.

- (f) Notwithstanding paragraphs (b) and (e), the gross salary of the President shall be determined by the Union and paid to the President by the Employer, and the amount of this gross salary shall be reimbursed to the Employer by the Union.
- (g) Upon expiration of her term of office, the Employee shall be reinstated in the position she held immediately prior to the commencement of leave, or if the position no longer exists, to another position in accordance with this Agreement.
- (h) Notwithstanding paragraph (b) or any provision of this Agreement to the contrary, the period of leave of absence shall be deemed to be continuous service with the Employer for all purposes.
- (i) Notwithstanding the provisions of the Agreement, vacation earned but not used prior to taking office shall be carried over to be taken in the fiscal year in which the Employee returns from leave of absence.
- (j) The Union shall reimburse to the Employer the Employer's share of contributions for EI premiums, Canada Pension Plan, other pension and group insurance premiums made on behalf of the Employee during the period of leave of absence.

## ARTICLE 14 - HOURS OF WORK

### 14.01 Hours of Work

- (a) Unless this Agreement provides otherwise, the hours of work **for a full-time Employee** shall be seventy-five (75) hours per bi-weekly period, normally consisting of ten (10) seven and one-half (7 ½) hour shifts. **(CUPE 17.01(a), NSNU 7.00, Unifor 9.01)**

- (b) Overtime Exception

Where, during a regular scheduled shift rotation, an Employee may be required to work in excess of seventy-five (75) hours in a two-week (2) period, additional hours shall not constitute overtime in that two (2) week period, provided the hours of work average seventy-five (75) hours per two (2) weeks of each complete cycle of the shift rotation.

- (c) **Rest Intervals between Scheduled Shifts**

With the exception of Employees who are working shifts greater than seven and one-half (7 ½) hours, every reasonable effort shall be made by the Employer to avoid scheduling the commencement of a shift within sixteen (16) hours of the completion of the Employee's previous shift. In addition to situations arising pursuant to Article 14.03, shift arrangements requested by the Employee(s) in writing and approved by the Employer, in variance to the foregoing, shall not constitute a violation of this provision. **Notwithstanding the above, no rest interval shall be less than 12 hours unless mutually agreed between the Employer and the Union. (NEW)**

- (d) **Allied Health Instructors**

- (i) The hours of work for Allied Health Instructors shall be seventy (70) hours per two (2) week period exclusive of meal breaks.
- (ii) Allied Health Instructors shall be allowed five (5) days' leave with pay at a time agreeable to both the Employee and the Employer when classes are in abeyance or at another mutually acceptable time.

### 14.02 No Guarantee of Hours

An Employee's scheduled hours of work shall not be construed as guaranteeing the Employee minimum or maximum hours of work but is a basis for computing overtime.

### 14.03 Deviations from Scheduled Hours



It is recognized and understood that deviations from the regular schedules of work will be necessary and will unavoidably result from several causes, such as, but not limited to, leaves of absence, absenteeism, temporary shortage of personnel, and emergencies. Such deviations shall not be a violation of this Agreement.

#### **14.04 Flexible Working Hours**

The Employer will, where operational requirements and efficiency of the service permit, authorize ~~experiments with~~ **(L93, 94, 95 15.12)** flexible working hours if the Employer is satisfied that an adequate number of Employees have requested and wish to participate in such an experiment **(ie 10 or less there must be a consensus... more than 10 there must be agreement among sixty-six-and-two-thirds percent of affected Employees unless the parties mutually agree to another mode of determination). (CUPE 17.01 (c)).**

#### **14.05 Modified Work Week**

Where Employees in a unit have indicated a desire to work a modified work week, the Employer may authorize experiments with modified work week schedule, providing operational requirements permit and the provision of services are not adversely affected. The averaging period for a modified work week shall not exceed three (3) calendar weeks, and the work day shall not exceed ten (10) hours.

#### **14.06 Return to Regular Times of Work**

In the event that a modified work week or flexible working hours system:

- (a) does not result in the provision of a satisfactory service to the public;
- (b) incurs an increase in cost to the employing department; or
- (c) is operationally impractical for other reasons;

the Employer may require a return to regular times of work, in which case the Employees shall be provided with sixty (60) calendar days' advance notice of such requirement.

#### **14.07 Shift Duration**

- (a) In the event that an existing shift duration
  - (i) does not result in the provision of satisfactory service to the public; or
  - (ii) is operationally impractical for other reasons;

the Employer will consult with the Union, with the view to minimizing any adverse effects that a change to existing shift duration may have on Employees.

- (b) The Employer will give the Employees sixty (60) calendar days advance notice of the shift requirement; and invite expressions of interest.

- (c) The expression of interest notice shall include the required:
  - (i) number of Employees;
  - (ii) classification;
  - (iii) abilities, experience, qualifications, special skills and physical fitness, where applicable, reflecting the functions of the job concerned; and
  - (iv) shift duration.
- (d) If there are more qualified volunteers than required, preference in filling the positions shall be given to the Employees with the greatest length of seniority.
- (e) If there are fewer qualified volunteers than required, the Employer shall staff the shifts with qualified Employees, in reverse order of seniority.
- (f) Nothing in this Article precludes the Employer from:
  - (i) maintaining any and all shift arrangements in effect prior to the signing of this Agreement;
  - (ii) hiring Employees to staff a specific shift duration;
  - (iii) continuously assigning an Employee to a specific shift duration at the Employee's request, where such continuing assignment is acceptable to the Employer.

#### **14.08 Meal Breaks and Rest Periods**

For each seven and one-half (7 ½) hour shift, subject to the provisions of Article 14.09, the Employer shall provide an unpaid meal break of one-half (½) hour and paid rest periods totalling one-half (½) hour, not to be taken in less than two (2) breaks. The Employer shall schedule meal breaks in such a way that an Employee be permitted to leave her work area. Operational requirements may be such that these breaks may not be able to be taken off the premises. These breaks shall be prorated for shift duration. **Employees shall be permitted to combine meal and / or rest period(s) where operational requirements permit. (L93, 94, 95 15.10, (a), NSNU 7.05 (c), Unifor 9.01 (iii))**

#### **14.09 Recall From Meal Breaks and Rest Periods**

~~Should an Employee be recalled to duty during the designated meal break as provided in Article 14.08 and the entire meal break cannot be rescheduled during the shift, the meal break shall be deemed to be time worked and compensated for at the applicable overtime rate set out in Article 15. Should an Employee be recalled to duty during the time provided in Article 14.08, other than during the designated meal break, and time off equal to the difference between the break time taken and the total break allowance cannot be granted during the shift, the break time not taken because of recall to duty shall be~~

considered as overtime and compensated for in accordance with the provisions of Article 15.

**If, due to operational requirements, an Employee is required to miss a designated meal or rest period or part thereof and the total break period cannot be granted during the shift, the total meal or rest period shall be compensated at the applicable overtime rates or time off at a mutually agreeable time. (L93, 94, 95 15.11, NSNU 7.05 (e) (f))**

#### 14.10 Coverage

The Employees agree to maintain staff coverage which, in the opinion of the Employer, is adequate for all operational units during a shift change, meal breaks, and rest periods.

#### 14.11 Days Off

During the two (2) week period Employees shall, whenever possible, receive two (2) days off in each calendar week or four (4) days off in each two (2) week period, **given in not more than two segments unless mutually agreed otherwise between the Union and the Employer** At least two (2) of the days off in the two (2) week period shall be consecutive days off. **(CUPE 17.02 (a) (i), Unifor 9.02 (a))**

#### 14.12 Consecutive Shifts

- (a) The Employer will endeavour, where possible, to provide that no Employee is scheduled to work more than seven (7) consecutive days in a two (2) week period. This does not preclude shift arrangements, acceptable to both the Employer and the Employee(s), in variance to the foregoing.
- (b) Subject to the limitations of Article 14.03, the Employer shall provide that no Employee is scheduled to work more than five (5) consecutive evening shifts or five (5) consecutive night shifts in a two (2) week period. This does not preclude shift arrangements requested by the Employee, in writing, acceptable to both the Employer and the Employee(s) in variance to the foregoing.
- (c) **Unless mutually agreed otherwise, Employees shall not be required to work more than a total of 16 hours (inclusive of regular hours and overtime hours) in a twenty-four hour period beginning at the first hour the Employee reports to work, except in emergency situations. (NSNU 7.01 (a) CUPE 17.02 (a) (vi))**
- (d) **An Employee who works more than sixteen (16) hours as set out in Article ~~7.01 (a)~~, 14.12 (c) shall be entitled to a rest interval of eight (8) hours before the commencement of her or his next shift. The rest interval shall not cause a loss of regular pay for the hours not worked on that shift. If mutually agreeable between the Employee and the Employer, arrangements**

**in variance to the foregoing will be acceptable and will not constitute a violation of this Article. (NSNU 7.01 (b))**

#### **14.13 Posting of Shift Schedules**

- (a) **Shift and standby (CUPE 17.02 (b) (i))** schedules shall be posted at least four (4) weeks in advance of the schedule to be worked and the schedule shall be for a minimum of two (2) weeks. The Employer shall make every reasonable effort not to change shifts. If the Employer changes the shift schedule within forty-eight (48) hours of the shift, the Employee(s) affected shall be entitled to overtime compensation for that shift. The Employer must inform Employees of the shift changes made to the posted schedules.
- (b) When the Employer requires an Employee who is regularly scheduled to work Monday through Friday, to work on a weekend as part of her regular bi-weekly hours the Employer shall make every reasonable effort to provide the Employee with four (4) weeks' notice, but in any case not less than two (2) weeks' notice of the weekend work.

#### **14.14 Exchange of Shifts**

Provided advance notice is given, which notice in the opinion of the Employer is deemed sufficient, and with the approval of the Employer, Employees may exchange shifts, where operational requirements permit, and there is no increase in cost to the Employer.

#### **14.15 Week-ends Off**

Where operational requirements permit, the Employer will endeavour to provide each Employee one (1) weekend off in two (2), but in no case shall there be less than one (1) week-end off in three (3).

Arrangements and modifications to same in variance to the foregoing may be mutually agreed upon between the Employer and the Employee.

#### **14.16 Split Shifts**

No shift shall be split for a period longer than the regularly scheduled meal and rest periods as provided for in Article 14.08.

#### **14.17 Other Regular Shifts**

~~The shift length can be altered from the usual 7.5 or 11.25 hour shifts to create other regular shifts.~~ For full-time Employees, the regular shifts shall not normally be less than 7.5 hours and not more than 11.25 hours. For part-time Employees, the regular shift shall not be less than 3.75 hours inclusive of a 15-minute break except where

**there is an agreement with the Union. ~~This provision does not apply to casual Employees.~~ (CUPE 17.01 (b))**

#### **14.18 Rotation of Shifts**

Employees required to work rotating shifts (day, evening and night duty) shall be scheduled in such a way as to, as equitably as possible, assign the rotation equally. This does not preclude an Employee from being continuously assigned to an evening or night shift at the Employee's request where such continuing assignment is acceptable to the Employer.

#### **14.19 Breaks for Excessive Temperatures**

**Where temperatures exceed 32.2 degrees C (90-95 F), Employees may take advantage of a ten minute break per hour of service. (CUPE 17.03 (d), Unifor 9.03)**

#### **14.20 Conversion of Hours**

Except as otherwise provided in this Agreement, the following paid leave benefits will be converted to hours on the basis of one day's benefit being equivalent to 1/10 of the regular bi-weekly hours for the Employee's classification:

- Calculation of Service under Article 1.02(b)
- Leave for Adoption of Child
- Annual Vacation Entitlement
- General Leave
- Vacation Carry Over
- Illness/Injury Benefit
- Paid Holidays under Article 18.01
- Rest Periods
- Bereavement Leave
- Acting Pay - Qualifying Period
- Leave for Birth of Child

#### **14.21 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

## ARTICLE 15 – OVERTIME

### 15.01 Overtime Exclusions

- (a) Except for Allied Health Instructors, all positions in the bargaining unit shall be eligible for overtime compensation.
- (b) Allied Health Instructors shall be entitled to five (5) days leave with pay pursuant to Article 14.01(d)(ii) but shall not be entitled to the provisions of Article 15.01(c) and (d).

### 15.02 Definitions

In this Article and Article 18:

- (a) **“overtime”** means authorized work in excess of an Employee's regular work day or normal bi-weekly hours for Employees whose hours of work are set out in Article 14.01.
- (b) **“time and one-half”** means one and one-half (1 ½) times the straight time rate calculated by the formula:

$$\frac{\text{bi-weekly rate} \times 1 \frac{1}{2}}{\text{normal bi-weekly hours}}$$

- (c) **“double time”** means two (2) times the straight time rate calculated by the formula:

$$\frac{\text{bi-weekly rate} \times 2}{\text{normal bi-weekly hours}}$$

### 15.03 Allocation and Notice of Overtime

Subject to the operational requirements of the service, the Employer shall make every reasonable effort:

- (a) to allocate overtime work on a fair and equitable basis among readily available and qualified Employees; and
- (b) to give Employees who are required to work overtime, adequate advance notice of this requirement.
- (c) **This provision is not applicable to a casual Employee unless a regular-permanent Employee is not available. (CUPE 18.06 (a))**

#### **15.04 Union Consultation**

The Union is entitled to consult the Employer or its representative, whenever it is alleged that Employees are required to work unreasonable amounts of overtime.

#### **15.05 Overtime Compensation**

Time worked in addition to the regular scheduled shifts or time worked in a bi-weekly pay period that is in excess of the bi-weekly hours shall be compensated at the rate of one and one half (1½T) times the regular hourly rate for the overtime worked. An Employee who works in excess of four (4) hours overtime in any one day shall be compensated at the rate of two times (2T) the regular hourly rate for the overtime worked which shall include the first four (4) hours at double time.

#### **15.06 Overtime Eligibility**

An Employee must work at least fifteen (15) minutes beyond her normal shift before being eligible for overtime compensation.

#### **15.07 Overtime Meal Allowance**

- (a) An Employee, who is required to work a minimum of three (3) hours' overtime immediately following her scheduled hours of work and where it is not practical for her to enjoy her usual meal time before commencing such work, shall be granted reasonable time with pay, as determined by the Employer, in order that she may take a meal break either at or adjacent to her place of work. Under such conditions she shall be provided a voucher for one (1) meal in the amount of \$15.00 or where meal service is unavailable, the Employee will receive reimbursement in the amount of \$15.00 through the payroll system.
- (b) **If the Employee continues to work beyond three (3) hours' overtime, a further meal break and allowance (or meal) shall be provided upon completion of an additional four (4) hours worked and upon completion of every four (4) hours thereafter. (NSGEU L93, 94, 95 16.05 (b))**
- (c) **An Employee who is called back to work under the provisions of Article ~~17~~ 16 shall be provided with a meal break and allowance (or meal), in accordance with (a) above after the first four (4) hours worked and upon completion of every four (4) hours thereafter. (NSGEU L 93, 94, 95 16.05 (c))**

#### **15.08 Computation of Overtime**

In computing overtime a period of thirty (30) minutes or less shall be counted as one-half (½) hour and a period of more than thirty (30) minutes but less than sixty (60) minutes shall be counted as one (1) hour.

### **15.09 Form of Compensation**

~~Compensation for overtime shall be paid except where, upon request of the Employee, and with the approval of the Employer, or its representative, overtime may be granted in the form of time off in lieu of overtime hours worked.~~

**An Employee may take time off in lieu of pay for overtime worked. Such time off shall occur at a mutually agreed time. Where the Employee chooses to take pay for overtime worked, such pay shall be paid within two (2) pay periods of the written request of the Employee. (NSNU 7.17 (a), CUPE 18.05 (a))**

### **15.10 Time Off in Lieu of Overtime**

~~Where time off with pay in lieu of overtime hours worked has not been granted prior to the end of the second (2<sup>nd</sup>) calendar month immediately following the month in which the overtime was worked, compensation for overtime shall be paid.~~

**Employees may be permitted to continuously carry an accumulation of up to seventy-five (75) hours. The Employer shall divide the year into four (4) quarters. At the end of each quarter, the Employer may payout any unused overtime down to seventy-five (75) hours. (CUPE 18.05 (b), NSNU 7.17 (b), Unifor)**

### **15.11 Carry Over of Overtime**

Notwithstanding Article 15.10, an Employee may request to have accumulated overtime carried over for a maximum of twelve (12) months. Such a request shall not be unreasonably denied. If time off with pay in lieu of overtime hours has not been granted prior to the end of this time, compensation for overtime shall be paid.

### **15.12 No Layoff to Compensate for Overtime**

An Employee shall not be subject to layoff by the Employer during regularly scheduled hours of work, established in accordance with Article 14, in order to equalize any overtime worked.

### **15.13 Daylight Saving Time**

The changing of Daylight Saving Time to Standard Time, or vice versa, shall not result in Employees being paid more or less than their normal scheduled daily hours. The hour difference shall be split between the Employees completing their shift and those commencing their shift.

### **15.14 Call-In**



- (a) An Employee required to report back to work after leaving the premises of the work location following completion of a shift, but before the commencement of the next shift, except as required under Article 16, or called back to work on a day the Employee is not scheduled to work, except as required under Article 16, shall be granted a minimum of four (4) hours pay at straight time rates or the applicable overtime rate, whichever is greater. The minimum guarantee of four (4) hours pay shall not apply to part-time Employees who are offered additional hours for a period of less than four (4) hours.
- (b) An Employee on the Employer's premises prior to the commencement of her shift, who is requested to begin work by the Employer, shall be eligible for overtime rates for that period of time before her actual shift is scheduled to begin.

### **15.15 Compensation for Performing Other Duties**

When an Employee is required to work overtime and during the overtime hours performs duties of a classification other than the duties of her regular classification, she will be compensated for the overtime worked at the rate applicable to the duties performed during the overtime but shall in no case be paid a rate lower than her regular overtime rate.

## ARTICLE 16 - STANDBY AND CALLBACK

### 16.01 Standby Compensation

- (a) **Effective October 31, 2014**, Employees who are required by the Employer to standby shall receive standby pay of ~~thirteen dollars and fifty cents (\$13.50)~~ **sixteen dollars and twenty-one cents (\$16.21)** for each standby period of eight (8) hours or less. ~~Effective October 31, 2014, the standby rate (for 8 hours or less) will increase to sixteen dollars and twenty one cents (\$16.21).~~ **(NSGEU L97 16.01 (a), NSNU 7.24 (c), L93,94,95 17.01 (a))**
- (b) **Effective October 31, 2014**, Employees who are required by the Employer to standby on a Holiday as listed in Article 18, shall receive standby pay of ~~twenty-seven dollars (\$27.00)~~ **thirty two dollars and forty cents (\$32.40)** for each standby period of eight (8) hours or less. ~~Effective October 31, 2014, the standby rate (for 8 hours or less) on a holiday will increase to thirty two dollars and forty cents (\$32.40).~~ **(NSGEU L97 16.01 (b), NSNU 7.24 (d), L93,94,95 17.01 (b))**

### 16.02 Employee Availability

- (a) An Employee designated for standby duty shall be available during her period of standby duty at a known telephone number or pager number and be able to report for duty as quickly as possible if called.
- (b) The Employer, at its own expense, will supply pagers to members of the bargaining unit who are designated for standby duty.
- (c) **Employees shall not be assigned to Stand-By for more than two (2) weekends in a four (4) week period or for more than seven (7) consecutive days; unless mutually agreed otherwise. (NSNU 7.24 (f), L93, 94, 95 17.02 also places limits stand by)**
- (d) **Employees may only be placed on “Stand-By” for a patient care unit for which she or he holds a position. (NSNU 7.24 (b))**
- (e) **An Employee shall not be required to be on Stand-By during the vacation period unless the Employer and the Employee mutually agree. (CUPE 18.03 (f), NSNU 7.24 (g))**

### 16.03 Failure to Report

- (a) No compensation shall be granted for the total period of standby if the Employee is unable to report for duty when required.

#### 16.04 Callback Compensation

- (a) An Employee who is called back to work and who reports for work shall be compensated for a minimum of four (4) hours at the straight time rate for the period worked, or at the applicable overtime rate, whichever is greater. The minimum guarantee of four (4) hours pay at the straight time rate shall apply only once during each eight (8) consecutive hours on standby.
- (b) When a part-time Employee is not scheduled to work but is required by the Employer to standby, the day(s) on standby shall be considered as the Employee's rest day(s) and shall be compensated for all call back as overtime in accordance with Article 15 or a minimum of four (4) hours at the straight time rate, whichever is greater.
- (c) **An Employee may take time off in lieu of pay for reporting for work on a call-back. Such time off shall occur at a mutually agreed time. Such time banked shall be tracked as part of the overtime bank and shall be subject to Article 15. ~~This provision is not applicable to a Casual Employee.~~ (CUPE 18.04 (b) (iv), NSNU 7.26 (d))**
- (d) **Stand-by shall not be forfeited in the event of a call back. (CUPE 18.03 (e), standard practice for NSGEU and CUPE)**
- (e) **Standby and/or Callback shall be divided as equitably as possible among qualified permanent Employees and for casuals in long or short assignments within the department. Notwithstanding the above, qualified casual Employees can be added to the rotation(s) if in the opinion of the Employer, there are not enough permanent Employees able to be scheduled for stand-by on a unit or in a department as appropriate. (CUPE 18.06 (b))**

#### 16.05 Transportation Allowance and Parking for Callback

Employees called back shall be reimbursed for transportation to and from the work place to a maximum of ~~ten dollars (\$10.00)~~ **fifteen dollars (\$15.00)** per call each way. **(NSNU 7.26 (e) (ii), L97 16.05)** **When Employees are called back to work at a site which is not their home base, he or she will receive the kilometer rate or \$15.00, whichever is greater. (CUPE 18.04 (c))** An Employee who is called back to work and who reports for work shall be reimbursed for parking costs.

#### 16.06 Rest Interval After Callback

The Employer shall provide at least ~~six (6)~~ **eight (8)** hours between the time an Employee completes a period of callback and the commencement of the Employee's next scheduled

shift. During an eight (8) hour period of standby, if the first callback is within two (2) hours of the commencement of the next scheduled shift, the Employee shall not be entitled to a ~~six (6)~~ **eight (8)** hour rest interval. If mutually agreeable between the Employee and the Employer, arrangements in variance to the foregoing will be acceptable and will not constitute a violation of this Article. **(NSGEU L97, 16.06)**

#### **16.07 Compensation Where Rest Interval Not Taken**

Subject to Article 16.06, where, because operational requirements do not permit or where mutually agreeable variations between the Employee and the Employer are not acceptable, the ~~six (6)~~ **eight (8)** hour rest period, pursuant to Article 16.06, cannot be accommodated, the hours worked from the commencement of the regular shift to the end of the period on which the rest period would normally end shall be compensated at the rate of time and one-half (1 ½T). **(NSGEU Local 97, 16.07)**

## ARTICLE 17 – VACATIONS

### 17.01 Annual Vacation Entitlement

- (a) An Employee shall be entitled to receive annual vacation leave with pay:
  - (i) each year during her first forty-eight (48) months of service at the rate of one and one-quarter ( $1 \frac{1}{4}$ ) days for each month of service; and
  - (ii) each year after forty-eight (48) months of service at the rate of one and two-thirds ( $1 \frac{2}{3}$ ) days for each month of service; and
  - (iii) each year after one hundred and sixty-eight (168) months of service at the rate of two and one-twelfth ( $2 \frac{1}{12}$ ) days for each month of service; and
  - (iv) each year after two hundred and eighty-eight (288) months of service at the rate of two and one half ( $2 \frac{1}{2}$ ) days for each month of service.
- (b) An Employee who, as of February 19, 2001, has earned entitlement to more vacation than provided for in Article 17.01(a) of the collective agreement by virtue of her terms and conditions of employment with a predecessor employer shall retain that entitlement. Any future increase in vacation entitlement for such Employees shall be pursuant to Article 17.01(a).

### 17.02 Vacation Year

The vacation year shall be April 1 to March 31, inclusive.

### 17.03 Authorization

- (a) An Employee shall be granted vacation leave at such time during the year as the immediate management supervisor determines.
- (b) **The scheduling process for members of each Union are outlined in the Appendices of this collective agreement as follows;**

**Appendix 6 - NSGEU Members in the Central Zone**

**Appendix 7 – CUPE Members**

**Appendix 8 – Unifor Members**

**Appendix 9 – NSGEU Public Health, Addictions and Continuing Care Members in the Eastern, Western and Northern Zones**

**Appendix 10 – NSNU Members**

**(NEW)**

### 17.0410 Unbroken Vacation

Except during the period of time referred to in ~~Article 17.06~~ **each of the Union-specific vacation scheduling practices identified in Appendices six, seven, eight, nine and ten, (NEW)** where operational requirements permit, the Employer shall make every reasonable effort to grant to an Employee her request to enjoy her vacation entitlement in a single unbroken period of leave.

### 17.0511 Vacation Pay

**Vacation pay shall be at the regular hourly rate (exclusive of premiums) for the Regular or Temporary position held immediately prior to the vacation period. (CUPE 22.02 and NSNU 10.01)**

### 17.0611 Vacation Carry Over

- (a) ~~Except as otherwise provided in this Agreement, vacation leave for a period of not more than five (5) days may, with the consent of the immediate management supervisor, be carried over where it has not been operationally feasible to grant vacation at a mutually agreeable time. (Unifor 12.06 (b), CUPE practice NSNU L 93 94 95 do not allow vacation to lapse) to the following year, but shall lapse if not used before the close of that year. Request for vacation carry over entitlement shall be made in writing by the Employee to the immediate management supervisor not later than January 31st of the year in which the vacation is earned, provided however that the immediate management supervisor may accept a shorter period of notice of the request. The immediate management supervisor shall respond in writing within one (1) calendar month of receiving an Employee's request.~~

- (b) An Employee scheduled to take vacation and who is unable to do so within the vacation year due to illness or injury shall be entitled to carry over this unused vacation to the subsequent year.

#### **17.07~~12~~ Accumulative Vacation Carry Over**

An Employee, on the recommendation of the immediate management supervisor and with the approval of the Employer, may be granted permission to carry over five (5) days of her vacation leave each year to a maximum of twenty (20) days, if in the opinion of the immediate management supervisor, it will not interfere with the efficient operation of the Department.

#### **17.08~~13~~ Use of Accumulated Vacation Carry Over**

The vacation leave approved pursuant to Article 17-09 shall be used within five (5) years subsequent to the date on which it was approved and shall lapse if not used within that period unless the immediate management supervisor recommends that the time be extended and the recommendation is approved by the Employer.

#### **17.09~~14~~ Borrowing of Unearned Vacation Credits**

With the approval of the Employer, an Employee who has been employed for a period of five (5) or more years may be granted five (5) days from the vacation leave of the next subsequent year.

#### **17.10~~15~~ Employee Compensation Upon Separation**

An Employee, upon her separation from employment, shall be compensated for vacation leave to which she is entitled.

#### **17.11~~16~~ Employer Compensation Upon Separation**

An Employee, upon her separation from employment, shall compensate the Employer for vacation which was taken but to which she was not entitled.

#### **17.12~~17~~ Vacation Credits Upon Death**

When the employment of an Employee who has been granted more vacation with pay than she has earned is terminated by death, the Employee is considered to have earned the amount of leave with pay granted to her.

#### **17.13~~18~~ Vacation Records**

An Employee is entitled to be informed, upon request, of the balance of her vacation leave with pay credits.

### **17.1419 Recall from Vacation**

~~The Employer will make every reasonable effort not to recall an Employee to duty after she has proceeded on vacation leave or to cancel vacation once it has been approved.~~

**No Employee shall be required to work during a scheduled vacation period. (i.e. Periods of paid vacation days and/or periods consisting of both paid and unpaid days where the unpaid days are contiguous with both the beginning and end of the paid vacation days.) (CUPE article 22.06, first two sentences)**

### **17.1520 Reimbursement of Expenses ~~upon Recall~~**

Where, during any period of approved vacation, an Employee is recalled to duty **and agrees to be recalled (CUPE 22.06)**, she shall be reimbursed for reasonable expenses, subject to the provisions of Article 28, that she incurs:

- (a) in proceeding to her place of duty; and
- (b) in returning to the place from which she was recalled if she immediately resumes vacation leave upon completing the assignment for which she was recalled.
- (c) **If an Employee's vacation is approved and then cancelled by the Employer causing the Employee to lose a monetary deposit on vacation accommodations and/or travel and providing the Employee does everything reasonably possible to mitigate the loss, and providing the Employee notifies the Employer that the monetary deposit will be forfeited, the Employer will reimburse the Employee for the monetary deposit. (Unifor 12.09, NSNU 10.10 (a) CUPE 22.08)**

In addition to the above, an Employee shall be compensated at two (2) times her regular rate of pay for time worked during the period of recall from vacation.

### **17.1624 Reinstatement of Vacation Upon Recall**

The period of vacation leave so displaced resulting from recall and transportation time in accordance with Articles 17.16 and 17.17, shall either be added to the vacation period, if requested by the Employee and approved by the Employer, or reinstated for use at a later date.

### **17.1722 Illness During Vacation**

If an Employee becomes ill **prior to or (NSNU 10.08, CUPE 22.07 (b))** during a period of vacation ~~and the illness is for a period of three (3) or more consecutive days,~~ and such illness is supported by a medical certificate from a legally qualified medical practitioner on such form as the Employer may from time to time prescribe, the Employee will be granted sick leave and her vacation credits restored to the extent of the sick leave. The



form is to be provided to the Employer immediately upon the return of the Employee. If the Employee does not have access to the Employer's form, the Employee shall provide the Employer with a medical certificate from a legally qualified medical practitioner with the following information:

- (a) the date the Employee saw the physician;
- (b) the date the Employee became ill;
- (c) the nature of the illness; and
- (d) the duration, or the expected duration of the illness.

Upon the Employee's return, she shall sign an authorization if requested by Occupational Health Services, permitting the physician to clarify or elaborate on the nature of the Employee's illness or injury, as it relates to this claim, to Occupational Health Services in accordance with Article 21.

## ARTICLE 18 – HOLIDAYS

### 18.01 Paid Holidays

The holidays designated for Employees shall be:

- (a) New Year's Day
- (b) **Heritage Day (NEW)**
- (b) Good Friday
- (c) Easter Monday
- (d) Victoria Day
- (e) **July 1 Canada Day (NSNU 10.11)**
- (f) Labour Day
- (g) Thanksgiving Day
- (h) Remembrance Day
- (i) Christmas Day
- (j) Boxing Day
- (k) One (1) additional day in each year that, in the opinion of the Employer, is recognized to be a **federal, (Unifor)** provincial or civic holiday in the area in which the Employee is employed, or, in any area where, in the opinion of the Employer, no such additional day is recognized as a provincial or civic holiday, the first Monday in August.
- (l) one-half (½) day beginning at 12:00 noon on Christmas Eve Day
- (m) any other day or part of a day declared by the **Government of Canada or (NSNU 10.11, CUPE 21.01 (a))** the province of Nova Scotia to be a general holiday.

**The parties recognize the significance of Davis Day for Unifor Members in Cape Breton. When a Unifor Member Employee who requests the day of June 11<sup>th</sup> off in accordance with Article-14 9.05 (b) the Employer will schedule the Employee accordingly. Davis Day is not a recognized paid holiday and premium pay for that day will not apply. (Unifor 10.01 (c))**

### ~~18.02 Exception~~

~~Article 18.01 does not apply to an Employee who is absent without pay on both the working day immediately preceding and the working day following the designated holiday. (Unifor and NSNU have no such qualifiers).~~

### 18.03 Holiday Falling on a Day of Rest

When a day designated as a holiday coincides with the Employee's day of rest, the Employer shall grant the holiday with pay on either:

- (a) the working day immediately following her day of rest; or

- (b) the day following the Employee's annual vacation; or
- (c) another mutually acceptable day between the Employee and the Employer.
- (d) **or paid, if mutually agreed. (CUPE 21.05)**

#### **18.04 Holiday Coinciding with Paid Leave**

Where a day that is a designated holiday for an Employee as defined in Article 18.01, falls within a period of leave with pay, the holiday shall not count as a day of leave.

#### **18.05 Compensation for Work on a Holiday**

- (a) Where an Employee is regularly scheduled to work, in accordance with Article 14, and her regularly scheduled day of work falls on a paid holiday, as defined in Article 18.01, she shall receive compensation equal to two and one-half (2 ½) times her regular rate of pay as follows:
  - (i) compensation at one and one-half (1½) times her regular rate of pay, including the holiday pay, for the hours worked on the holiday; and
  - (ii) time off with pay in lieu of the holiday on an hour-for-hour basis at a mutually acceptable time. ~~prior to the end of the second calendar month immediately following the month in which the holiday fell.~~ **(Unifor 10.03 (b))**
- (b) Where time off with pay in lieu of the holiday has not been granted in accordance with Article 18.05(a)(ii), compensation shall be granted at the Employee's regular rate of pay for those hours worked on the holiday.

#### **18.06 Overtime on a Holiday**

- (a) Where an Employee is required to work overtime on a paid holiday, as defined in Article 18.01, she will receive compensation equal to 3.33 times her regular rate as follows:
  - (i) compensation at 2.33 times her regular rate of pay, including the holiday pay, for the hours worked on the holiday; and
  - (ii) time off with pay in lieu of the holiday on an hour for hour basis at a mutually acceptable time ~~prior to the end of the second calendar month immediately following the month in which the holiday fell.~~ **(Unifor has no such restriction)**

- (b) Where time off with pay in lieu of the holiday has not been granted in accordance with Article 18.06 (a)(ii), compensation shall be granted at the Employee's regular rate of pay for those hours worked on the holiday.

### **18.07 Holiday Premium Pay**

- (a) An Employee Nurse who is not scheduled to work and is called in to work on a recognized Holiday without being given seventy-two (72) hours notice shall be paid at the rate of two-and-one-half times (2.5x) the Employees' Nurses' regular rate of pay. This provision excludes Casual Employees Nurses (except a Casual Employee Nurse while in a Short or Long Assignment Temporary Position). **(NSNU 10.18 (c)).**

She shall receive compensation equal to three-and-one-half (3.5) times her regular rate of pay as follows; **(reflects language in L 42 18.05 and 18.06 above)**

- (i) compensation at 2.50 times her regular rate of pay, including the holiday pay, for the hours worked on the holiday; **(reflects NSNU payment in article 10.18 (c) and L42 language in 18.05 and 18.06 above)** and
  - (ii) time off with pay in lieu of the holiday on an hour for hour basis at a mutually acceptable time ~~within ninety (90) days of the holiday.~~ **(reflects language in L 42 18.05 and 18.06 above)**
- (b) Where time off with pay in lieu of the holiday has not been granted in accordance with Article 18.06 (a)(ii), compensation shall be granted at the Employee's regular rate of pay for those hours worked on the holiday. **(CUPE 21.07, NSNU 10.18 (c))**

### **18.08 Religious Day in Lieu**

An Employee who is entitled to time off with pay in lieu of Good Friday, Easter Monday, Christmas and/or Boxing Day pursuant to Article 18.03 (c), 18.05 (a) (ii) and/or 18.06 (a) (ii) may take such time with pay in lieu at a time that permits her to observe a holy day of her own faith. The Employee shall advise her immediate management supervisor in writing of her desire to take such day(s) off in lieu as soon as possible but before March 1<sup>st</sup> in each year and the immediate management supervisor will endeavour to grant the request where operational requirements permit.

### **18.09 Time Off in Lieu of Holiday**

In no case shall the total time off in lieu of a holiday referred to in 18.05 (a) (ii), 18.06 (a) (ii) and 18.07 above exceed the equivalent of one complete shift.

## 18.10 Christmas or New Year's Day Off

~~Each Employee shall receive either Christmas Day or New Year's Day off, unless otherwise mutually agreed, and every effort will be made to give at least two (2) other holidays off on the actual day of the holiday.~~

- (i) **On an alternating year-to-year basis, an Employee shall be entitled to have either Christmas Day or New Year's Day scheduled off, unless mutually agreed otherwise. This does not preclude an Employee from mutually agreeing to being scheduled to work on both Christmas Day or New Year's Day in a year or to the Employee being scheduled to be off on both if staffing coverage permits. An Employee may mutually agree to work the same holiday (Christmas or New Year's) on successive years. Subject to operational requirements, Employees who have Christmas Day or New Year's Day scheduled off may also have December 24<sup>th</sup> or December 31<sup>st</sup> respectively scheduled off. (CUPE 21.06 (i))**
- (ii) Every effort will be made to give at least two (2) other holidays off on the actual day of the holiday. (Local 42 from 18.10)

**NOTE: This Article is not intended to cover Monday to Friday Employees who are normally scheduled off for all Holidays. (CUPE 21.06)**

## 18.11 Illness on a Paid Holiday

- (a) An Employee who is scheduled to work on a paid holiday, as defined in Article 18.01, and who is unable to report for work due to a reason covered by Article 19.11 (General Leave), shall receive sick leave for that day, and shall be granted time off in lieu of the holiday at a mutually acceptable time ~~prior to the end of the second (2<sup>nd</sup>) calendar month immediately following the month in which the holiday fell.~~ **(Unifor has no such restriction)**
- (b) Where time off with pay in lieu of the holiday has not been granted in accordance with Article 18.10 (a), compensation shall be granted at the Employee's regular rate of pay for those hours.
- (c) An Employee who is on Short Term Illness pursuant to Article 21 (Illness/Injury Benefit), shall be deemed to have received the holiday pay on the day designated as a holiday.

## 18.12 Time Off in Lieu for Part-time and Job Share Employees

Where a part-time Employee or an Employee in a job sharing arrangement works on a holiday, in addition to compensation at the applicable rate, she will receive time off with pay in lieu of the holiday, on an hour for hour basis, at a mutually acceptable time prior to

the end of the second calendar month immediately following the month in which the holiday fell.

For purposes of clarity it is understood that a part-time Employee or an Employee in a job sharing arrangement would receive time off in lieu of the holiday in the amount of 7.5 hours for 7.5 hours worked and 11.25 hours for 11.25 hours worked.

## ARTICLE 19 – LEAVES

### 19.01 Special Leave

The Employer, in any one year, may grant to an Employee:

- (a) special leave without pay for such a period as it deems circumstances warrant;
- (b) special leave with pay for reasons other than those covered by 19.02 to 19.11 inclusive, for such period as it deems circumstances warrant.

### 19.02 Bereavement Leave

- (a) If a death occurs in the Employee's immediate family when the Employee is at work, the Employee shall be granted leave with pay for the remainder of her scheduled shift. The Employee shall also be granted seven (7) calendar days' leave of absence effective midnight following the death and shall be paid for all shifts the Employee is scheduled to work during that seven (7) calendar day period. In any event, the Employee shall be entitled to thirty-seven and one-half (37 ½) consecutive hours paid leave, even if this extends past the seven (7) calendar days leave. "Immediate Family" is defined as the Employee's father, mother, guardian, **or a person for whom the Employee is a guardian, (Unifor 13.05) foster parent, (NSGEU L93, 94, 95 20.02 (a))** brother, sister, spouse, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-child or ward of the Employee, grandparent or grandchild of the Employee, step-mother, step-father, step-sister, step-brother, step-grandparent, step-grandchild, **brother-in-law and sister-in-law (CUPE 24.03 (b), Unifor 13.05)** and a relative permanently residing in the Employee's household or with whom the Employee permanently resides. For Employees whose hours of work are seventy (70) hours bi-weekly or eighty (80) hours bi-weekly the entitlement shall be thirty-five (35)/forty (40) consecutive hours paid leave, even if this extends past the seven (7) calendar days.

The "in-law" and "step-relative" relationships referred to in this provision will only be considered "immediate family" in cases where it is a current relationship at the time of the death, otherwise eligibility will be determined in accordance with paragraph ~~(b)~~ (c) below.

- (b) **In the event that the funeral or internment for any of the Immediate Family does not take place within the period of bereavement leave provided but occurs later, the Employee may defer the final day of his or her bereavement leave without loss of regular pay until the day of the funeral or internment. The Employee shall notify the Employer of this deferment at the time of the**

**bereavement leave. (NSGEU L93, 94, 95, 20.02 (h), NSNU 9.04 (h) CUPE 24.03 (d))**

- (c) ~~Every Employee shall be entitled to leave with pay up to a maximum of one (1) day in the event of death of the Employee's brother in law or sister in law, and may be granted up to two (2) days for travel for purposes of attending the funeral and shall be paid for those travel days which are not regularly scheduled days of rest.~~
- (c)(d) Every Employee shall be entitled to one (1) day leave without pay, for the purpose of attending the funeral of an Employee's aunt or uncle, niece or nephew, or the grandparents **or foster parents** of the spouse of the Employee. **An Employee may be granted up to two (2) days for travel without pay for the purposes of attending the funeral (NSGEU L22, L93, 94, 95 20.02)** The Employee may elect that such bereavement leave be paid by charging the time to the Employee's accumulated vacation, accumulated holiday, or accumulated overtime.
- (d) The above entitlement is subject to the proviso that proper notification is made to the Employer.
- (e) If an Employee is on **holiday**, vacation or sick leave **or using time in lieu** at the time of bereavement ~~or~~ the Employee shall be granted bereavement leave and be credited the appropriate number of days to her **appropriate bank (CUPE 24.03 (e), NSNU 9.04 (g) L93,94,95 20.02 (g))** ~~vacation or sick leave credits.~~

### 19.03 Court Leave

Leave of absence with pay shall be given to every Employee, other than an Employee 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) (CUPE 24.20 (a), NSNU 9.06 (a))**; or
- (b) by subpoena or summons to attend as a witness in any proceeding held:
- (i) in or under the authority of a court; or
  - (ii) before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it; or
  - (iii) before a legislative council, legislative assembly or any committee thereof that is authorized by law to compel the attendance of witnesses before it.



- (c) Where an Employee notifies the Employer in advance, where possible, that she is required to serve pursuant to the provisions of Article 19.03(b)(i), as a result of the functions the Employee fulfills on behalf of the Employer on a day other than a regularly scheduled work day, **the time spent shall be considered time worked. (L93,94, 95 20.03(b))**

#### **19.04 Jury Compensation**

Any Employee given leave of absence with pay to serve on a jury pursuant to Article 19.03 shall have deducted from her salary an amount equal to the amount that the Employee receives for such jury duty after deduction of reasonable expenses.

#### **19.05 Selection/Promotion Process Leave**

When an Employee participates in an Employer personnel selection or promotion process, she shall be granted a leave of absence with pay for the period during which the Employee's presence is required for purposes of the selection or promotion process **and for such further period as the Employer considers reasonable for the Employee to travel to and from the place where his presence is so required. (L93, 94, 95 20.05)** Such leave of absence shall be requested by the Employee of her immediate management supervisor as soon as the requirement of her presence is known.

#### **19.06 Pregnancy Leave**

- (a) The Employer shall not terminate the employment of an Employee because of her pregnancy.
- (b) A pregnant Employee ~~who has been employed with the Employer for at least one (1) year,~~ is entitled to an unpaid leave of absence of up to seventeen (17) weeks. **(CUPE 24.04 (a), NSNU 13.00 (a), Unifor 15.01, L93,94,95 20.07 (a))**
- (c) An Employee shall, no later than the fifth (5th) month of pregnancy, forward to the Employer a written request for pregnancy leave.
- (d) The Employer may, prior to approving such leave, request a certificate from a legally qualified medical practitioner stating that the Employee is pregnant and specifying the expected date of delivery.
- (e) Pregnancy leave shall begin on such date as the Employee determines, but not sooner than sixteen (16) weeks preceding the expected date of delivery, and not later than the date of delivery.
- (f) Pregnancy leave shall end on such date as the Employee determines, but not sooner than one (1) week after the date of delivery, and not later than seventeen (17) weeks after the pregnancy leave began.

- (g) A pregnant Employee shall provide the Employer with at least four (4) weeks' notice of the date she will begin her pregnancy leave. Such notice may be amended from time to time by the Employee:
  - (i) by changing any date in the notice to an earlier date if the notice is amended at least two (2) weeks before that earlier date;
  - (ii) by changing any date in the notice to a later date if the notice is amended at least two (2) weeks before the original date.
- (h) An Employee shall endeavour to provide the Employer with four (4) weeks' notice, and in any event, shall not provide less than two (2) weeks' notice of the date the Employee will return to work on completion of the pregnancy leave, unless the Employee gives notice pursuant to Article 19.07(f).
- (i) Where notice as required under Article 19.06(g) or (h) is not possible due to circumstances beyond the control of the Employee, the Employee shall provide the Employer as much notice as reasonably practicable of the commencement of her leave or her return to work.
- ~~(j) The Employer may require a pregnant Employee to take an unpaid leave of absence while the duties of her position cannot reasonably be performed by a pregnant woman or the performance of the Employee's work is materially affected unless the Employer can reasonably modify the Employee's duties for the period required or temporarily re-assign the Employee to alternate duties or another classification. The Union shall support any modification of duties or temporary re-assignment as provided in this provision.~~
- (j) Where an Employee reports for work upon the expiration of the period referred to in Article 19.06(f), the Employee shall resume work in the same position she held prior to the commencement of the pregnancy leave, with no loss of seniority or benefits accrued to the commencement of the pregnancy leave. Where the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change **but in any event the Employee shall be employed in a comparable position within the work site. (CUPE 24.11, NSNU 13.08)**
- ~~(j) While an Employee is on pregnancy leave, the Employer shall maintain coverage for medical, extended health, group life and any other Employee benefit plans and shall continue to pay its share of premium costs for maintaining such coverage during the period of pregnancy leave.~~
- (k) While on pregnancy leave, an Employee shall continue to accrue and accumulate service and seniority credits for the duration of her leave, and her service and seniority shall be deemed to be continuous. ~~However, service accumulated during pregnancy leave shall not be used for the purposes of calculating vacation leave credits. For the purposes of calculating vacation leave credits during the year in~~

~~which pregnancy leave is taken, one (1) month of service shall be credited to an Employee who does not receive salary for a total of seventeen (17) days or more during the first and last calendar months of the pregnancy leave granted under Article 19.06(b).~~

**While on pregnancy/~~birth or parental, or adoption~~ leave, a Casual Employee shall continue to accrue and accumulate service and seniority at the same rate as before the leave for the duration of the leave and the Employee's service shall be deemed to be continuous.**

**When a Casual Employee returns to work on the expiration of a pregnancy, parental, or adoption leave, the Casual Employee shall resume casual status and he/she shall be credited with seniority hours during the leave period. The seniority hours credited shall be the average of the hours worked in the previous twelve (12) months, or if the Employee's length of employment is less than twelve (12) months, the average of the hours worked during the term of his/her employment. If the period of the leave is less than one year, then the accrual of seniority shall be pro-rated. In no case can an Employee accrue seniority for a single period of pregnancy, parental, adoption leave or disability in excess of one year. (CUPE 24.12 (b), IWK 1.04 (e through i))**

- (l) Leave for illness of an Employee arising out of or associated with the Employee's pregnancy prior to the commencement of, or the ending of, pregnancy leave granted in accordance with Article 19.06(b), may be granted sick leave in accordance with the provisions of Article 21.

**(m) Pregnancy/Birth Leave Allowance**

- (i) An Employee entitled to pregnancy leave under the provisions of this Agreement, who provides the Employer with proof that she has applied for, and is eligible to receive employment insurance (E.I.) benefits pursuant to Section 22, *Employment Insurance Act*, S.C. 1996, c.23, shall be paid an allowance in accordance with the Supplementary Employment Benefit (S.E.B.).
- (ii) In respect to the period of pregnancy leave, payments made according to the S.E.B. Plan will consist of the following:
  - (1) Where the Employee is subject to a waiting period of two (2) weeks before receiving E. I. benefits, payments equivalent to seventy-five per cent (75%) of her weekly rate of pay for each week of the two (2) week waiting period, less any other earnings received by the Employee during the benefit period;
  - (2) Up to a maximum of five (5) additional weeks, payments equivalent to the difference between the weekly E. I. benefits the

Employee is eligible to receive and ninety-three per cent (93%) of her weekly rate of pay, less any other earnings received by the Employee during the benefit period which may result in a decrease in the E. I. benefits to which the Employee would have been eligible if no other earnings had been received during the period.

- (iii) For the purpose of this allowance, an Employee's weekly rate of pay will be one-half ( $\frac{1}{2}$ ) the bi-weekly rate of pay to which the Employee is entitled for her classification on the date immediately preceding the commencement of her pregnancy leave. In the case of a part-time Employee, such weekly rate of pay will be multiplied by the fraction obtained from dividing the Employee's time worked (as defined for the purpose of accumulating service) averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the Employee's classification. **For the purpose of this calculation the hours used for a part-time Employee shall be the actual hours paid, or the hours based on the current appointment status of the part-time Employee as a percentage of full-time hours, whichever is greater. (CUPE 24.09 (c) NSNU 13.04 (c)).**
- (iv) Where an Employee becomes eligible for a salary increment or pay increase during the benefit period, benefits under the S.E.B. plan will be adjusted accordingly.
- (v) The Employer will not reimburse the Employee for any amount she is required to remit to Human Resources Development Canada, where her annual income exceeds one and one-half ( $\frac{1}{2}$ ) times the maximum yearly insurable earnings under the *Employment Insurance Act*.
- (vi) It is understood that Employees entitled to the seven (7) weeks Birth Allowance as provided in this Article may be eligible for an additional Parental Leave Allowance which, when combined with the Birth Allowance may result in eligibility up to a maximum of seventeen (17) weeks allowance.

#### **19.07 Parental Leave**

- (a) An Employee ~~who has been employed with the Employer for at least one (1) year, and~~ who becomes a parent for one or more children through the birth of the child or children is entitled to an unpaid leave of absence of up to ~~thirty five (35)~~ **fifty-two (52) (CUPE 24.08, NSNU 13.05, L93,94,95 20.10 (a), Unifor 15.01 (a))** weeks.
- (b) Where an Employee takes pregnancy leave pursuant to Article 19.06 and the Employee's new born child or children arrive in the Employee's home during pregnancy leave, parental leave begins immediately upon completion of the

pregnancy leave and without the Employee returning to work and ends not later than thirty-five (35) weeks after the parental leave began.

- (c) Where an Employee did not take pregnancy leave pursuant to Article 19.06, parental leave begins on such date as determined by the Employee, coinciding with or after the birth of the child or children first arriving in the Employee's home, and ends not later than ~~thirty-five (35) weeks after the parental leave begins~~ or fifty-two (52) weeks after the child or children first arrive in the Employee's home ~~whichever is earlier~~.
- (d) Notwithstanding Article 19.07(b) or (c), where an Employee has begun parental leave, and the child to whom the parental leave relates is hospitalized for a period exceeding, or likely to exceed one (1) week, the Employee is entitled to return to and resume work in the position held immediately before the leave began or, where that position is not available, the matter shall be referred to the Joint Committee on Technological Change. The Employee is entitled to only one (1) interruption and deferral of each parental leave.
- (e) The Employee shall give the Employer two (2) weeks' notice of the date the Employee will begin parental leave.
- (f) The Employee shall give the Employer two (2) weeks' notice of the date the Employee will return to work upon completion of the parental leave.
- (g) Where an Employee reports for work upon the expiration of the period referred to in Article 19.07(a), the Employee shall resume work in the same position she held prior to the commencement of the parental leave. If the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change **but in any event the Employee shall be employed in a comparable position within the work site. (CUPE 24.11, NSNU 13.08)**
- (h) While on parental leave, an Employee shall continue to accrue and accumulate service and seniority credits for the duration of her leave, and her service and seniority shall be deemed to be continuous. ~~However, service accumulated during parental leave shall not be used for the purposes of calculating vacation leave credits. For the purposes of calculating vacation leave credits during the year in which parental leave is taken, one (1) month of service shall be credited to an Employee who does not receive salary for a total of seventeen (17) days or more during the first and last calendar months of the parental leave granted under Article 19.07(a).~~

**While on ~~pregnancy/birth or parental, or adoption~~ leave, a Casual Employee shall continue to accrue and accumulate service and seniority at the same rate as before the leave for the duration of the leave and the Employee's service shall be deemed to be continuous.**

When a Casual Employee returns to work on the expiration of a pregnancy, parental, or adoption leave, the Casual Employee shall resume casual status and he/she shall be credited with seniority hours during the leave period. The seniority hours credited shall be the average of the hours worked in the previous twelve (12) months, or if the Employee's length of employment is less than twelve (12) months, the average of the hours worked during the term of his/her employment. If the period of the leave is less than one year, then the accrual of seniority shall be pro-rated. In no case can an Employee accrue seniority for a single period of pregnancy, parental, adoption leave or disability in excess of one year. **(CUPE 24.12 (b))**

- (i) ~~The Employee shall have the option of maintaining the benefit plans in which the Employee participated prior to the commencement of the Employee's parental leave.~~
- (j) ~~The Employer shall notify the Employee of the option and the date beyond which the option referred to in Article 19.07(i) may no longer be exercised at least ten (10) days prior to the last day on which the option could be exercised to avoid an interruption of benefits.~~
- (k) ~~Where the Employee opts in writing to maintain the benefit plans referred to in Article 19.07(i), the Employee shall enter into an arrangement with the Employer to pay the cost required to maintain the benefit plans, including the Employer's share thereof, and the Employer shall process the documentation and payments as arranged.~~

## **19.08 Adoption Leave**

- (a) ~~An Employee who has been employed with the Employer for at least one (1) year, who becomes a parent for one or more children through the placement of the child or children in the care of the Employee for the purpose of adoption of the child or children pursuant to the law of the Province is entitled to an unpaid leave of absence of up to thirty five (35) weeks, or more, if required by the adoption agency.~~ **fifty-two (52) (CUPE 24.08, NSNU 13.05, L93,94,95 20.11 (a), Unifor 15.03 (c))**
- (b) The Employer shall require an Employee who requests Adoption Leave pursuant to Article 19.08(a) to submit a certificate from an official in the Department of Community Services, or equivalent, to establish the entitlement of the Employee to the Adoption Leave.
- (c) Adoption leave begins on such date as determined by the Employee, coinciding with the child or children first arriving in the Employee's home, and ends not later than ~~thirty five (35) weeks after the adoption leave begins or~~ **fifty-two (52) weeks** after the child or children first arrive in the Employee's home, ~~whichever is earlier.~~

- (d) Notwithstanding Article 19.08(b), where an Employee has begun adoption leave, and the child to whom the adoption leave relates is hospitalized for a period exceeding, or likely to exceed one (1) week, the Employee is entitled to return to and resume work in the position held immediately before the leave began or, where the position is not available, the matter shall be referred to the Joint Committee on Technological Change. The Employee is entitled to only one (1) interruption and deferral of each adoption leave.
- (e) The Employee shall give the Employer two (2) weeks' notice of the date the Employee will begin adoption leave.
- (f) The Employee shall give the Employer two (2) weeks' notice of the date the Employee will return to work upon completion of the adoption leave.
- (g) Where an Employee reports for work upon the expiration of the period referred to in Article 19.08(a), the Employee shall resume work in the same position she held prior to the commencement of the adoption leave. If the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change **but in any event, the Employee shall be employed in a comparable position within the work site. (CUPE 24.11, NSNU 13.08)**
- (h) While on adoption leave, an Employee shall continue to accrue and accumulate service and seniority credits for the duration of her leave, and her service and seniority shall be deemed to be continuous. ~~However, service accumulated during adoption leave shall not be used for the purposes of calculating vacation leave credits. For the purposes of calculating vacation leave credits during the year in which adoption leave is taken, one (1) month of service shall be credited to an Employee who does not receive salary for a total of seventeen (17) days or more during the first and last calendar months of the adoption leave granted under Article 19.08(a).~~

**While on pregnancy/birth or parental, or adoption leave, a Casual Employee shall continue to accrue and accumulate service and seniority at the same rate as before the leave for the duration of the leave and the Employee's service shall be deemed to be continuous.**

**When a Casual Employee returns to work on the expiration of a pregnancy, parental, or adoption leave, the Casual Employee shall resume casual status and he/she shall be credited with seniority hours during the leave period. The seniority hours credited shall be the average of the hours worked in the previous twelve (12) months, or if the Employee's length of employment is less than twelve (12) months, the average of the hours worked during the term of his/her employment. If the period of the leave is less than one year, then the accrual of seniority shall be pro-rated. In no case can an Employee**



**accrue seniority for a single period of pregnancy, parental, adoption leave or disability in excess of one year. (CUPE 24.12 (b))**

**(i) Parental and Adoption Leave Allowance**

- (i) An Employee entitled to parental or adoption leave under the provisions of this Agreement, who provides the Employer with proof that she/he has applied for and is eligible to receive employment insurance (E. I.) benefits pursuant to the *Employment Insurance Act, 1996*, shall be paid an allowance in accordance with the Supplementary Employment Benefit (S.E.B.) Plan.
- (ii) The parental leave allowance of an Employee who has taken the pregnancy/birth leave allowance, shall begin immediately upon the exhaustion of the pregnancy/birth allowance without the Employee's returning to work.
- (iii) In respect to the period of parental or adoption leave, payments made according to the S.E.B. Plan will consist of the following:
  - (1) Where the Employee is subject to a waiting period of two (2) weeks before receiving E. I. benefits, payments equivalent to seventy-five percent (75%) of her/his weekly rate of pay for each week of the two (2) week waiting period, less any other earnings received by the Employee during the benefit period;
  - (2) Up to a maximum of ten (10) additional weeks, payments equivalent to the difference between the weekly E. I. benefits the Employee is eligible to receive and ninety-three per cent (93%) of her/his weekly rate of pay, less any other earnings received by the Employee during the benefit period which may result in a decrease in the E. I. benefits to which the Employee would have been eligible if no other earnings had been received during the period.
- (iv) For the purposes of this allowance, an Employee's weekly rate of pay will be one-half the bi-weekly rate of pay to which the Employee is entitled for her/his classification on the day immediately preceding the commencement of the adoption leave. In the case of a part-time Employee, such weekly rate of pay will be multiplied by the fraction obtained from dividing the Employee's time worked (as defined for the purpose of accumulating service) averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the Employee's classification. **For the purpose of this calculation the hours used for a part-time Employee shall be the actual hours paid, or the hours based on the current appointment status of the part-time**



**Employee as a percentage of full-time hours, whichever is greater.  
(CUPE 24.09 (c), NSNU 13.06 (c)).**

- (v) Where an Employee becomes eligible for a salary increment or pay increase during the benefit period, payments under the S.E.B. Plan will be adjusted accordingly.
- (vi) The Employer will not reimburse the Employee for any amount she/he is required to remit to Human Resources Development Canada where her/his annual income exceeds one and one-half (1 ½) times the maximum yearly insurable earnings under the *Employment Insurance Act*.

### **19.09 Group Benefit Plan Continuation**

**While an Employee is on pregnancy/birth or parental, or adoption leave, the Employer shall permit the Employee to continue participation in the Medical, Extended Health, Group Life and any other Employee benefit plan including LTD and Pension Plans ~~NSAHO Group Health, LTD and Pension Plans~~ (subject to the eligibility provisions of the Plans) provided the Employee agrees to pay the Employee's share of the benefit premium contribution.**

**In this circumstance, the Employer shall continue to pay the Employer share of the premium contribution for the seven (7) week period of the Pregnancy/Birth leave and/or the ten (10) week period of the Parental or Adoption Leave. In no case will the Employer be responsible for cost-sharing of premiums beyond seventeen (17) weeks.**

**Following this period, the Employee shall be responsible to pay both the Employer and the Employee's shares of the premium costs to maintaining such coverage for the remainder of the Leave of Absence. (CUPE 24.13, NSNU 13.10)**

The Employer shall notify the Employee of the option and the date beyond which the option referred to in **this** Article ~~19.07(i)~~ may no longer be exercised at least ten (10) days prior to the last day on which the option could be exercised to avoid an interruption of benefits.

Where the Employee opts in writing to maintain the benefit plans referred to in **this** Article ~~19.07(i)~~, the Employee shall enter into an arrangement with the Employer to pay the cost required to maintain the benefit plans, including the Employer's share thereof, and the Employer shall process the documentation and payments as arranged. **(The preceding two paragraphs were re-located from Local 42 19.07 (j) and (k))**

### **19.10 Leave for Birth of Child**

On the occasion of the birth of ~~his~~ a child, a spouse who is an Employee shall be granted special leave ~~with pay up to a maximum of one (1) day~~ **without loss of regular pay up to a maximum of 15 scheduled hours** during the confinement of the mother **(CUPE**

**24.14, NSNU 13.11, Unifor 15.02 (a)).** This leave may be divided into two periods and granted on separate days.

### **19.11 Leave for Adoption of Child**

An Employee shall be granted one ~~(1) day's leave with pay~~ **without loss of regular pay up to a maximum of 15 scheduled hours (CUPE 24.15, NSNU 13.12, Unifor 15.02 (b))** for the purpose of the adoption of a child by the Employee, or the Employee's spouse. This leave may be divided into two (2) periods and granted on separate days.

### **19.12 General Leave**

**The following General Leave benefits apply to all Employees at the NSHA except for NSGEU members employed in Public Health Addictions and Continuing Care in the Western, Northern and Eastern Zones. General Leave benefits for those Employees are outlined in Appendix 14, Sick Leave for PHACC Employees. (NEW)**

- (a) Employees shall be entitled to leave with pay for General Leave. The combined use of General Leave shall not exceed fifteen (15) days per fiscal year.
- (b) The immediate management supervisor may require proof of the need for such leave as she considers necessary.
- (c) General Leave consists of:

- (i) **Personal Illness and Injury**

- An Employee who is unable to perform her duties because of illness or injury for a period not exceeding three (3) consecutive working days, may be granted leave with pay up to a maximum of fifteen (15) working days per fiscal year.

- (ii) **Leave for Family Illness**

- In the case of illness of a member of an Employee's immediate family, meaning spouse, son, daughter, father, mother, or person to whom the Employee is legal guardian, when no one at home other than the Employee can provide for the needs of the ill person, the Employee may be granted, after notifying her immediate management supervisor, leave with pay up to five (5) working days per fiscal year, for the purpose of making such arrangements as are necessary to permit the Employee's return to work. The immediate management supervisor may require proof of the need for such leave as she considers necessary.

(iii) **Leave for Emergency**

An Employee shall be granted leave of absence with pay up to two (2) working days per fiscal year for a critical condition which requires her personal attention resulting from an emergency which cannot be served by others or attended to by the Employee at a time when she is normally off duty.

(iv) **Leave for Medical and Dental Appointments**

Employees shall be allowed paid leave of absence up to three (3) working days per fiscal year, in order to engage in personal preventative medical and dental care **or to engage in the personal preventative medical and dental care of an immediate family member. (NSNU 20.13 (c), L93, 94, 95 20.06, CUPE 24.17 (c), Unifor 11.07 (a))**

- (d) For clarification, the combined use of General Leave shall not exceed fifteen (15) days per fiscal year, and within the fifteen (15) days:
- (i) leave for family illness shall not exceed five (5) days per fiscal year;
  - (ii) leave for emergency shall not exceed two (2) days per fiscal year;
  - (ii) leave for medical and dental appointments shall not exceed three (3) days per fiscal year;
  - (iv) leave for personal illness and injury shall not exceed fifteen (15) days per fiscal year;
- (e) The first three days of any absence taken pursuant to Article 21, Illness/Injury Benefit, shall be counted as three (3) days of General Leave.
- (f) A new Employee who is appointed subsequent to April 1 shall have her maximum leave entitlement for the first fiscal year pro-rated in accordance with the number of months of service she will accumulate in the fiscal year of appointment.
- (g) Employees who exhaust all or part of their fifteen (15) days' entitlement in one fiscal year will have it reinstated on April 1 of the following fiscal year.

**19.13 In-Services, Conferences, Education (NEW)**

- (a) The Employer may grant permission to an Employee to attend in-service conference(s), where in the opinion of the Employer, such a conference is relevant to the Employee's respective field and where such attendance will not interfere with efficient operation. Such permission shall not be unreasonably withheld.

- (b) Where an in-service conference(s) is not held during the Employee's scheduled hours of work, the Employee shall be paid for all hours of attendance in accordance with Article 15 or Article 39, whichever is applicable.
- (c) **When an Employee is on duty and authorized to attend an education program during the Employee's regularly scheduled working hours, the Employee shall suffer no loss of regular pay.**

**When an Employee is required by the Employer to attend courses outside of the Employee's regularly scheduled working hours, the Employee shall be compensated with time off or pay on an hour for hour basis for time spent in attendance on such courses. A Casual Employee shall be entitled to compensation as pay only. The Employee shall be paid for all hours of attendance in accordance with Article 15 or Article 39, whichever is applicable. Furthermore, the Employee 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. Wherever possible the Employer will make every effort to arrange for the presentation of the required training / education during an Employee's scheduled hours of work. (CUPE 24.16)**

- (d) **The Employer may grant leave of absence without loss of regular pay for a maximum of fifteen (15) hours per year, taken on not more than four (4) occasions per year without loss of seniority to write examinations to upgrade employment qualifications. Such examinations must relate to the Employee's position with the Employer. (Unifor 14.6)**

#### **19.14 Leave for Storms or Hazardous Conditions**

- (a) Time lost by an Employee as a result of absence or lateness due to storm conditions or because of the condition of public streets and highways or because an Employee finds it necessary to seek permission to leave prior to the end of the regular shift must be:
  - (i) made up by the Employee at a time agreed upon between the Employee and the Employee's immediate supervisor; or
  - (ii) charged to the Employee's accumulated vacation, accumulated holiday time, or accumulated overtime; or
  - (iii) otherwise deemed to be leave without pay.
- (b) Notwithstanding 19.1413 reasonable lateness beyond the beginning of an Employee's regular shift starting time shall not be subject to the provisions of Article 19.1413 (a)(i), (ii), or (iii), where the lateness is justified by the Employee

being able to establish to the satisfaction of the immediate management supervisor that every reasonable effort has been made by the Employee to arrive at her work station at the scheduled time.

- (c) No discrimination is to be practised in the administration of this Article resulting from individual or personal situations, i.e. place of residence, family responsibilities, transportation problems, car pools, etc.
- (d) **The Employer may, in the event of storm conditions or because of the condition of public streets and highways, and in circumstances where it can be accommodated within operational requirements, determine it appropriate to allow Employees to leave work prior to the end of their regular shift, and any time missed from the shift in such circumstances will not be subject to the provisions of Article 19.14 ~~20.21(a) (i), (ii), or (iii)~~. Decisions by the Employer in regard to the application of Article 19.14 ~~20.21(b)~~ shall not be made the subject of Employee or Union grievances alleging inconsistent treatment of Employees. (L93, 94, 95 20.21 (b))**

#### **19.15 Prepaid Leave**

- (a) Permanent Employees will be entitled to take a leave of absence financed through a salary deferral arrangement in accordance with the provisions of the Prepaid Leave Plan set out in Article 44 of this Agreement.
- (b) **Notwithstanding 19.15(a) any Employees currently enrolled in or on a deferred or prepaid leave program would remain covered by their existing program or completion of the prepaid or deferred leave program. (NEW)**

#### **19.16 Leave of Absence for Political Office**

- (a) In this Article “Candidate” means a person who has been officially nominated as a candidate, or is declared to be a candidate by that person, or by others, with that person’s consent, in a Federal or Provincial or **Municipal** election. **(CUPE 24.01 (a) NSNU 9.07 (a), L93,94,95 20.22)**
- (b) An Employee who is a candidate and wishes a leave of absence shall apply to the Employer and the leave of absence shall be granted.
- (c) Where the Employee withdraws as a candidate and before the election, notifies the Employer of the Employee’s intention to return to work, the Employee is entitled to return, to the position the Employee left, two weeks after the notice has been given to the Employer unless the Employer and the Employee both agree to the Employee returning at another time.
- (d) An Employee’s leave of absence to be a candidate shall terminate on the day the successful candidate in the election is declared elected unless, on or before the

day immediately after ordinary polling day, the Employee notifies the Employer that the Employee wishes her leave of absence to be extended for such number of days, not exceeding ninety (90), as the Employee states in the notice and in such case the leave of absence shall terminate as stated in the notice.

- (e) An Employee on leave of absence who is an unsuccessful candidate is entitled to return to the position which that Employee left. If the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.
- (f) The leave of absence of an Employee who is a successful candidate shall be extended from ordinary polling day of the election of which the Employee is elected until two weeks after:
  - (i) the Employee resigns from the position to which the Employee was elected where that resignation occurs before the next election;
  - (ii) where the Assembly is dissolved for the next election, the date the Employee notifies the Employer that the Employee does intend to be a candidate at that next election;
  - (iii) the date nominations close for the next election if the Candidate has not been officially nominated as a Candidate; or
  - (iv) declaration day for the next election when it is official that the Employee has not been re-elected, whichever is the latest.
- (g) Where an Employee is elected for the second time, the leave of absence for the Employee to be a Candidate terminates on the day the Employee is declared elected for the second time and the Employee ceases to be an Employee for all purposes, including entitlement to all Employee benefits, as of that day.
- (h) An Employee who is not re-elected in the second election during the leave of absence may return to the position that Employee left, or, where that position no longer exists the matter shall be referred to the Joint Committee on Technological Change.
- (i) During the Employee's leave of absence to be a Candidate, the Employee shall not be paid but the Employee, upon application to the Employer at any time before the leave of absence, is entitled to pension credit for service as if the Employee were not on a leave of absence and to medical and health benefits, long term disability coverage and life insurance coverage, or any one or more of them, if the Employee pays both the Employee's and Employer's share of the cost.
- (j) **Upon return, the Employee will be placed in a position determined in accordance with the needs of the Employer at that time. The Employee shall be placed on the same level of the increment scale the Employee formerly**

**occupied prior to commencing the leave of absence. The Employee shall retain all benefits which accrued up to the time the Employee commenced the leave of absence, including service. The Employee shall continue to accrue seniority during the leave of absence. (CUPE 24.01 (a) (iii), NSNU 9.07(c))**

### **19.17 Military Leave**

- (a) Where operational requirements permit, an Employee may be granted leave of absence with pay to a maximum of two (2) weeks for the purpose of taking military training or serving military duty.
- (b) An Employee who is given leave of absence with pay pursuant to this Article shall have deducted from her salary an amount equal to the amount paid by the Department of National Defence to her as salary.
- (c) Where an Employee uses vacation entitlement for the purpose of taking military training or serving military duty pursuant to this Article, she shall receive full salary from the Employer notwithstanding amounts paid to her by the Department of National Defence.

### **19.18 Education Leave**

- (a) The Employer may enter into individual return of service agreements with Employees in relation to educational programs which extend for a period in excess of six (6) calendar months and where participation in the program by the Employee is voluntary. The Union shall be a party to all such agreements.
- (b) Where the Employer requires and authorizes in writing an Employee to pursue an educational program which specifically relates to job requirements, a full or partial leave of absence with pay may be granted to the Employee. Where leave is granted, the Employer will pay for tuition and books.
- (c)
  - (i) A leave of absence without pay may be granted to an Employee for the purpose of pursuing an educational program.
  - (ii) The Employee shall have the option of maintaining the benefit plans in which the Employee participated prior to the commencement of the Employee's education leave.
  - (iii) The Employer shall notify the Employee of the option referred to in Article 19.1817(c)(ii) and the date beyond which the option may no longer be exercised at least ten (10) days prior to the last day on which the option could be exercised to avoid an interruption of benefits.

- (iv) Where the Employee opts in writing to maintain the benefit plan referred to in Article 19.1817(c)(ii), the Employee shall enter into an arrangement with the Employer to pay the cost required to maintain the benefit plan, including the Employer's portion thereof, and the Employer shall process the documentation and payments as arranged.
- (v) Where operational requirements permit, and on reasonable notice, leave of absence for education purposes shall not be unreasonably denied.
- (d) Upon completion of education leave pursuant to this Article, an Employee shall be entitled to return to her former position. Where the position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.

**19.19 Where an Employee is a volunteer firefighter and the Employer approves the Employee leave during the shift, the Employee will suffer no loss of regular pay while performing their duties as a volunteer firefighter responding to an emergency call. (CUPE 24.24 Unifor 14.07)**

## **19.20 Compassionate Care Leave**

~~An Employee is entitled to an unpaid leave of absence to a maximum of eight (8) weeks to provide care or support to a family member in accordance with Section 60E of the Labour Standards Code.~~

**An Employee who has been employed by the Employer for a period of at least three (3) months is entitled to an unpaid leave of absence of up to twenty-eight (28) ~~eight (8)~~ weeks, or in accordance with Labour Standards, to provide care or support to:**

- the spouse of the Employee,
- a child or step-child of the Employee,
- a child or step-child of the Employee's spouse,
- a parent or step-parent of the Employee,
- the spouse of a parent of the Employee,
- the sibling or step-sibling of the Employee,
- the grandparent or step-grandparent of the Employee,
- the grandchild or step-grandchild of the Employee,
- the guardian of the Employee,
- the ward of the Employee,
- a relative of the Employee permanently residing in the household of the Employee or with whom the Employee permanently resides,
- the father-in-law or mother-in-law of the Employee,
- the son-in-law or daughter-in-law of the Employee, or



- any other person defined as “family member” by Regulations made pursuant to the *Labour Standards Code*, as amended from time to time.

**(List expands beyond Labour Standards. It reflect CUPE, Unifor, NSNU language. NSNU 9.05)**

Where a legally qualified medical practitioner issues a certificate stating that the above noted recipient of the care or support has a serious medical condition with a significant risk of death within twenty-six (26) weeks from the day the certificate was issued or, in the case where the Employee began a leave before the certificate was issued, the day the leave was begun. Where requested in writing by the Employer, the Employee must provide the Employer with a copy of the certificate. The “in-law” and “step-relative” relationships referred to in this provision will only be considered “immediate family” in cases where it is a current relationship at the time of the request for leave.

The Employee may take up to a maximum of twenty-eight (28) ~~eight (8)~~ weeks of leave during the maximum of twenty-six week period. A Compassionate Care Leave may only be taken for periods not less than one (1) week’s duration. The period of leave shall end when the earlier of the following occurs:

- the recipient of the care or support dies, or
- the expiration of the twenty-six (26) week period.

An Employee who intends to take this leave shall advise the Employer as soon as possible. The Employer shall grant to the Employee the option of maintaining a benefit plan in which the Employee participated before the beginning of the leave (subject to the eligibility requirements of the plan(s)) and shall notify the Employee 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. Where the Employee opts in writing to maintain the benefit plan, the Employee shall enter into an arrangement with the Employer to pay the cost required to maintain the benefit plan, including the Employer’s share thereof, and the Employer shall process the documentation and payments as arranged. **(CUPE 24.23,)**

#### **19.21 Leave for Parent of a Critically Ill Child**

An Employee who has been employed by the Employer for a period of at least six (6) consecutive months of continuous employment and is the parent of a critically ill child is entitled to an unpaid leave of absence of up to thirty-seven (37) weeks to provide care for the critically ill child.

**A "critically ill child" is a person under 18 years of age, on the day the leave begins, whose health has changed and whose life is at risk as a result of an illness or injury (as defined under the Employment Insurance Regulations).**

**A parent includes an adoptive parent, a person who has custody of the critically ill child, a guardian of the critically –ill child or a person with whom the child is placed for purposes of adoption.**

**An Employee who intends to take this leave shall advise the Employer as soon as possible.**

**In order to qualify for the leave an Employee must provide the Employer with a medical certificate issued from a "Specialist Medical Doctor", as defined under the Employment Insurance Regulations, stating that the child is critically ill or injured and requires the care or support of one or more of his or her parents.**

**The Employer shall grant to the Employee the option of maintaining a benefit plan in which the Employee participated before the beginning of the leave (subject to the eligibility requirements of the plan(s)) and shall notify the Employee 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. Where the Employee opts in writing to maintain the benefit plan, the Employee shall enter into an arrangement with the Employer to pay the cost required to maintain the benefit plan, including the Employer's share thereof, and the Employer shall process the documentation and payments as arranged.**

**(NEW)**

## ARTICLE 20 - GROUP INSURANCE

### 20.01 Group Life and Medical Plans

- (a) The **Employer** will continue to participate with Employees in the provision of group life and medical plans (**the NSAHO plan, former Capital Health Plan and the former Public Health Addictions and Continuing Care plan** as exist at the coming into force of this Agreement unless amended by mutual consent. The **Employer** agrees to pay 65% of the total premium cost for all Employees covered by the health and dental care plans attached hereto and forming part of this Agreement. **The Employer agrees to pay 50% of the Group Life Plan. (CUPE 26.01(b))**
- (b) **Should an Employee transfer for any reason into another position they shall be enrolled in the Medical and Group Life plans applicable to that position as a continuing Employee without being subject to pre-existing conditions or disruptions in coverage. (NEW)**

### 20.02 Long Term Disability Plans

**There are two Long Term Disability Plans in operation at the NSHA. All Employees at the former Capital District Health Authority and Public Health Addictions and Continuing Care are covered by the Nova Scotia Public Service Long Term Disability Plan. All other Employees are covered by the Nova Scotia Association of Health Organizations Long Term Disability programs. (NEW)**

The terms of the long term disability plans, including those changes adopted from time to time, shall be deemed incorporated by reference into this collective agreement and shall be considered enforceable in the same way as all other provisions of this collective agreement. This provision applies to all of the plans in effect as of the signing date of this collective agreement, unless otherwise agreed by the parties.

**Should an Employee transfer for any reason into another position they shall be enrolled in the LTD plan applicable to that position as a continuing Employee without being subject to pre-existing conditions or disruptions in coverage. (NEW)**

**Should an Employee who is in the elimination period or actively in receipt of LTD or in the act of applying for or appealing an LTD denial, transfer for any reason into another position that Employee shall remain in the LTD plan associated with their original position until the final disposition of their claim. (NEW)**

## ARTICLE 21 - ILLNESS/INJURY BENEFIT

The following sick leave benefits apply to all Employees at the NSHA except for NSGEU members employed in Public Health Addictions and Continuing Care in the Western, Northern and Eastern Zones. Sick leave benefits for those Employees are outlined in Appendix 15, Sick Leave and Special Leave for PHACC Employees. **(NEW)**

### 21.01 Sick Leave

Sick leave means the period of time an Employee is absent from work by virtue of being sick or disabled, or because of an accident for which compensation is not payable under the *Workers' Compensation Act* and shall be payable from the first day of illness. **(CUPE 23.01(a))**

### 21.02 Short-Term Illness Leave Benefit

An Employee who is unable to perform her duties because of illness or injury for a period of absence exceeding three (3) consecutive working days may be granted leave of absence at seventy-five per cent (75%) normal salary for those days in excess of the three (3) consecutive working days for each incidence of short-term illness for a maximum of one-hundred (100) days. The first three (3) days of such absence shall be deducted from the General Leave provided for in Article **19.12** ~~19.11~~.

### 21.03 Joint Rehabilitation Advisory Committee

Within sixty (60) days of the signing of the Agreement, the parties are to establish **one** ~~a~~ Joint Rehabilitation Advisory Committee **for each Union.** **(NEW)** ~~This~~ ~~These~~ ~~committees~~ will support the Unions and the Employers to:

- (a) achieve a safe and timely return to work for Employees absent due to illness/injury;
- (b) develop a continuum of return to work for Employees absent due to illness/injury; and,
- (c) advise on the process of rehabilitation.

### 21.04 Recurring Disabilities

- (a) An Employee who returns to work after a period of short-term illness leave and within thirty (30) consecutive work days again becomes unable to work because of the same illness or injury will be considered to be within the original short-term leave period as defined in Article **21.02** ~~21.01~~.

- (b) An Employee who returns to work after a period of short-term illness leave and after working thirty (30) or more consecutive work days, again becomes unable to work because of the same illness or injury, will be considered to be in a new illness leave period and entitled to the full benefits of Article 21.024.
- (c) An Employee who returns to work after a period of short-term illness leave and within thirty (30) consecutive work days subsequently becomes unable to work because of an illness or injury unrelated to the illness or injury that caused the previous absence will be considered to be in a new illness leave period and entitled to the full benefits of Article 21.024.
- (d) The provisions of Article 21.043(c) shall not apply to an Employee who has returned to work for a trial period. In such a case, the Employee will be considered to be within the original short-term leave period as defined in Article 21.024.
- (e) The Employer may require a trial period for any Employee who returns to work after short term illness.

#### **21.05 Benefits Not Paid During Certain Periods**

General Leave and Short-term illness leave benefits will not be paid when an Employee is:

- (a) receiving designated paid holiday pay;
- (b) on suspension without pay;
- ~~(c) on a leave of absence without pay, other than leave of absence for Union business pursuant to Article 13 or in the case of circumstances covered under Article 21.05.~~

#### **21.06 Benefits/Layoff**

- (a) When an Employee is on short term illness and is deemed eligible for long term disability and is laid off, she shall be covered by both short term and long term benefits until termination of illness or disability entitlement. When such an Employee has recovered or is capable of returning to work, she shall be covered by the provisions of Article 32.
- (b) During the period an Employee is on layoff status, she shall not be entitled to benefits under Article 21 for an illness or disability which commenced after the effective date of layoff. When such an Employee is recalled and returns to work, she shall be eligible for participation in all benefits.
- (c) The continuation of benefits payable pursuant to Article 21.065 shall include any benefits payable in accordance with the Long Term Disability Plan.

### **21.07 Long-Term Disability**

Employees shall be covered for Long Term Disability in accordance with Article 20.02. The agreed upon terms and conditions of the Long Term Disability Plan shall be subject to negotiations between the parties in accordance with the provisions of the Collective Agreement. Employees covered by either the ~~NSAHO~~ HANS or the Public Service LTD Plan, will continue to participate in those plans unless otherwise mutually agreed between the Union and the Employer. Employees not covered by an LTD plan shall be covered by an LTD plan agreed to by the Employer and Union.

### **21.08 Payment for Certificates and Examinations**

**Where an Employee 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 examination, medical certification forms or reports. (NSNU 20.11, Unifor 11.05)**

### **21.09 Time Off for Certificates and Examinations**

**Where an Employee has submitted a medical form to the Employer which indicates that the Employee is able to return to work on a specific date and the Employer requires further medical documentation which delays the Employee's return to work, the Employer will pay the Employee for all regular shifts that the Employee is or would have normally been scheduled to work, should the subsequent medical documentation confirm the original documentation that the Employee was able to return to work. No deductions will be made from her or his sick leave credits for this time. For the purposes of this Article, "regular shifts that a Part Time Employee is or would have normally been scheduled to work" shall be the actual hours scheduled, or if the Employee does not have a regular rotation, the hours based on the current appointment status of the part Time Employee as a percentage of full time hours. (NSNU 20.12)**

### **21.10 Deemed Salary**

For the purposes of calculating any salary-related benefits, including any salary-based contributions required by this Agreement, any Employee on illness leave under Article 21 shall be deemed to be on 100% salary during such leave, or in accordance with Federal or Provincial Statutes.

### **21.11 Proof of Illness**

An Employee may be required by the Employer to produce a certificate from a legally qualified medical practitioner for any period of absence for which sick leave is claimed by an Employee and if a certificate is not produced after such a request, the time absent from work will be deducted from the Employee's pay. Where the Employer has reason to believe an Employee is misusing sick leave privileges, the Employer may issue to the

Employee a standing directive that requires the Employee to submit a medical certificate for any period of absence for which sick leave is claimed.

### **21.12 Sick Leave Application**

Application for sick leave for a period of more than three (3) consecutive working days, but not more than five (5) consecutive working days, shall be made in such manner as the Employer may from time to time prescribe and when the application for sick leave is for a period of more than five (5) consecutive working days, it shall be supported by a certificate from a medical practitioner.

### **21.13 Unearned Credits Upon Death**

When the employment of an Employee who has been granted more sick leave with pay than she has earned is terminated by death, the Employee is considered to have earned the amount of leave with pay granted to her.

### **21.14 Sick Leave Records**

An Employee is entitled once each fiscal year to be informed, upon request, of the balance of her sick leave with pay credits.

### ~~**21.12 Employer Approval**~~

~~An Employee may be granted sick leave with pay when she is unable to perform her duties because of illness or injury provided that she satisfies the Employer of this condition in such manner and at such time as may be determined by the Employer, and provided she has the necessary sick leave credits.~~

### **21.15 Alcohol, Drug and Gambling Dependency**

- (a) 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 Employees afflicted with alcoholism, drug dependency or gambling dependency, to undergo a coordinated program directed to the objective of their rehabilitation.
- (b) **When an Employee is required to submit to random body fluid testing as a part of a settlement agreement between the Employer, the Union and an Employee, the Employer shall pay the cost of such testing where not available through long term disability coverage. (NSNU 24.01)**

### **21.15 Confidentiality of Health Information**

- (a) An Employee shall not be required to provide her management supervisor specific information relative to an illness during a period of absence. However, such information shall be provided to Occupational Health Services, if required by the Employer. Occupational Health Services shall only release such necessary information to the Employee's immediate management supervisor, such as the duration or expected duration of the illness, the Employee's fitness to return to work, any limitations associated with the Employee's fitness to work, and whether the illness is bona fide.
- (b) All Employee health information shall be treated as confidential and access to such information shall only be given in accordance with this collective agreement or as authorized by law. The Employer shall store Employee health information separately and access thereto shall be given only to the persons in Occupational Health Services who are directly involved in administering that information or to qualified health care professionals retained by Occupational Health Services.
- (c) The Employer shall provide access to health information held in its Occupational Health Department relating to an Employee upon a request, in writing, from that Employee. Where an Employee requests health information about an issue that has become the subject of a grievance, the Employee shall promptly provide the Employer with all health information obtained from the Employer's Occupational Health Department which is arguably relevant to the grievance. All information provided through this process shall be treated as confidential by the Employer and shall be used exclusively for the purpose of reaching a resolution of the grievance in question or, where applicable, adjudicating issues in dispute through the arbitration process.

### **21.16 Report of Injuries**

An Employee who is injured on duty shall immediately report or cause to have reported any injury sustained in the performance of her duties to her immediate supervisor in such manner or on such form as the Employer may from time to time prescribe.

### **21.17 Employee Entitlement**

- (a) Except as provided for in Memorandum of Agreement #1, an Employee whose illness or injury is one which is covered by the terms of the *Nova Scotia Workers' Compensation Act* is not entitled to receive any benefits pursuant to Article 19.12~~4~~, General Leave, and/or Article 21.02~~4~~, Short-term Illness Leave Benefit, for the illness or injury which is covered by the *Workers' Compensation Act*.



- (b) Where the Employee has exhausted credits under Article 21.16 (including Grandfather Sick Leave Bank credits) an Employee may receive a Workers' Compensation Board (WCB) equivalent payment in accordance with the following:
  - (i) The payment will be an amount approximately equal to the payment that WCB may approve.
  - (ii) The Employee agrees that if WCB benefits are approved, such benefits will be reimbursed directly to CDHA.
  - (iii) The Employee agrees that if WCB is not approved the Employee will be required to file a claim for STI benefits under the provisions of Article 21.
  - (iv) The Employee agrees that any period of STI that may be approved subsequent to the denial of WCB benefits will be reconciled against WCB equivalent for that same period.
  - (v) The Employee agrees that any period for which an Employee is paid WCB equivalent payment for which neither WCB or STI is granted, such payment will be fully recovered from the Employee. A signed promissory note indicating the agreement to re-pay these funds will be required prior to receiving the WCB equivalent payment.
- (c) WCB equivalent payment will not exceed one hundred days.
- (d) WCB equivalent payment will commence for any pay period for which no pay or WCB benefit is received.
- (e) WCB equivalent payment will cease in the event that either STI or WCB is approved, if STI and WCB are declined or one hundred days from date of absence, whichever is earliest.

### **21.18 Recurring Disability**

An Employee who ceases to be an Employee and suffers a recurrence of a disability resulting from an injury on the job while in the employ of the Employer will receive benefits in accordance with the provisions of the *Workers' Compensation Act*.

### **21.19 Alternate Medical Practitioner**

For the purpose of this Article,

- (a) the Employer may require that the Employee be examined by an alternate medical practitioner. If the Employee is dissatisfied with the alternate medical practitioner selected by the Employer, the Employee shall advise the Employer accordingly,

in which case the Employer will provide the Employee with the names of three (3) practitioners and the Employee will select one (1) of the three.

- (b) Where the Employer refers an Employee to an alternative medical practitioner pursuant to this Article, and where medical fees in excess of those covered by Medical Services Insurance are incurred by the Employee, the Employer shall pay the cost of these fees.

#### **21.20 Ongoing Therapy**

An Employee who is participating in a scheduled ongoing series of treatments or therapy shall be eligible to accumulate time off for such purposes in order that it may be credited under the provisions of Short Term Illness Leave. In order to be deemed as ongoing treatment or therapy, the time between successive sessions shall not exceed thirty (30) days.

#### **21.21 Benefits Injured on Duty**

**Where an Employee is unable to work as a result of an injury on duty the Employer shall:**

- a) Accumulate vacation credits for the Employee to a maximum of one year's vacation credits. (CUPE 23.07(b)(ii), NSNU 16.02(b), Unifor 33.01(b))**
- b) Continue the eligibility of the Employee and the Employer's cost sharing relationship with the Employee so as to allow for the Employee to continue in the NSHEPP Pension Plan, the Nova Scotia Superannuation Pension Plan as well as any Group Health and Group Life Plans. The Employee must agree to pay the usual cost shared amount (i.e. Group Health 65/35% and Group Life 50/50%) for participation in the Plans. This entitlement shall be reviewed by the Employer on a year-to-year basis. In no case shall the Employer be required to cost share the benefits for a period longer than eighteen (18) months following the onset of the WCB period. This shall not determine the Employee's eligibility to participate in the Plans. (CUPE23.07(b)(iii), NSNU 16.02(c), Unifor 33.01(ii))**

#### **21.22 Unpaid Leave**

**An Employee who has used all her or his sick leave benefits and is still unfit to return to work but intends to return to work, will be granted an unpaid leave of absence. ~~Subject to Article 23.08,~~ continuation of such leave shall be subject to a periodic review by the Employer of the Employee's circumstances and the potential of the Employee to return to work (CUPE 23.08)**

#### **21.23 Union Representation**

**An Employee has the right to be accompanied by a representative of the Union in a meeting with an Employer to discuss her or his ability to attend work regularly due to their health. The Employee shall be advised of the right prior to the scheduling of a meeting. (NSNU 20.05)**

## **ARTICLE 22 - EMPLOYEE PERFORMANCE REVIEW & EMPLOYEE FILES**

### **22.01 Employee Performance Review**

- (a) The Employer shall endeavour to conduct a formal written review of an Employee's performance annually.
- (b) When a formal review of an Employee's performance is made, the Employee concerned shall be given an opportunity to discuss, sign and make written comments on the review form in question and the Employee is to receive a signed copy to indicate that its contents have been read. An Employee shall be entitled to a minimum of forty-eight (48) hours to review the performance review prior to providing any response to the Employer, verbally or in writing, with respect to the evaluation.
- (c) Peer Performance Review is voluntary in the sense that the Employee to be evaluated may decline to participate in the peer performance review. It is also voluntary in the sense that an Employee being asked to participate in the review by commenting on the Employee being evaluated, may decline.

### **22.02 Record of Disciplinary Action\***

- (a) The Employer agrees not to introduce as evidence in a hearing relating to disciplinary action, any document from the file of an Employee, the existence of which the Employee was not aware at the time of filing.
- (b) ~~Notice of a disciplinary action which may have been placed on the personal file of an Employee shall be destroyed after four (4) years have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period.~~

**An Employee who has been subject to disciplinary action other than suspension may, after eighteen (18) 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 Employee's file does not contain any further record of disciplinary action during the eighteen (18) month period, of which the Employee is aware. The Employer shall confirm in writing to the Employee that such action has been effected. The Employee's written response to any item on file shall become part of the personnel file.**

- (c) **An Employee, who has been subject to a period of paid or unpaid suspension, may after four (4) 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 Employee's file does**

**not contain any further record of disciplinary action during the four (4) year period, of which the Employee is aware. The Employer shall confirm in writing to the Employee that such action has been effected. (CUPE 13.03)**

### **22.03 Notice of Performance Improvement Requirements**

The Employer will notify an Employee in writing where, during the period between the formal performance evaluation processes, the Employer has observed that certain aspects of an Employee's performance require improvement.

### **22.04 Employee Access to Personnel File**

Employees shall have access to their personnel files upon reasonable notice. Employees or persons authorized by them in writing, shall be entitled to obtain copies of any material on their personnel file upon reasonable notice. **The Employee may have a Union representative present when viewing the file. (L93, 94, 95 23.04 (a)).**

## ARTICLE 23 - DISCIPLINE AND DISCHARGE

### 23.01 Just Cause

No Employee who has completed her probationary period shall be disciplined, suspended without pay or discharged except for just and sufficient cause.

### 23.02 Notification

Where an Employee is disciplined, suspended without pay or discharged, the Employer shall, within ten (10) days of the discipline, suspension or discharge notify the Employee and the Union in writing by registered mail or personal service stating the reason for the discipline, suspension or discharge.

~~23.03 When an Employee is required to attend a meeting where formal discipline, other than a verbal warning, will be imposed, she may be accompanied by a Union representative provided that this does not result in any undue delay of appropriate action being taken.~~

**Where an Employee is required to attend an investigative meeting or a meeting which, at the time it is scheduled, appears likely to result in discipline being imposed against that particular Employee, the Employee shall be accompanied by a Union Representative. (CUPE 10.03, L92, L93, L94)**

### 23.04 Grievances

Where an Employee alleges that she has been **suspended or (CUPE 11.02)** discharged in violation of Article 23.01, she may within ten (10) days of the date on which she was notified in writing or within twenty (20) days of the date of her discharge, whichever is later, invoke the grievance procedure including provisions for Arbitration contained in Article 26, and for the purpose of a grievance, alleging violation of Article 23.01 she may lodge her grievance at the final level of the grievance procedure.

### 23.05 Reinstatement

**Where it is determined that an Employee has been disciplined by suspension without pay or by discharge in violation of Article ~~23.01~~ 24.01, that Employee shall be immediately reinstated in his former position without loss of seniority or any other benefit which would have accrued to him if he had not been suspended or discharged. One of the benefits he shall not lose is his regular pay during the period of suspension or discharge which shall be paid to him at the end of the next complete pay period following the reinstatement. (L93, 94, 95 24.04)**

## ARTICLE 24 - NOTICE OF RESIGNATION

### 24.01 Notice of Resignation

If an employee desires to terminate her employment, she shall endeavour to forward a letter of resignation to the Employer four (4) weeks prior to the effective date of termination, and in any event, not less than two (2) weeks prior to the effective date of termination, provided however the Employer may accept a shorter period of notice.

### 24.02 Absence Without Permission

- (a) An employee who is absent from her employment without permission for ten (10) consecutive days, shall be deemed to have resigned her position effective the first day of her absence.
- (b) The employee may be reinstated if she establishes to the satisfaction of the employer, that her absence arose from a cause beyond her control and it was not possible for the employee to notify the Employer of the reason for her absence.

### 24.03 ~~Failure to Give Notice~~

- ~~(a) An employee who fails to give notice required by Article 24.01, or who is deemed to have resigned by virtue of 24.02, shall be struck from the payroll effective the date she absents herself without leave, and shall have deducted from monies owed her by the Employer from all sources, including any vacation pay, a sum equivalent to the salary payable to her for the period of notice which she failed to work.~~
- ~~(b) If the employee is reinstated in accordance with 24.02(b), then any deductions made pursuant to 24.03(a) shall be reinstated. (No one else has this language)~~

### Acknowledgment of Letters of Resignation

Receipt of letters of resignation shall be acknowledged by the Employer in writing.

### 24.04 Withdrawal of Resignation

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

## ARTICLE 25 - GRIEVANCE PROCEDURE

### 25.01 Grievances

- (a) An Employee(s) who feels that she has been treated unjustly or considers herself aggrieved by any action or lack of action by the Employer shall first discuss the matter with her immediate management supervisor no later than twenty-five (25) days after the date on which she became aware of the action or circumstance. The Employee(s) may have a Steward present if so desired.
- (b) The supervisor shall answer the dispute within two (2) days of the discussions unless the Union agrees to extend this time limit.
- (c) When any dispute cannot be settled by the foregoing informal procedure, it shall be deemed to be a "grievance" and the supervisor shall be notified accordingly.
- (d) In each of the following steps of the grievance procedure, a meeting or meetings with the Union representative named in the grievance and the Employer's designated representative, shall be arranged at the earliest mutually agreeable time, and not later than the time limit provided for in the applicable step of the grievance procedure, if requested by either party. Where a meeting or meetings are not requested by either party, the Employer shall provide a response to the grievance, as outlined in the grievance procedure below.

### 25.02 Union Approval

Where the grievance relates to the interpretation or application of this Collective Agreement, the Employee is not entitled to present the grievance unless she has the approval in writing of the Union or is represented by the Union.

### 25.03 (a) Grievance Procedure

The following grievance procedure shall apply:

#### Step 1

If the Employee(s) or the Union is not satisfied with the decision of the immediate management supervisor, the Employee(s) may within ten (10) days of having received the supervisor's answer, present the grievance in writing to the supervisor. Failing satisfactory settlement within five (5) days from the date on which the grievance was submitted at Step 1 of the grievance procedure, the grievance may be submitted to Step 2.

#### Step 2

Within five (5) days from the expiration of the five (5) day period referred to in Step 1, the grievance may be submitted in writing either by personal service or by



registered or certified mail to Employer's designate at Step 2 of the grievance procedure. Failing satisfactory settlement within ten (10) days from the date on which the grievance was received at Step 2, the grievance may be submitted to Step 3.

#### Step 3

Within five (5) days from the expiration of the ten (10) day period referred to in Step 2, the grievance may be submitted in writing to the Employer's Vice-President for the area in which the grievance arose accompanied by any proposed settlement of the grievance and any replies at Step 1 and Step 2. The Vice-President for the area in which the grievance arose shall reply to the grievance in writing within fifteen (15) days from the date the grievance was submitted to Step 3.

#### **(b) Grievance Mediation**

Where the parties have been unsuccessful in resolving the matter through the grievance procedure, the parties may jointly submit the matter to the Department of Environment and Labour's Grievance Mediation Program or such other mediation option as is agreeable to the parties. It is understood that grievance mediation is a voluntary program and that arbitration remains an option should the grievance remain unresolved after grievance mediation.

#### **25.04 Union Referral to Arbitration**

Failing satisfactory settlement at Step 3 or upon expiration of the fifteen (15) day period referred to in Step 3 of the grievance procedure, the Union may refer the grievance to arbitration under Article 26.

#### **25.05 Union Representation**

In any case where the Employee(s) presents her grievance in person or in any case in which a hearing is held on a grievance at any level, the Employee(s) shall be accompanied by a representative of the Union.

#### **25.06 Time Limits**

In determining the time in which any step under the foregoing proceedings or under Article 26 is to be taken, Saturdays, Sundays, and recognized holidays shall be excluded.

#### **25.07 Amending of Time Limits**

The time limits set out in the grievance procedure or under Article 26 may be extended by mutual consent of the parties to this Agreement.

## **25.08 Policy Grievance**

Where either party disputes the general application or interpretation of this Agreement, the dispute may be discussed with the Employer's Vice-President responsible for Human Resources, or such person designated by that individual, or the Union, as the case may be. Where no satisfactory agreement is reached, the dispute may be resolved pursuant to Article 26. This section shall not apply in cases of individual grievances.

## **25.09 Sexual Harassment and Personal Harassment**

Cases of sexual harassment and personal harassment as defined by the protected characteristics set out in Article 2.03 shall be considered as discrimination and a matter for grievance and arbitration. Such grievances may be filed by the aggrieved Employee and/or the Union at Step 3 of the grievance procedure and shall be treated in strict confidence by both the Union and the Employer.

## **ARTICLE 26 - ARBITRATION**

### **26.01 Notification**

Either of the parties may, after exhausting the grievance procedure in Article 25, notify the other party within ninety (90) days of the receipt of the reply at Step 3 or such reply being due, of its desire to refer the grievance to arbitration pursuant to the provisions of the *Trade Union Act* and this Agreement.

### **26.02 Referral to Arbitration**

Such notification shall specify the party's choice of whether it wishes to utilize the regular arbitration procedure or the expedited arbitration procedure, as provided for within this Article. In the event that a grievance is submitted to the regular arbitration process, it shall be heard by a single arbitrator, unless either party requests that it be heard by a three-member arbitration board.

### **26.03 Relief Against Time Limits**

The time limit for the initial submission of the written grievance under Article 25 is mandatory. Subsequent time limits are directory and the arbitration board or single arbitrator shall be able to overrule a preliminary objection that the time limits are missed from Step 2 onward, providing that the board or arbitrator is satisfied that the grievance has been handled with reasonable dispatch and the Employer's position is not significantly prejudiced by the delay.

### **26.04 Regular Arbitration Procedure**

#### **(a) Single Arbitrator**

If the grievance is to be heard by a single arbitrator and the Union and the Employer fail to agree upon the appointment of the arbitrator within five (5) days of notice of arbitration in accordance with Article 26.01, the appointment shall be made by the Minister of Labour for Nova Scotia.

#### **(b) Arbitration Board**

If the grievance is to be heard by a three-member arbitration board, the Union and the Employer shall each appoint a member of the arbitration board within five (5) days of notice of arbitration in accordance with Article 26.01. Should the appointed members fail to agree upon the appointment of a chair within five (5) days of their appointment, the Minister of Labour for Nova Scotia shall appoint the chair.

**(c) Arbitration Procedure**

The arbitration board or single arbitrator shall render a decision in as short a time as possible. With due regard to the wishes of the parties, the decision shall, in the normal course be handed down within a maximum of fourteen (14) days from the appointment of the chair or single arbitrator.

**26.05 Expedited Arbitration Procedure**

**(a) Eligibility For Utilization**

By mutual agreement, the parties may agree to have any grievance referred to expedited arbitration in accordance with the procedures set out herein.

**(b) Rules of Procedure**

By referring any specific grievance to be dealt with in the expedited arbitration procedure it is understood and agreed that the matter is to be dealt with in accordance with the Rules of Procedure attached to this Agreement as Appendix 1.

**26.06 Arbitration Award**

All arbitration awards shall be final and binding as provided by Section 42 of the *Trade Union Act*. An arbitrator may not alter, modify or amend any part of this Agreement, but shall have the power to modify or set aside any unjust penalty of discharge, suspension or discipline imposed by the Employer on an Employee.

**26.07 Arbitration Expenses**

Each party shall pay the fees and expenses of its appointed member and one-half the fees and expenses of the chair or single arbitrator.

**26.08 Pre Hearing Disclosure**

**The Arbitrator or Arbitration Board 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. (NSNU 14.15, NSGEU L22 24.08)**

**26.09 Consolidated Grievance Arbitration**

**The Union or the Employer may request in writing to all Parties involved that two (2) or more grievances be consolidated where:**

- (a) the grievances have been referred to arbitration;**

~~(b) — the grievances involve two or more Employers as identified in Article 4.02 (a); and~~

(b) the grievances involve the same alleged violation of the same article(s).

All Parties involved in the grievances must give written agreement to consolidate the grievances. ~~If it is agreed that the grievances shall be consolidated, Articles 14.13 to 14.17 shall apply to the consolidated grievances.~~ An Employer or Union may withdraw from the consolidated grievances on fourteen (14) days' notice in writing to the other Parties. (NSNU 14.21)

## **ARTICLE 27 - JOINT CONSULTATION**

### **27.01 Joint Consultation**

The parties acknowledge the mutual benefits to be derived from joint consultation and are prepared to enter discussions on matters of common interest and mutual concern.

### **27.02 Provincial Labour Management Committee**

- (a) There shall be one Provincial Labour Management Committee for all four Bargaining Units at the NSHA.**
- (b) The Provincial Committee shall have up to three member representatives and one staff representative each from CUPE, Unifor, NSNU and the NSGEU. There shall be up to 16 Employer representatives on the Provincial Labour / Management Committee.**
- (c) The participants in the Provincial Committee may change from time to time to reflect the issues being discussed by the Committee.**
- (d) The Provincial Committee shall meet not less than four times per year. The Committee may mutually agree to variations of the make-up of the Committee and the meeting schedules. (NEW)**

### **27.03 Health Care Bargaining Unit Labour Management Committee**

- (a) There shall be one Health Care Bargaining Unit Labour Management Committee at the NSHA.**
- (b) The Health Care Committee shall have up to three member representatives and one staff representative each from CUPE, Unifor and the NSGEU. There shall be up to 12 Employer representatives on the Provincial Labour / Management Committee.**
- (c) The participants in the Health Care Committee may change from time to time to reflect the issues being discussed by the Committee.**
- (d) The Health Committee shall meet not less than four times per year. The Committee may mutually agree to variations of the make-up of the Committee and the meeting schedules.**
- (e) CUPE, Unifor and NSGEU are entitled to establish, with the mutual agreement of the Employer, Labour Management Committees to address matters in individual work locations or zones. (NEW)**

#### 27.04 Committee Functions

The function of the Provincial and Health Care Committees shall be to discuss matters of mutual concern to the parties, but it is understood and agreed that the Committees will not discuss grievances. **(Unifor 6.01)**

#### 27.05 Re-imbursement for Committee Work

It is understood that the Union Committee members will be paid for time spent at such meetings during their regular working hours. Employees required to travel from his/her usual work location to attend such committee meetings, shall be paid the kilometre allowance as specified in Article 28.02. **(CUPE 9.04 , NSNU 28.06 and Unifor 6.01, L93, 94, 95 34.06)**

#### 27.06 Benefits Committees

- (a) **The NSGEU and management in the Central Zone parties** agree to establish a committee consisting of not more than two (2) representatives of each of the bargaining units and one (1) Union representative from Head Office and a number of management representatives, to be determined by the Employer, to consider amendments to the existing **Great West Life** benefit plans (Group Life, Medical, Dental and Retirement Benefits) **at the former Capital District Health Authority. (NEW)**
- (b) **A Provincial Group Benefits Committee will continue to provide advice and make recommendations regarding the group benefit plan administered by HANS (this does not include the LTD plan). The committee shall be comprised of representatives of the Unions and Employer, as follows ; one Union representative from each of the four Constituent Unions (CUPE, Unifor, NSNU, and NSGEU) and Four Employer representatives selected from both acute care and continuing care Employers. A representative from the HANS Group Benefits Solutions will participate in the committee on an ex-officio basis.**
- (c) **The purpose of the Provincial Group Benefits (NEW) Committee is to provide a forum for constructive engagement amongst representatives of plan participants, Employers, and the plan sponsor on issues of importance to the group benefits plan, including plan design, administration, and communication.**
- (d) **The Provincial Group Benefits (NEW) Committee shall operate in accordance with its terms of reference which shall include a process to be used to resolve issues which cannot be resolved through consensus among member of the committee.**

**Where, in any given fiscal year, the plan administrator determines that an ongoing surplus has arisen in the plan which is of sufficient magnitude to allow an adjustment to benefits, the matter will be referred to the Provincial Group Benefits Committee for determination. The Provincial Group Benefits Committee shall not be authorized to make any adjustment to benefits that would have the effect of increasing the overall ongoing cost of the plan to Employer and Employees. (CUPE MOA 3)**



## ARTICLE 28 – TRAVEL

The following Article applies to all Employees of the NSHA covered by this collective agreement except for those employed with Public Health Addictions and Continuing Care in the Eastern, Western and Northern Zones. Travel for those Employees is covered under Appendix 14. **(NEW)**

### 28.01 Employer's Travel Policy

- (a) The Employer's travel policy, dated September 2008, shall apply to all Employees covered by this Agreement.
- (b) The rates in the Employer's travel policy, including the rates specified in this Article, may be amended upwards from time to time.

### 28.02 Kilometrage Allowance

An Employee who is authorized to use a privately owned automobile on the Employer's business shall be paid a kilometrage allowance of \$0.4015 cents per kilometre.

The Employer will adopt the civil service kilometrage rate effective the date of a tentative agreement being reached between the parties, provided that such agreement is subsequently ratified. Thereafter adjustments will be made in accordance with, and on the same effective dates as adjustments to the civil service rate.

### 28.03 Other Expenses

- (a) Reasonable expenses incurred by Employees for approved business or education travel for the Employer shall be reimbursed by the Employer to the following maximums:

Breakfast	\$6.00– <del>\$8.00</del> ( <b>L93,94,95, Current NSHA rate</b> )
Lunch	<del>\$12.00</del> <b>\$15.00 (Current NSHA rate)</b>
Dinner	\$20.00
Incidentals	\$5.00

With the express approval of management, an Employee may, upon the provision of receipts, be reimbursed for actual cost of meal expenses.

Reimbursement for Accommodations shall not be less than the actual cost to the Employee.

- (b) Article 28.03(a) does not include meal, accommodations, and other routine Employee expenses normally incurred in the course of the Employee's work day.

In the event the Employee's work requires her to be beyond a sixteen (16) kilometer radius of the Employer's premises during the Employee's recognized lunch meal period, the Employee is entitled to the \$12.00 lunch allowance pursuant to Article 28.03(a).

- (c) Reasonable expenses incurred by Employees on the business of the Employer shall be reimbursed by the Employer, provided approval for the expenditure has been obtained.

#### **28.04 Transportation To/From Work**

An Employee who is required to travel to ~~and~~ **or (L 93,94,95 29.03)** from work between the hours of 2400 and 0600 shall be entitled to be reimbursed for actual transportation expenses incurred to a maximum of ~~\$10.00~~ **15.00 (NSNU 23.00 (a) L93, 94, 95 Article 29.03)** each way per shift or \$0.4015 per kilometre to the above-mentioned maximum.

## ARTICLE 29 - RETIREMENT ALLOWANCE

### 29.01 Retirement Allowance

- (a) An Employee who resigns or who retires from employment and is immediately eligible for and commences receipt of pension under the ~~NSHEPP CDHA~~ pension plan, **the Provincial Superannuation Pension Plan or the Canada Pension Plan (CUPE 26.02 (a), NSNU 19.00, Unifor 24.01 (a))** immediately following **their** resignation / retirement shall be granted a Retirement Allowance equal to one (1) week's pay for each year of service to a maximum of twenty-six (26) years. The Retirement Allowance will include a prorated payment for a partial year of service.
- (b) The amount of Retirement Allowance provided under (a) shall be calculated by the formula:
- $$\frac{\text{Annual Salary}}{52} = 1 \text{ week}$$
- (c) The entitlement of an Employee to a Retirement Allowance shall be based on an Employee's total service as defined in Article 1.02. A person can only receive a retirement allowance once, based on the same year(s) of service.
- (d) In addition to the months of service upon which an Employee's Retirement Allowance entitlement is calculated pursuant to (c), the months of prior War Service purchased by an Employee in accordance with the amendment to Section 11 of the Public Service Superannuation Act, shall be included as months of service for the purpose of Retirement Allowance entitlement calculation.
- (e) Where an Employee dies and she would have been entitled to receive a Retirement Allowance if she had retired immediately before her death, the Retirement Allowance to which she would have been entitled shall be paid:
- (i) to her beneficiary under the Group Life Insurance Policy; or
  - (ii) to her estate if there is no such beneficiary.
- (f) Where the person to whom a Retirement Allowance is payable has not attained the age of nineteen (19) years or, in the opinion of the Governor in Council, is not capable of managing her affairs by reason of infirmity, illness or other cause, the Retirement Allowance shall be paid to such person as the Governor in Council directs as trustee for the benefit of the person entitled to receive the Retirement Allowance.

- (g) The salary which shall be used to calculate the amount of the Retirement Allowance in accordance with this Article shall be the highest salary the Employee was paid during her employment with the Employer.

### **29.02 Applicable Employees**

This provision is applicable only to Employees who retire on or after November 1, 2006.

### **29.03 Retiree Benefits**

For all retired Employees, the Employer agrees to pay sixty-five percent (65%) of the total premium cost of the medical plan provided for Employees, and fifty percent (50%) of the total premium cost of life insurance provided for Employees.

## ARTICLE 30 - THE PENSIONS

### 30.01 Coverage of Employees

- (a) Employees who are presently covered by a pension plan shall continue to be covered by the terms of that plan, subject to any mutual agreement to the contrary.
- (b) **Employees newly hired in Public Health Addictions and Continuing Care in the Eastern, Northern and Western zones of the NSHA shall be brought in under the terms of the Nova Scotia Superannuation Pension Plan. (NEW)**
- (c) **All other** Employees not presently covered by a pension plan shall be brought under the terms of the ~~AHO~~ NSHEP Plan unless altered by mutual agreement of the parties.

### 30.02 Work After Retirement

**The Employer shall advise all Employees who are seeking retirement about the possibility of returning to work as a casual Employee or a permanent part-time Employee while at the same time being in receipt of pension benefits in accordance with the provisions of the NSHEPP pension plan and the portability provisions of article 31 of this collective agreement. (CUPE 26.03, NSNU 19.06)**

## ARTICLE 31 - HEALTH AND SAFETY

### 31.01 Health and Safety Provisions

The Employer shall continue to make and enforce provisions for the occupational health, safety, and security of Employees. The Employer will respond to suggestions on the subject from the Union and the parties undertake to consult with a view to adopting and expeditiously carrying out reasonable procedures and techniques designed or intended to prevent or reduce the risk of employment injury and employment-related chronic illness.

### 31.02 Occupational Health and Safety Act

The Employer, the Union, and the Employees recognize they are bound by the provisions of the *Occupational Health and Safety Act*, S.N.S. 1996, c.7, and appropriate federal acts and regulations. Any breach of these obligations may be grieved pursuant to this Agreement.

### 31.03 Joint Occupational Health and Safety Committee

- (a) The Employer shall establish and maintain one (or more) Joint Occupational Health and Safety Committee(s) as provided for in the *Occupational Health and Safety Act*.
- (b) The committee(s) shall consist of such number of persons as may be agreed to by the Employer and the Union.
- (c) At least one-half of the members of the committee shall be Employees at the workplace who are not connected with the management of the workplace and the Employer may choose up to one-half of the members of the committee if the Employer wishes to do so.
- (d) The Employees on the committee are to be determined by the Employees they represent or designated by the Union that represents the Employees.
- (e) The committee shall meet at least once each month unless:
  - (i) a different frequency is prescribed by the regulation; or
  - (ii) the committee alters the required frequency of meetings in its rules of procedure.
- (f) Where the committee alters the required frequency of meetings by its rules of procedure and the Director of Occupational Health and Safety Division of the Nova Scotia Department of Labour (hereinafter in this Article referred to as the "Director") is not satisfied that the frequency of meetings is sufficient to enable

the committee to effectively perform its functions, the frequency of the meetings shall be as determined by the Director.

- (g) An Employee who is a member of the committee is entitled to such time off from work as is necessary to attend meetings of the committee, to take any training prescribed by the regulations and to carry out the Employee's functions as a member of the committee, and such time off is deemed to be work time for which the Employee shall be paid by the Employer at the applicable rate.
- (h) The committee shall establish its own rules of procedure and shall adhere to the applicable regulations.
- (i) Unless the committee determines another arrangement for chairing the committee in its rules of procedure, two of the members of the committee shall co-chair the committee, one of whom shall be selected by the members who represent Employees and the other of whom shall be selected by the other members.
- (j) The rules of procedure established pursuant to Article 31.03(h) shall include an annual determination of the method of selecting the person or persons who shall:
  - (i) chair the committee; and
  - (ii) hold the position of the chair for the coming year.
- (k) Where agreement is not reached on:
  - (i) the size of the committee;
  - (ii) the designation of Employees to be members; or
  - (iii) rules of procedure;

the Director shall determine the matter.
- (l) It is the function of the committee to involve the Employer and Employees together in occupational health and safety in the workplace, and without restricting the generality of the foregoing, includes:
  - (i) the cooperative identification of hazards to health and safety and effective system to respond to the hazards;
  - (ii) the cooperative auditing of compliance with health and safety requirements in the workplace;
  - (iii) receipt, investigation, and prompt disposition of matters and complaints with respect to workplace health and safety;
  - (iv) participation in inspections, inquiries and investigations concerning the occupational health and safety of the Employees and, in particular,

participation in an inspection referred to in Section 50 of the *Occupational Health and Safety Act*;

- (v) advising on individual protective devices, equipment, and clothing that, complying with the *Occupational Health and Safety Act* and the Regulations, are best adapted to the needs of the Employees;
- (vi) advising the Employer regarding a policy or program required pursuant to the *Occupational Health and Safety Act* or the Regulations and making recommendations to the Employer, the Employees, and any person for the improvement of the health and safety of persons at the workplace;
- (vii) maintaining records and minutes of committee meetings in a form and manner approved by the Director and providing committee members with a copy of these minutes, and providing an officer with a copy of these records or minutes on request. Both chairpersons will sign the minutes unless there is a dispute over their contents, in which case the dissenting co-chairperson will indicate in writing the source of this disagreement; and
- (viii) performing any other duties assigned to it:
  - (1) by the Director;
  - (2) by agreement between the Employer and the Employees or the Union; or
  - (3) as are established by the Regulations of the *Occupational Health and Safety Act*.

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

- (a) Any Employee may refuse to do any act at the Employee's place of employment where the Employee has reasonable grounds for believing that the act is likely to endanger the Employee's health or safety or the health or safety of any other person until:
  - (i) the Employer has taken remedial action to the satisfaction of the Employee;
  - (ii) the committee has investigated the matter and unanimously advised the Employee to return to work; or
  - (iii) an officer appointed under the *Occupational Health and Safety Act* has investigated the matter and has advised the Employee to return to work.
- (b) Where an Employee exercises the Employee's right to refuse to work pursuant to Article 31.04(a), the Employee shall:



- (i) immediately report it to the supervisor;
  - (ii) where the matter is not remedied to the Employee's satisfaction, report it to the committee or the representative, if any; and
  - (iii) where the matter is not remedied to the Employee's satisfaction after the Employee has reported pursuant to Article 31.04(b)(i) and (ii), report it to the Occupational Health and Safety Division of the Department of Labour.
- (c) At the option of the Employee, the Employee who refuses to do any act pursuant to Article 31.04(a) may accompany an Occupational Health and Safety officer or the committee or representative, if any, on a physical inspection of the workplace, or part thereof, being carried out for the purpose of ensuring others understand the reasons for the refusal.
- (d) Notwithstanding Subsection 50 (8) of the *Occupational Health and Safety Act*, an Employee who accompanies an Occupational Health and Safety officer of the Department of Labour, the committee or a representative, as provided in Article 31.04(c), shall be compensated in accordance with Article 31.04(g), but the compensation shall not exceed that which would otherwise have been payable for the Employee's regular or scheduled working hours.
- (e) Subject to this Agreement, and Article 31.04(c), where an Employee refuses to do work pursuant to Article 31.04(a), the Employer may reassign the Employee to other work and the Employee shall accept the reassignment until the Employee is able to return to work pursuant to Article 31.04(a).
- (f) Where an Employee is reassigned to other work pursuant to Article 31.04 (e), the Employer shall pay the Employee the same wages or salary and grant the Employee the same benefits as would have been received had the Employee continued in the Employee's normal work.
- (g) Where an Employee has refused to work pursuant to Article 31.04(a) and has not been reassigned to other work pursuant to Article 31.04 (e), the Employer shall, until Article 31.04 (a)(i), (ii) or (iii) is met, pay the Employee the same wages or salary and grant the Employee the same benefits as would have been received had the Employee continued to work.
- (h) A reassignment of work pursuant to Article 31.04(e) is not a discriminatory act pursuant to Section 45 of the *Occupational Health and Safety Act*.
- (i) An Employee may not, pursuant to this Article, refuse to use or operate a machine or thing or to work in a place where:
  - (i) the refusal puts the life, health or safety of another person directly in danger; or
  - (ii) the danger referred to in Article 31.04 (a) is inherent in the work of the Employee.

### **31.05 Restriction on Assignment of Work Where Refusal**

Where an Employee exercises the Employee's right to refuse to work pursuant to Article 31.04(a), no Employee shall be assigned to do that work until the matter has been dealt with under that Article, unless the Employee to be so assigned has been advised of:

- (a) the refusal by another Employee;
- (b) the reason for the refusal; and
- (c) the Employee's rights pursuant to Article 31.04.

### **31.06 First-Aid Kits**

The Employer shall provide an area, equipped with a first-aid kit, for the use of Employees taken ill during working hours.

### **31.07 Safety Equipment**

**The Employer shall provide all safety equipment necessary for the occupational safety and health of Employees, as determined by the Occupational Health and Safety Act. (L93, 94, 95 33.04)**

### **31.08 Protection of Pregnant Employees**

A pregnant Employee who works with machinery or equipment which may pose a threat to the health of either the pregnant Employee or her unborn child, may request a job reassignment for that period by forwarding a written request to the Employee's immediate management supervisor along with a satisfactory certificate from a duly qualified medical practitioner justifying the need for such reassignment. Upon receipt of the request, the Employer, where possible, will reassign the pregnant Employee to an alternate position and/or classification or to alternate duties with the Employer.

### **31.09 Uniforms and Protective Clothing**

- (a) Should the Employer determine that uniforms are a requirement, it is the responsibility of the Employer to provide the clothing, and it shall be the responsibility of the Employee to clean the clothing.
- (b) Where conditions of employment are such that an Employee's clothing may be contaminated, or where an Employee's clothing may be damaged, the Employer shall provide protective clothing (smocks, coveralls, lab coats, or similar overdress) and shall pay for their laundering.

## ARTICLE 32 - JOB SECURITY

### Definitions

- (a) **“worksite” means the actual building or other regular place of employment of the Employee; the Queen Elizabeth II Health Sciences Center is deemed to be a single worksite.**
- (b) **“geographic location” means the area within a radius of 32km of the actual building or other regular place of employment of an Employee; except that, within the Halifax/Dartmouth Metropolitan area, “geographic location” is that area within a radius of 16km of the actual building or other regular place of employment of the Employee.**
- (c) **“zone” means one of the four Provincial Authority Management Zones.**
- (d) **“transfer” means the movement of an Employee outside of their geographic location when the Employee’s position has been relocated or has become redundant. (NEW)**

### 32.01 Joint Committee on Technological Change

- (a) Within sixty (60) days of the signing of this Agreement, the parties are to establish a Joint Committee on Technological Change of equal representation of the Union and the Employer for the purpose of maintaining continuing cooperation and consultation on technological change and job security. The committee shall appoint additional representatives as required.
- (b) The Joint Committee on Technological Change shall consult as required to discuss matters of concern between the parties related to technological change and circumstances identified in Article 32.07, and 32.13. The parties may agree to consult by telephone.
- (c) The Joint Committee on Technological Change shall be responsible for:
  - (1) defining problems;
  - (2) developing viable solutions to such problems;
  - (3) recommending the proposed solution to the employer.
- (d) The Employer will provide the Joint Committee on Technological Change with as much notice as reasonably possible of expected redundancies, relocations, re-organizational plans, technological change and proposed contracting out of work.

- (e) It is understood that the Joint Committee on Technological Change provided for herein shall be a single committee to cover all bargaining units represented by the Union.

### **32.02 Definition**

For the purposes of this Article, "technological change" means the introduction of equipment or material by the Employer into its operations, which is likely to affect the job security of Employees.

### **32.03 Introduction**

The Employer agrees that it will endeavour to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on Employees and services to the public.

### **32.04 Notice to Union**

The Employer will give the Union written notice of technological change at least three (3) months prior to the date the change is to be effected. During this period the parties will meet to discuss the steps to be taken to assist Employees who could be affected.

### **32.05 Training and Retraining**

**For the purposes of Articles 32.09 (a) and 32.18 (a), ability, experience and qualifications mean the threshold ability, experience and qualifications for a position subject to training and retraining outlined in this Article.**

- (a) Where retraining of Employees is necessary, it shall be provided during normal working hours where possible.
- (b) Where the Employer determines a need exists, and where operational requirements permit, the Employer shall continue to make available appropriate training programs to enable Employees to perform present and future duties more effectively.
- (c) The duration of the training/retraining under this Article shall be determined by the Employer and does not include courses or programs offered by a party other than the Employer.

### **32.06 Application**

For the purposes of this Article "Employee" means a permanent Employee, or a casual Employee who, pursuant to Article 38.04 (m), has the rights of a permanent Employee.

### 32.07 Union Consultation

Where positions are to be declared redundant because of technological change, shortage of work or funds or because of discontinuance of work or the reorganization of work within a classification, the Employer will advise and consult with the Union as soon as reasonably possible after the change appears probable, with a view to minimizing the adverse effects of the decision to declare redundancies.

### 32.08 Transition Support Program

- (a) All references within this Article to the Transition Support Program relate to the Program outlined in Article 33. The availability of any payment or other entitlement under that document, and any obligation on the part of the Employer to provide such, pursuant to this Article or any other part of the collective agreement, shall only exist during the effective term of the Program, as expressly specified in that document. This limitation exists notwithstanding any other provision of this Article or any other part of the collective agreement.
- (b) The term of the Transition Support Program may be extended by mutual agreement between the parties.

### 32.09 Employee Placement Rights

- (a) Subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required according to objective tests of standards reflecting the functions of the job concerned, an Employee whose position has become redundant, shall, ~~subject to Article 35.02(e)~~, have the right to be placed in a vacancy in the following manner ~~and~~ ~~sequence~~:
  - (1) A position in the Employee's same position classification / classification grouping **at the Employees worksite;**
  - (2) If a vacancy is not available under (1) above, **then;**
    - (i) **a position in the Employee's same position classification / classification grouping within the Employee's geographic location; or**
    - (ii) **any position in the bargaining unit for which the Employee is qualified within the Employee's geographic location; or**
    - (iii) **any position in the bargaining unit for which the Employee is qualified in the Employee's zone; or**

- (iv) **any position in the bargaining unit for which the Employee is qualified. (NEW)**

At each of the foregoing steps, all applicable vacancies shall be identified and the Employees shall be assigned to the position of their choice, subject to consideration of the provisions herein. If there is more than one Employee affected, their order or preference **as to position and location** shall be determined by their order of seniority.

- (b) ~~An Employee whose position is redundant or who is in receipt of layoff notice and who has not received a payment pursuant to the Transition Support Program (“TSP payment”) must accept a placement in accordance with Article 32 or resign without severance.~~

**An Employee may decline to accept a vacant position in a different geographic location or which has less regular hours of work or a lower maximum salary than that of the Employee’s classification; an Employee who declines such vacancy at any step in the placement sequence shall be entitled to exercise his/her rights at the next step in the placement sequence and any other rights under Article 32. (NEW)**

- (c) An Employee will have a maximum of two (2) full days to exercise her placement rights in this step of the placement process.
- (d) Where an Employee accepts a position in a classification, the maximum salary of which is less than the maximum salary of the Employee’s current classification, the Employee shall be granted salary protection in accordance with Item 1.5 of Article 33.
- (e) Where a vacancy exists which has a higher maximum salary than that of an Employee’s classification, the position shall be posted as agreed between the parties provided that the resulting vacancy shall then be dealt with in accordance with this agreement.
- (f) **Restrictions on Postings:**

**While Employees whose positions are redundant are engaged in the placement/displacement process, the employer shall not post vacancies for which those Employees may be qualified. (similar to CUPE 16.02 (c))**

### **32.10 Relocation of Positions:**

- (a) **Where an Employee’s position is relocated outside of their geographic location:**
  - (i) **The Employee shall be offered the position in the new location;**

- (ii) **The Employee may decline the offer, in which case the Employee shall have the rights of an Employee whose position has become redundant.**
- (b) **No Employee shall be laid off or have their hours reduced as a result of the relocation of their position.**
- (c) **An Employee who has accepted a transfer because their position has been relocated or has become redundant shall be reimbursed for the costs incurred by the Employee to effect the transfer; reimbursement to the Employee shall be consistent with the conditions for the reimbursement of expenses that apply to an Employee of the Province. (NEW)**

### **32.11 Volunteers**

- (a) When the Employer determines after placement pursuant to Article 32.09, there are still redundancies, the Employer shall ask for volunteers from that classification/classification grouping who wish to be offered a TSP payment according to Article 33.
- (b) If there are more volunteers than redundancies, then the most senior volunteers shall be offered the TSP payment.

### **32.12 Insufficient Volunteers**

If there are insufficient volunteers pursuant to Article 32.10, the Employer shall identify remaining redundant Employees and these Employees shall have placement rights pursuant to Article 32.09 or, where available, they shall be entitled to receive a TSP payment.

### **32.13 Layoff Notice**

- (a) If there are remaining redundant Employees after Article 32.10 and 32.11, the Employer shall give layoff notice to the most junior Employee(s) pursuant to Article 32.14 in the classification/classification grouping from which the Employer requested volunteers for the Transition Support Program.
- (b) The Employees in receipt of layoff notice shall have the rights of an Employee in receipt of layoff notice pursuant to this Article.

### **32.14 Layoff**

An Employee(s) may be laid off because of technological change, shortage of work or funds, or because of the discontinuance of work or the reorganization of work.

### **32.15 Layoff Procedure**

Where the layoff of a bargaining unit member is necessary, and provided ability, skill, and qualifications are sufficient to perform the job, Employees shall be laid off in reverse order of seniority.

### **32.16 Notice of Layoff**

- (a) Forty (40) days notice of layoff shall be sent by the Employer to the Union and the Employee(s) who is/are to be laid off, except where a greater period of notice is provided for under (b) below.
- (b) When the Employer lays off ten (10) or more persons within any period of four (4) weeks or less, notice of layoff shall be sent by the Employer to the Union and Employees who are to be laid off, in accordance with the following:
  - (i) eight (8) weeks if ten (10) or more persons and fewer than one hundred (100) persons are to be laid off;
  - (ii) twelve (12) weeks if one hundred (100) or more persons and fewer than three hundred (300) are to be laid off;
  - (iii) sixteen (16) weeks if three hundred (300) or more persons are to be laid off;
- (c) Notices pursuant to this Section shall include the effective date of layoff and the reasons therefor.
- (d) An Employee in receipt of layoff notice shall be entitled to exercise any of the following options:
  - (i) to exercise placement/displacement rights in accordance with the procedure set out in this Article;
  - (ii) to accept layoff and be entitled to recall in accordance with Article 32.18;
  - (iii) to accept the Transition Support Program.

An Employee who intends to exercise placement/displacement rights pursuant to (d) (i) above will indicate such intent to the Employer within two (2) full days following receipt of the layoff notice. If the Employee does not indicate such intent within this period, she will be deemed to have opted to accept layoff in accordance with (d) (ii) above.

### **32.17 Pay in Lieu of Notice**

Where the notice required by Article 32.15 is not given, the Employee shall receive pay, in lieu thereof, for the amount of notice to which the Employee is entitled.



### 32.18 Displacement Procedure

- (a) Subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualification are required, according to objective tests or standards reflecting the functions of the job concerned, an Employee in receipt of layoff notice has, ~~subject to Article 35.02(e)~~, the right to displace another Employee. The Employee to be displaced shall be an Employee with lesser seniority who:
- (i) Is the least senior Employee in the displacing Employee's classification / classification grouping **at the Employee's worksite**; or
  - (ii) Where no such junior Employee exists, the least senior Employee in ~~any~~ **the displacing Employee's classification / classification grouping with no less regular hours of work in the displacing Employees bargaining unit within the displacing Employee's geographic location**; or
  - (iii) **Where no such junior Employee exists, the least senior Employee in any classification / classification grouping with no less regular hours of work in the displacing Employee's geographic location**; or
  - (iv) **Where no such junior Employee exists, the least senior Employee in any classification / classification grouping with no less regular hours of work in the displacing Employee's zone**; or
  - (v) **Where no such junior Employee exists, the least senior Employee in any classification / classification grouping with no less regular hours of work in the bargaining unit. (NEW)**
- (b) An Employee who chooses to exercise rights in accordance with Article 32.187 may elect at any step, beginning with Article 32.165, to accept layoff and be placed on the Recall List or to resign with severance pay in accordance with **the Transition Support Program** ~~Article 32.24(g)(ii)~~.
- (c) ~~An Employee who is displaced pursuant to Article 32 shall be entitled to:~~
- ~~i. Take the Transition Support Program, or,~~
  - ~~ii. Go on the Recall List, or~~
  - ~~iii. Subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required, according to objective tests or standards reflecting the functions of the job concerned be placed in any vacancy in any bargaining unit.~~

**An Employee who is displaced pursuant to Article 32.17 shall be entitled to the full rights contained in Article 32 including placement and displacement rights and shall be considered to be in receipt of a layoff notice from the Employer. (NEW)**

- (d) An Employee will have a maximum of two (2) full days to exercise her rights at any of the foregoing steps of the displacement procedures provided for herein.
- (e) **Subject to Article 33, paragraph 1.5**, where an Employee accepts a position in a classification, the maximum salary of which is less than the maximum salary of the Employee's current classification, the Employee shall be paid the salary of the classification of the Employee's new position.

### **32.19 Recall Procedures**

- (a) Employees who are laid off shall be placed on a Recall List. **Laid off Employees shall fill out the Laid Off Employee availability form in Appendix 5. (NEW)**
- (b) Subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required, according to objective tests or standards reflecting the functions of the job concerned, Employees placed on the Recall List shall be recalled by order of seniority to any position for which the Employee is deemed to be qualified. Positions pursuant to this section shall include all positions in all bargaining units.
- (c) The Employer shall give notice of recall by registered mail to the Employee's last recorded address. Employees are responsible for keeping the Employer informed of their current address.
- (d) An Employee entitled to recall shall return to the service of the Employer within two (2) weeks of notice of recall, unless on reasonable grounds she is unable to do so. An Employee who has been given notice of recall may refuse to exercise such right without prejudicing the right of any future recall, except in the case of recall to the Employee's same position classification title or position classification title series **within the Employee's worksite, (NEW)** in which event she will be struck from the Recall List, ~~unless she refuses in accordance with Article 35.02(e).~~ However, an Employee's refusal to accept recall to her same position classification title or position classification title series at the time of layoff will not result in loss of recall rights in the case of recall for occasional work or for employment of short duration of time during which she is employed elsewhere.
- (e) Employees on the Recall List shall be given first option of filling vacancies normally filled by casual workers, providing they possess the necessary qualifications, skills, and abilities, as determined by the Employer, reflecting the functions of the job concerned. A permanent Employee who accepts such casual work retains her permanent status.
- (f) **Where an Employee accepts a recall to a position that has a lower maximum salary or a lower designation of regular hours or is in a different geographic**

location than the Employee's position before their lay off, the Employee shall remain eligible for recall to a vacant position with the Employee's previous maximum salary or designation of regular hours or geographic location; the rights under this clause expire 24 months after the date of layoff. **(CUPE 16.15)**

### **32.20 Termination of Recall Rights**

The layoff shall be a termination of employment and recall rights shall lapse if the layoff lasts more than ~~twelve (12)~~ **twenty-four (24)** months. **(CUPE 14.04 (a) (v), NSNU 11.04 (d))**

### **32.21 Loss of Seniority**

An Employee shall lose seniority and shall be deemed to have terminated her bargaining unit position in the event that:

- (a) the Employee is discharged for just cause and not reinstated;
- (b) the Employee resigns;
- (c) The Employee is laid off for more than ~~twelve (12)~~ **twenty-four (24)** consecutive months without recall; or **(CUPE 14.04 (a) (iv), NSNU 11.04 (d))**
- (d) the Employee has been appointed in an acting capacity to a position excluded from the bargaining unit for a period in excess of eighteen (18) months, in accordance with Article 34.12(e).

### **32.22 No New Employees**

No new Employees shall be hired unless all Employees on the Recall List who are able to perform the work required have had an opportunity to be recalled, subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required, as determined by the Employer, according to objective tests and standards reflecting the functions of the job concerned.

### **32.23 Transition Support Program**

Notwithstanding anything in this Agreement, the Employer is only required to make a TSP payment to the same number of Employees as the Employer has reduced its complement.

### **32.24 Layoff Exception**

Notwithstanding 32.24 (Contracting Out), an Employee who has eight (8) years' seniority shall not be laid off except where the reason for layoff is beyond the control of the Employer including, but not limited to, complete or partial destruction of plant, destruction or breakdown of machinery or equipment, unavailability of supplies and materials, fire, explosion, accident, labour disputes, etc., if the Employer has exercised due diligence to foresee and avoid the cause of layoff.

### **32.25 Contracting Out**

(a) **Notice**

The Employer shall provide the Union with sixteen (16) weeks notice of the implementation of the decision to contract out work normally performed by members of the bargaining unit. At the time that the Employer gives notice to the Union of its intention to contract out, the Employer shall make a conditional TSP payment offer in Article 33 to those Employees directly affected by the contracting out. Final acceptance by the Employer of Employees wishing to take advantage of the TSP payment offer will be conditional on the Employer reaching an agreement with a Contractor.

(b) **Employer Disclosure**

The Employer shall disclose its reasons for contracting out when notice is provided pursuant to Article 32.24(a).

(c) **Union Response**

The Union shall be entitled to make proposals, including proposals on ways to avoid contracting out, within four (4) weeks of receiving notice pursuant to Article 32.24(a). The Union's suggestions should specifically address the reasons for the contracting out.

(d) **Employer Response**

After receipt of proposals or suggestions from the Union pursuant to Article 32.24(c), the Employer shall consider these proposals. The Employer shall either accept or reject, in whole or in part, such proposals. At this time, the Employer shall either make the TSP payment offer unconditional or retract the TSP payment offer.

(e) **Hiring Preference**

The Employer will make every reasonable effort, where work normally performed by members of the bargaining unit is contracted out, to obtain jobs for Employees

who have not exercised their rights under Article 32.24(d) and who are directly affected by the contracting out with the Contractor. The Employer will have made reasonable efforts when the Employer has:

- (i) required bidders to give Employees a preference in hiring for job opportunities that will arise if they are successful in their bid;
- (ii) met with the Union to give the Union an opportunity to put forward its views on how the Employee can try to obtain employment with the Contractor; and,
- (iii) met with the successful bidder and sought to make it a term of the contract with the Contractor that the Contractor must:
  - (1) interview Employees for job opportunities available with the Contractor to perform the contracted out work;
  - (2) where the hiring to perform the contracted out work is subject to appropriate skills testing, offer to test Employees;
  - (3) extend job offers to Employees who are qualified for available job opportunities with the Contractor to perform contracted out work; and
  - (4) where there are more qualified Employees than the Contractor has opportunities due to the contracted out work, to extend job offers on the basis of seniority.

(f) **TSP Payment Offers**

- (i) Where the Employer determines that there will be redundant positions as a result of a contracting out, the classification(s) / classification groupings to which TSP payment offers will be made will be mutually agreed between the Employer and the Union.
- (ii) The Employer will offer a TSP payment to the agreed upon classification(s) / classification groupings. In any event, the classification grouping shall include, as a minimum, the classification(s) of the Employees affected in the work area by the contracting out of services.

(g) **Placement Procedure**

- (i) If a sufficient number of Employees accept the TSP payment offer, the Employer will place the remaining Employees whose positions were declared redundant in the vacancies created by the Employees accepting the TSP payment offer or other appropriate vacancies. This placement will

be by seniority, subject to consideration of ability, experience, qualifications, or the Employer establishing that special skills or qualifications are required according to objective tests or standards reflecting the functions of the job concerned.

(ii) ~~Where the Employee refuse a placement, the salary of which is at least seventy five percent (75%) of the present salary of the Employee's current position, the Employee is deemed laid off. The Employee will be entitled to severance as follows:~~

~~(1) — One half (1/2) month's pay if she has been employed for three (3) years, but less than ten (10) years;~~

~~One (1) month's pay if she has been employed for ten (10) years, but less than fifteen (15) years;~~

~~Two months' pay if she has been employed for fifteen (15) years, but less than twenty (20) years.~~

~~Three (3) months' pay if she has been employed for twenty (20) years, but less than twenty five (25) years;~~

~~Four months' pay if she has been employed for twenty five (25) years, but less than thirty (30) years;~~

~~Five months' pay if she has been employed for thirty (30) or more years.~~

~~(2) — The amount of severance pay provided herein shall be calculated by the formula:~~

$$\frac{\text{Bi-weekly rate} \times 26}{12} = \text{one (1) month}$$

~~(3) — The entitlement of an Employee to severance pay shall be based upon the Employee's total service as defined in this Agreement.~~

(ii) **An Employee may decline to accept a vacant position in a different geographic location or which has less regular hours of work or which has a lower maximum salary than that of the Employee's classification. (NEW)**

(iii) **No Employee shall be laid off or have their hours reduced as a result of the Employer contracting out except in emergency situations. (CUPE 27.01)**

(h) **Second TSP Payment Offer**

If, after the first offer of TSP Payment, there are Employees remaining in positions which have been declared redundant, a second offer of a TSP payment will be made to broader classification(s)/classification groupings. The Employer will place the remaining redundant Employees in the vacancies created by the Employees accepting the TSP payment offer, or other appropriate vacancies, in the same manner as stated in Article 32.24(g).

(i) **Further TSP Payment Offers**

The process of expanding the offer of TSP payment to other classification(s)/classification groupings and areas will be repeated until all those Employees whose positions have been declared redundant as a direct effect of the contracting out are placed.

**32.26 Work of the Bargaining Unit:**

**Non-bargaining unit members will not perform bargaining unit work to the extent that it will result in a layoff of any member of the bargaining unit. (CUPE 27.02)**

## **ARTICLE 33 – TRANSITION SUPPORT PROGRAM**

**33.01** In order to avoid layoffs, Employees selected in accordance with TSP shall receive a severance payment in return for their voluntary resignation. TSP requires that a reduction in the staff complement occurs as a result of each TSP severance payment offered.

### **1.1 Voluntary Resignation and Seniority**

Where the Employer intends to reduce the number of Employees within a classification or classification group, and where the Employer has been unable to place Employees whose positions have become redundant, the Employer will offer to Employees in the affected classification or classification group the opportunity to resign with a TSP payment in order to avoid the need for layoff(s).

Where an offer to a classification of Employees (or classification grouping) for resignation results in more volunteers than is required to meet the need, the decision as to who receives severance will be determined on the basis of seniority.

Where the Employer can demonstrate to the Joint Committee on Technological Change that the Employer cannot accommodate the resignation of that number of Employees volunteering to resign or that other operational considerations are necessary, the Employer reserves the right to restrict the TSP offer. For example, where too many volunteers within a classification are from within a single work area, it may not be possible to permit all to resign at once. A phase-out procedure may be utilized to maximize the number of volunteers who actually resign.

### **1.2 Joint Committee on Technological Change**

The Joint Committee established in accordance with the Agreement will be responsible:

- (i) to determine the classification within a bargaining unit that will be considered as a single classification for the purpose of the Program;
- (ii) to assess the operational requirements surrounding the Employer's requirement to limit the number of the Employees to receive voluntary resignation offers;
- (iii) to review and clarify the impact of resignations on service delivery;
- (iv) to participate in the process of notifying displaced and laid off Employees of their options under this Program; and

to address issues that may arise in respect of the interpretation and application of this Program.



### **1.3 TSP**

The TSP shall be presented to Employees on a “window-period” basis, as determined by the Employer.

### **1.4 Displacement Process**

- Step 1: At the point where the Employer decides the number of Employees within a classification or classification group to be reduced, notification will be given to the Joint Committee on Technological Change. Following Joint Committee consultation, this information shall be made known to Employees within that classification or classification group accompanied by a request for indications in writing of interest in voluntary resignation.
- Step 2: Employees shall have seventy-two (72) hours following receipt of the notice to submit their Expression of Interest form.
- Step 3: The Employer will assess the level of interest and determine provisional acceptance subject to operational requirements, in accordance with item 1.1 of this Program. This determination will be made in consultation with the Joint Committee On Technological Change and as soon as is reasonably possible following the seventy-two (72) hour response time.
- Step 4: Employees shall, within seven (7) days following a meeting with a representative of Human Resources, indicate their decision with respect to voluntary resignation. The actual date of resignation will occur with the agreement of the Employer. Upon resignation, the Employee will be entitled to the TSP payment in accordance with this Program.
- Step 5: (a) Article 32 of the Collective Agreement applies to Employees whose positions are eliminated due to the reduction of the number of Employees in a classification or classification group. These Employees shall be considered to be redundant pursuant to Article 32.12 of the Collective Agreement and shall have the rights of a redundant Employee.
- (b) Any Employee displaced in accordance with the provisions of the Agreement shall be given seventy-two (72) hours to express their interest in TSP in accordance with Step 2 above. Those expressing an interest will have their application processed in accordance with Step 4 above. Where an Employee declines the TSP opportunity, the Layoff and Recall provisions of the Agreement shall apply.

- Step 6: (a) Where the Employer reaches its reduction target through this voluntary method, the process would end.
- (b) Where the number of voluntary resignations with TSP payment is less than the number of Employees in the classification or classification group to be reduced, the Employer shall identify those Employees who are subject to layoff. Before any Employee receives a notice of layoff, the employer will notify the Employee who will have seventy-two (72) hours to express an interest in TSP in accordance with Step 2 above. Those expressing an interest will have their application processed in accordance with Step 4 above. Employees who decline the TSP opportunity shall be issued layoff notice in accordance with the provisions of the Agreement.

### **1.5 Salary Protection**

Employee who accept placement in a position at a lower rate of pay, shall have their previous rate of pay maintained for such period as set out under this item.

Where the Employee's previous rate of pay exceeds the rate of ~~twenty-five thousand (\$25,000)~~ **forty thousand (\$40,000)** per year, that rate of pay shall be maintained for a period of six (6) months from the date of placement in the lower-paying position. Thereafter, the Employee's protected rate of pay shall be reduced by ten (10) percent or the maximum rate of the new classification, or the rate of ~~twenty-five thousand (\$25,000)~~ **forty thousand (\$40,000)** per year, whichever is the greater rate. The rate of pay will remain at this reduced level (subject to any regular Collective Agreement regulated changes) for a further period of twelve (12) months, after which the rate of pay will be reduced to the maximum of the lower-paying position.

Where the Employee's previous rate of pay is equal to or less than the rate of ~~twenty-five thousand (\$25,000)~~ **forty thousand (\$40,000)** per year, or less, that rate of pay shall be maintained (subject to any regular Collective Agreement regulated changes) for a period of eighteen (18) months, after which the rate of pay will be reduced to the maximum of the lower-paying position.

### **1.6 Reduced Hours and TSP Payment**

Employees who accept an alternate position under this Program and as a result have a reduction of hours shall not qualify for a TSP payment.

### **1.7 Release Form**

Employees accepting voluntary resignation will be required to sign a release statement verifying their resignation and agreement to sever any future claim for compensation

from the Employer or obligation by the Union for further services except as provided in this Program in exchange for the TSP payment.

### **1.8 Casual Shifts**

It shall only be for extraordinary operational needs that the Employer will utilize on a casual basis, an Employee who has resigned with a TSP payment under this Program during the period covered by the applicable notice payment period.

### **1.9 TSP Severance Payment**

The amount of TSP payment shall be equivalent to four (4) weeks' regular (i.e. excluding overtime) pay for each year of service to a maximum payment of fifty-two (52) weeks' pay and for a minimum payment of eight (8) weeks' pay. Where there is a partial year of service, the TSP payment will be pro-rated on the basis of the number of months of service. An Employee who resigns in accordance with these provisions and is eligible to receive a pension under the CDHA Pension Plan and commences receiving the pension immediately following the completion of the TSP payment, shall also be entitled to receive the Retirement Allowance under Article 29 of the Collective Agreement. The maximum combined TSP and Retirement allowance payment shall not exceed fifty-two (52) weeks. The retirement allowance will be paid to the Employee at the earliest opportunity in accordance with the provisions of the *Income Tax Act of Canada*.

### **1.10 Formula for Part-time Hours**

In determining the extent of the existing part-time relationship of an Employee at the time of resignation, layoff or other application of this program where the hours worked are not regular due to working additional shifts, the average of the Employee's hours worked during the six (6) month period preceding the severance (or average over the preceding period of part-time employment where that period is less than six (6) months) will be used.

### **1.11 Continuation of Benefits**

Employees in receipt of a TSP payment will be entitled to continue participation in the applicable group insurance and benefit plans for the length of the TSP payment period. During such period the contributions will be cost shared in accordance with Article 20.01 of the collective agreement. It is understood that the Employer's obligations in this respect do not apply to plans for which the Employee is currently responsible for the full cost of contributions.

### **1.12 Re-employment Considerations**

It is intended that TSP participants not be re-employed by an acute care employer during their TSP payment period. For purposes of this program, acute care employer includes the following employers: Capital District Health Authority, IWK Health Centre, Cape

Breton Healthcare Complex and all District Health Authorities. An Employee in receipt of a TSP payment who is re-employed with an acute care employer will be required to repay an amount equal to the remaining portion of the TSP payment period. The repayment may be achieved through a payroll deduction plan that provides for full recovery over a period that is no more than twice the length of the remaining TSP payment period or through a lump sum payment. The Employee has the right to determine the method of repayment.

### **1.13 Number of Employees**

Notwithstanding anything in this Agreement, the Employer is only required to provide a TSP payment to the same number of Employees as the Employer has reduced its complement.

### **1.14 Severance Payment Method**

It is understood that the method of payment of the severance (for example, lump sum or incremental payment schemes) shall be determined by the Employee, provided that the total amount of payment is fully paid within the applicable notice payment period (not greater than fifty-two (52) weeks). That is, lump sum payments or other incremental payment schemes are possible.

### **1.15 Transition Services / EAP**

Employees covered under this program will be allowed to participate in any Regional Transition or EAP programs available to health sector Employees in the province.

### **1.16 Transition Allowance**

Employees who resign with a TSP payment will be eligible for a transition allowance up to a maximum of \$2,500. This sum may be utilized for one or a combination of the following:

- to assist in offsetting the costs in moving to accept a position with another employer, which is located a distance of 50 kilometers or more from the site of their previous usual workplace; and
- to cover the cost of participation in employer-approved retraining programs. The Employer will not unreasonably withhold such approval.

In all cases Employees will require receipts for recovery of expenses. Only expenses incurred during the TSP severance payment period following the date of resignation are eligible for reimbursement under this Program.

## ARTICLE 34 - PAY PROVISIONS

### 34.01 Rates of Pay

- (a) The rates of pay set out in Appendix 3 shall form part of this Agreement.
- (b) The following general wage increases shall be implemented for each of the classifications in the Health Care bargaining unit during the term of this collective agreement:
  - ~~Effective November 1, 2011 a 2% general economic increase.~~
  - ~~Effective November 1, 2012 a 2.5% general economic increase.~~
  - ~~Effective November 1, 2013 a 3% general economic increase.~~
- (c) Effective ~~April 15, 2011~~ (date of ratification), eligible Employees will receive a professional practice stipend as outlined in Memorandum of Agreement #13 – Professional Practice Stipend: Mental Health.
- (d) **Pay day shall be bi-weekly and the Employer shall supply an adequate statement showing the amount of wages, rates of pay, hours worked, overtime, sick leave, all deductions and accrued benefit banks. (CUPE 25.01, L93, 94, 95 35.16, Unifor 9.14)**

### 34.02 Retention Incentive

**Upon completion of twenty-five years of service with the Employer all permanent Employees will receive an additional salary increment of 3.5% greater than the highest rate in effect for the applicable classification. (L93, 94, 95 MOA #2, NSGEU MOA # 11, NSNU 8.00 (c), CUPE 26.06, Unifor MOA #3)**

**Those Registered Nurses identified in MOA 9 will receive the benefit in accordance with MOA 9. (NEW)**

**For the purposes of this Article, service shall include service with any predecessor employer. (NEW)**

### 34.03 Rate of Pay Upon Appointment

Subject to Article 34.03 **34.04**, the rate of compensation of a person upon appointment to a position shall be the minimum rate prescribed for the class to which she is appointed.

### 34.04 Exception

The rate of compensation of a person upon appointment to a position may be at a rate higher than the minimum rate prescribed for the class if, in the opinion of the Employer, such higher rate is necessary to affect the appointment of a qualified person to the

position or if the person to be appointed to the position has qualifications in excess of the minimum requirements for the position.

**Notwithstanding the above, newly hired regular Employees shall be placed at the start rate of his/her respective classification except where the newly hired Employee has provided proof of related previous experience,–Such proof must be provided within six months of appointment. When the newly hired regular Employee has produced proof or evidence of related previous experience, the Employee’s salary shall be determined by placing the regular Employee on the increment scale based on the concept of a “year-for-year” of recognized related experience, provided that not more than three years have elapsed since such experience was obtained.**

**Recent experience shall be determined at the sole discretion of the employer. (CUPE 25.03 (a))**

#### **34.05 Rate of Pay Upon Promotion**

Subject to Article 34.05, the rate of compensation of a person upon promotion to a position in a higher pay range shall be at the next higher rate or the minimum of the new class, whichever is greater, than that received by the Employee before the promotion.

**Notwithstanding the above, where the promoted Employee has provided proof of related previous experience, within six months of appointment the Employee’s salary shall be determined by placing the regular Employee on the increment scale based on the concept of a “year-for-year” of recognized related experience, provided that not more than three years have elapsed since such experience was obtained.**

**Recent experience shall be determined at the sole discretion of the employer. (CUPE 25.03 (c)(ii))**

#### **34.06 Exception**

The rate of compensation of an Employee upon promotion to a position may be at a rate higher than that prescribed in Article 34.04 if, in the opinion of the Employer, such higher rate is necessary to effect the promotion of a qualified person to the position.

#### **34.07 Rate of Pay Upon Demotion**

The rate of compensation of an Employee upon demotion to a position in a lower pay range shall be at the next lowest rate or the maximum of the new class, whichever is lesser, than that received by the Employee before the demotion.

**Notwithstanding the above, where the demoted Employee has provided proof of related previous experience,–within six months of appointment the Employee’s salary shall be determined by placing the regular Employee on the increment scale**

**based on the concept of a “year-for-year” of recognized related experience, provided that not more than three years have elapsed since such experience was obtained.**

**Recent experience shall be determined at the sole discretion of the employer. (CUPE 25.03 (c) (iii))**

#### **34.08 Retired Employee**

**Retired Employees who return to work in a casual position within the same classification will return to work at the step on the increment scale that they last achieved as a regular permanent Employee. Retired Employees who return to work in a casual position outside of their regular classification will be placed on the increment scale in accordance with article 34.03. (CUPE 25.06)**

#### **34.09 Anniversary Date**

The anniversary date of an Employee shall be the first day of the month in which employment occurs if the Employee reported for duty during the first seven (7) calendar days of the month in which she was employed, or the first day of the following month if the Employee reported for duty later than the seventh calendar day of the month. The anniversary date will only change to the first day of another month if:

- (a) the Employee is reclassified, at which time the date of the reclassification becomes her new anniversary date;
- ~~(b) the Employee has been on leave of absence without pay, in which case the Employee's anniversary date will be moved forward by the amount of time which the Employee was on leave without pay, unless otherwise provided in this Agreement.~~

#### **34.10 Rate of Pay Upon Reclassification**

Where an Employee is recommended for a reclassification which falls on her anniversary date the Employee's salary shall be adjusted first by the implementation of her annual increment, provided she is recommended and an increment is available in her present pay range, and on the same date her salary shall be adjusted upward to comply with the provisions of Articles 34.04 and 34.05.

#### ~~**34.09 Salary Increments**~~

~~The Employer, except as provided for in Article 34.10, may grant an increment for meritorious service after an Employee has served for a period of twelve months following the first day of the month established in Article 34.07 or twelve (12) months following the date of a change in her rate of compensation as established in Articles 34.03, 34.04, or 34.06.~~

### **34.10 ~~Notice of Withheld Increment~~**

~~When an increase provided for in Article 34.09 is withheld, the reason for withholding shall be given to the Employee in writing by the Employer.~~

### **34.11 ~~Granting of Withheld Increment~~**

~~When an increase provided for in Article 34.09 is withheld, the increase may be granted on any subsequent first day of any month after the anniversary date upon which the increase was withheld.~~

### **34.11 Salary Increments**

**Regular Employees shall progress on a year-to-year basis along the increment scale by moving the Employee to the next increment step, where applicable on the Employees employment date. This shall be the Employees increment date. (CUPE 25.04 (a))**

### **34.12 Acting Pay**

- (a) Where an Employee is designated to perform for a temporary period of ~~three (3) or more consecutive days~~, **(L93, 94, 95 35.12 (a), CUPE 25.02)** the principal duties of a higher position, she shall receive payment of acting pay. ~~the Employee shall receive the rate for that classification. Where the classification rate is on an increment scale, the Employee shall receive an increase in pay that approximates one increment step (based on his/her current scale) increase over his/her current increment rate or the maximum for the position; whichever is less. including the three (3) days, equivalent to ten percent (10%) higher than her existing rate of pay, provided that in no case shall the rate for that period exceed the maximum rate of the higher paying position. (CUPE 25.02)~~
  - (i) **When an Employee within the bargaining unit is appointed temporarily to a management position, the temporarily assigned Employee shall receive a premium of 25% above the Employee's regular hourly rate not to exceed the rate of the Employee being replaced. (Unifor 9.13 (b))**
- (b) Acting pay shall not be paid to the Employee where the Employee's current position normally requires periodic substitution in the higher position, as defined by the position specification, title, and salary range.
- (c) Acting pay provisions shall not apply in series classifications of positions.
- (d) Acting pay provisions do not preclude the right of the Employer to assign duties of any Employee among remaining Employees of the work unit where temporary absences occur.



- (e) In the event that an Employee remains in an acting capacity in a position excluded from the bargaining unit for a period in excess of eighteen (18) months the provisions of Article 32.20(d) shall apply.

### **34.13 Shift Premium**

Effective ~~October 31, 2011~~ **November 1, (2014)** an Employee shall receive a shift premium of ~~one dollar and seventy five cents (\$1.75)~~ **three dollars (\$3.00)** per hour for all hours worked, including overtime hours worked, on shifts, half or more of the hours of which are regularly scheduled between 6:00 p.m. and 6:00 a.m. ~~Effective October 31, 2014, the shift premium shall be increased to one dollar and eighty five cents (\$1.85) per hour.~~

### **34.14 Week-end Premium**

Effective ~~October 31, 2011~~ **November 1, (2014)** an Employee shall receive a shift premium of ~~one dollar and seventy five cents (\$1.75)~~ **three dollars (\$3.00)** per hour for all hours worked between the hours of 0001 Saturday and 0700 Monday. ~~Effective October 31, 2014, the weekend premium shall be increased to one dollar and eighty five cents (\$1.85) per hour.~~

### **34.15 Post Graduate Training - Three to Six Months**

- (a) Operating Room Technicians who have completed a post graduate training course relating to Operating Room Technology of three (3) months but less than (6) months and is employed in a capacity utilizing this course shall be paid an additional \$27.82 per month.
- (b) Anesthesia Technicians who have completed a post graduate training course relating to Anesthesia Technology of six (6) months or more and is employed in a capacity utilizing this course shall be paid an additional \$55.65 per month.

### **34.16 In-Charge Pay**

- (a) During off duty hours of the supervisor, where an Employee is designated as being “in-charge”, that Employee shall be paid a premium of ~~sixty~~ **seventy** cents **(\$0.70)** ~~(\$0.60)~~ per hour. The off duty hours are those hours when the supervisor is not normally on duty, (e.g., evenings, nights, week-ends, paid holidays.) **(L 93, 94, 95 15.17, NSNU 8.13, Local 97 34.29)**
- (b) During the on duty hours of the supervisor, where an Employee is designated “in-charge”, that Employee shall receive pay equivalent to six (6) per cent higher than her existing rate of pay.

### 34.17 Late Career Nurse Retention Bonus

~~Effective October 31, 2011,~~ The Employer will provide a retention bonus to eligible **Licensed Practical Nurses (L.P.N.s) and Registered Nurses (RNs)** who agree to remain employed for the following twelve (12) months. The retention bonus shall be equal to 2% of the gross annual base earnings (exclusive of any premiums). To be eligible **an L.P.N. or RN** must be eligible to retire with an unreduced pension under the terms of the Employer's pension plan. The L.P.N. **or RN** must apply in writing to participate in the retention bonus program following eligibility. **An L.P.N. or RN** may apply for and participate in a second and subsequent years. (NSNU 19.07, L93,94,95 35.19)

**NOTE; confirm whether there are any RNs or LPNs still in Healthcare who are in receipt of this benefit. We are only looking to maintain it for those members.**

## ARTICLE 35 - REASSIGNMENT

### 35.01 Circumstances

In circumstances where there is a **temporary (NEW)** staff need in a work area and a surplus of Employees in another work area, and where Employees essentially perform the same function as Employees in the same classification or position classification title series, and where the Employer does not plan to increase the complement of staff, the Employer may, in accordance with Article 35.02 or Article 35.03, reassign an Employee(s) within the same classification or position classification title series.

### 35.02 (i) Reassignment

- (a) The Employer will notify Employees of the need by inviting expressions of interest.
- (b) When informing Employees regarding a reassignment, the Employer shall indicate the necessary qualifications, skills, competencies and ability, reflecting the functions of the job concerned, required to perform the duties of the position in question.
- (c) Where it is determined by the Employer that:
  - (i) two or more Employees for such a reassignment are qualified; and
  - (ii) those Employees are of equal merit, preference in selecting the Employee for the reassignment shall be given to the Employee with the greatest length of seniority.
- (d) Where the Employer does not receive any qualified Employees' expression of interest in accepting the reassignment, the most junior qualified Employee pursuant to (i)(b) in the work area shall be reassigned.
- (e) For the purposes of Articles 32 and 35 of the Collective Agreement, the Employer agrees to take all reasonable measures (including consultation in accordance with Article 32.01) to mitigate any undue hardship on an Employee who is reassigned ~~from~~. **The Employer may only temporarily re-assign an Employee within their own geographic location as defined in Article 32 (NEW)** ~~the Eastern Shore Memorial Hospital, Hants Community Hospital, Musquodoboit Valley Memorial Hospital and Twin Oaks Memorial Hospital to any other site or from the Cobequid Multi Service Centre, the Dartmouth General Hospital, the Nova Scotia Hospital (including the East Coast Forensic Psychiatric Hospital) and the Queen Elizabeth II Health Sciences Centre to the Eastern Shore Memorial Hospital, Hants Community Hospital, Musquodoboit Valley Memorial Hospital or Twin Oaks Memorial Hospital.~~

- (f) In the event a person is reassigned on short notice to a work area requiring travel and she incurs mileage and/or parking expenses, the expenses will be reimbursed by the Employer **and the Employee shall receive pay for travel time.** (The first part of the clause was moved up from (ii) below to ensure it applies in all cases. The second part is CUPE practice and NSNU 4.25 (c))

**(ii) Short Notice Reassignment**

In circumstances where the Employer is required to **temporarily (NEW)** reassign Employees on short notice, in accordance with 35.01, the following process will be followed:

- (a) The Employer will verbally notify those Employees, who are at work on the shift in the work area that has a surplus of Employees of the need by inviting verbal expressions of interest.
- (b) When verbally informing Employees regarding a short notice reassignment, the Employer shall indicate the necessary qualifications, skills, competencies and ability, reflecting the functions of the job concerned, required to perform the duties of the position in question.
- (c) Where it is determined by the Employer that:
- (i) two or more Employees for such a short notice reassignment are qualified; and
- (ii) those Employees are of equal merit, preference in selecting the Employee for the short notice reassignment shall be given to the Employee with the greatest length of seniority.
- (d) Where the Employer does not receive any qualified Employees' expression of interest in accepting the short notice reassignment, the most junior qualified Employee pursuant to (ii)(b) in the work area shall be reassigned.
- (e) ~~In the event a person is reassigned on short notice to a work area requiring travel and she incurs mileage and/or parking expenses, the expenses will be reimbursed by the Employer.~~ (covered in 35.02 (f))
- (e) The Employer will regularly reassess the need for a reassignment.

### **35.03 Emergencies**

If the circumstances are of an urgent nature or an emergency, the Employer may **temporarily (NEW)** reassign Employees within the same classification or position classification title series, pending the completion of the reassignment process as outlined in Article 35.02 (i).

### **35.04 Job Postings**

The Employer's right to fill vacancies in accordance with this provision shall not be used to avoid the posting of vacancies in accordance with Article 10. The Employer shall not exercise the right to reassign in an unreasonable or arbitrary manner. The Employer may post a position in any circumstances in which the Employer deems this warranted.

### **35.05 Grievances**

Before a grievance on reassignment is referred to arbitration, the circumstances are to be reviewed by the Joint Committee on Technological Change.

### **35.06 Notification to the Union**

The Employer will notify the Union of all Employees reassigned pursuant to Article 35.02.

## ARTICLE 36 - EMPLOYER'S LIABILITY

### 36.01 Employer's Liability

- (a) The Employer, the Union, and the Employees agree to be bound by the Employer's "Legal Support for Employees" policy, dated March, 1997. For clarification it is understood that this includes **paying damages where necessary provided the Employer is satisfied the Employee acted within the scope of their employment and (Local 93, 94, 95 37.01)** providing legal support to:
  - (i) all Employees who are witnesses or potential witnesses in any legal action which is based on a claim that a patient suffered harm as a result of negligent treatment received at the ~~CDHA~~ NSHA; and
  - (ii) Employees who are named parties (defendants) in legal action based on a claim that a patient suffered harm as a result of negligent treatment received at the ~~CDHA~~ NSHA, so long as the Employee was acting without criminal intent.
- (b) Any amendments made to the said policy shall not diminish the right of any Employee as established in the Policy dated March, 1997.

## ARTICLE 37 - CASUAL EMPLOYEES

### 37.01 Application of the Collective Agreement

Except as specifically provided herein, the provision of this Agreement shall apply to casual Employees as defined in Article 1.01.

### 37.02 Exceptions

The articles not applicable to casual Employees, except as provided in Article 38, are:

- (a) Service (Article 1.02)
- ~~(b) Time off for Union Business (Article 13)~~ **(NSNU, CUPE, Unifor (CUPE, Unifor restrict the application to times when shifts are already booked))**
- (c) Appointment (Article 9)
- (d) Hours of Work (Article 14.01 (a), (b), (c), (e), 14.02, 14.03, 14.04, 14.05, 14.06, 14.07, 14.10, 14.11, 14.12, 14.13, 14.15, 14.16, 14.17, 14.18, 14.20)
- (e) Overtime (Article 15.09, 15.10, 15.11, 15.12)
- (f) Vacations (Article 17)
- (g) Holidays (Article 18)
- (h) Leaves (Article 19), **except 19.21 and except as per Article 37.11**
- (i) Illness/Injury Benefit (Article 21), **except Article 21.06. For clarity, Casuals are eligible for Worker's Compensation Benefits.**
- ~~(j) Pensions (Article 30)~~ **(Casuals may now be eligible)**
- (k) Group Insurance (Article 20)
- (l) Long Term Disability (Article 21.06)
- (m) Retirement Allowance (Article 29), **however service earned as a casual may apply to the retirement allowance should an Employee become permanent.**
- (n) Job Security (Article 32)
- (o) Part-Time Employees (Article 39)
- ~~(p) Educational Premiums (Article 34.17)~~ **(Appears to be copied over from L97 in error and can be struck)**
- (q) Prepaid Leave (Article 44)

### 37.03 Appointment

A casual Employee shall be appointed on a non-permanent basis and is not obliged to report to work when called subject to Article 38.03 (c).

### 37.04 Probationary Period

- (a) Notwithstanding Article 37.03, a newly hired casual Employee may be appointed to her position on a probationary basis for a period not to exceed 495 hours of time actually worked ~~or twelve (12) months, whichever is greater. The~~

**probationary period may be extended by mutual agreement of the Union and the Employer. (Unifor 5.05)**

- (b) The Employer shall, after the Employee has served as a casual on a probationary basis for the period indicated in Article 37.04 (a), confirm the appointment.
- (c) The Employer shall, after the casual Employee has served in a position on a probationary period for the period indicated in Article 37.04 (a), confirm the appointment.
- (d) A casual Employee who has completed her probationary period and whose employment has been terminated for any reason and who is reappointed as a casual within twelve (12) months from the date of termination shall not have to complete another probationary period.

**37.05 Termination of Probationary Appointment**

- (a) The Employer may terminate a probationary casual Employee at any time.
- (b) If the employment of a probationary casual Employee is to be terminated for reasons other than wilful misconduct or disobedience or neglect of duty, the Employer shall advise the casual Employee of the reason in writing not less than ten (10) days prior to the date of termination.
- (c) The Employer shall notify the Union when a probationary casual Employee is terminated.

**37.06 Assignment of Casual Employees**

Casual Employees shall be offered work in accordance with Article 38.

**37.07 Pay in Lieu of Benefits**

A casual Employee shall receive an additional eleven (11%) per cent of her straight time pay in lieu of benefits (e.g., vacation, holidays, etc.) under this Agreement. This shall be paid to the Employee with each bi-weekly pay.

**37.08 Overtime**

~~A casual Employee shall be entitled to overtime compensation at one and one-half (1 ½) times her rate of pay when she works in excess of the bi-weekly hours for the classification.~~



### **37.08 Holiday Pay**

A casual Employee who works on a designated holiday defined in Article 18.01 shall be paid two (2) times her regular rate for all hours worked on Christmas Day, and one and one-half (1 ½) times her regular rate for all hours worked on any other designated holiday.

### **37.09 Overtime on a Holiday**

A casual Employee who works overtime on a designated holiday as defined in Article 18.01 shall be paid two and one-half (2 ½) times her regular rate for all overtime hours worked on Christmas Day and two (2) times her regular rate of pay for all overtime hours worked on any other designated holidays.

### **37.10 Leaves**

- (a) A casual Employee filling Relief Assignments shall be entitled to the following leaves:
  - (i) Bereavement Leave (Article 19.02);
  - (ii) Selection/Promotion Process Leave (Article 19.05);
  - (iii) Pregnancy Leave (Article 19.06(a) to (n)) but without Pregnancy Allowance (Article 19.06(o)), **Parental Leave (Article 19.07), Adoption Leave (Article 19.08 (a) through (h) and Group Benefit Plan Continuation (19.09)**;
  - (iv) Leave for Birth of Child (Article ~~19.09~~ **19.10**), **Leave for Adoption of a Child (19.11) (NEW)**
  - (v) **Special Leave (19.01 (a)); (CUPE, NSNU, NSGEU L93, 94, 95)**
  - (vi) **Court Leave (19.03 (c)); (NSGEU L42)**
  - (vii) **In-services, Conferences, Education (19.13); (CUPE, NSNU, NSGEU L93,94,95 20.26)**
  - (viii) **Leave for Storms or Hazardous Conditions (19.14 (b)); (Unifor)**
  - (ix) **Leave of Absence for Political Office (19.16) (CUPE, NSNU)**
  - (x) **Education Leave (19.18); (NSGEU L93, 94, 95, CUPE, Unifor, NSNU )**
  - (xi) **Volunteer Firefighter (19.19); (CUPE, Unifor)**

(xii) **Compassionate Care Leave (19.20). (required by legislation)**

- (b) To obtain paid leave for any of the above, the Employee must be scheduled to work on the day the leave is required. In the case of bereavement leave pursuant to Article 19.02(a), the casual Employee shall receive paid leave only for those shifts previously scheduled within the said seven (7) calendar days.

**37.11 Rate of Pay upon Appointment**

Subject to Article ~~37.14~~ **37.13**, the rate of compensation of a casual Employee shall be the minimum rate prescribed for the classification to which she is appointed.

**37.12 Exception to Rate of Pay**

The rate of compensation of a casual Employee may be at a rate higher than the minimum rate prescribed for the classification if, in the opinion of the Employer, such higher rate is necessary to affect the appointment, or if the casual Employee to be appointed has qualifications in excess of the minimum requirements.

~~Notwithstanding the above (NEW), newly hired regular Employees shall be placed at the start rate of his/her respective classification except where the newly hired (NEW) Employee has provided proof of related previous experience. Such proof must be provided within six months of appointment. When the newly hired regular Employee has produced proof or evidence of related previous experience, the Employee's salary shall be determined by placing the regular Casual Employee on the increment scale based on the concept of a "year-for-year" (1950 hours equals one (1) year) of recognized related experience, provided that not more than three years have elapsed since such experience was obtained.~~

**Recent experience shall be determined at the sole discretion of the employer. (CUPE 25.03 (a))**

**37.13 Pay Increments**

~~A casual Employee shall be entitled to an increment on the completion of nineteen hundred and fifty (1950) hours worked (and a further increment upon the completion of each period of nineteen hundred and fifty (1950) hours worked, thereafter to a maximum for the Employee's classification.~~

- (a) **Casual Employees who have worked one thousand (1,000) regular hours or more within the following twelve (12) calendar month period shall be recognized for an additional year of service on the increment scale. (NSNU 8.02 (a))**

- (b) **Casual Employees who have worked less than one thousand (1,000) regular hours within the following twelve (12) calendar month period shall be recognized for an additional year of service on the increment scale on the day when one thousand (1,000) hours are achieved. This revised date shall become the Casual Employees current Casual increment date. (NSNU 8.02 (b))**
- (c) **Casual Employees cannot advance more than one increment level in any twelve (12) month period. (NSNU 8.02(c))**
- (d) **Should a Casual Employee become a regular Employee, the new date of employment shall be the new date of appointment to the regular position. (This Article is taken from CUPE 25.03 (a) (i) (ii) (iii) (iv). Some sections above are also replicated in the NSNU agreements as noted.)**

#### **37.14 No Avoidance**

A casual Employee shall not be used for the purpose of avoiding filling permanent vacancies.

#### **37.15 Termination of Employment Relationship**

A casual Employee who has not been called to report for work, or who has been unavailable for work for twelve (12) months, notwithstanding Article 38.03 (c), shall cease to be an Employee.

#### **37.16 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provisions to which they refer.

#### **37.17 Casual Service Conversion**

(b) **A Casual Employee who becomes a permanent Employee following February 1, 2005, shall have time worked as a Casual Employee, ~~including time worked as a Casual Employee from their most recent date of hire prior to the signing of this agreement~~, converted to service on the basis of 1950 hours equaling one (1) year of service. The Employee shall have the resulting service credit recognized for the purpose of vacation rate of accrual in Article 17. (CUPE 5.01 (15)) (re-worded for clarity)**

**ARTICLE 38 - LONG ASSIGNMENTS, SHORT ASSIGNMENTS,  
AND RELIEF ASSIGNMENTS**

**38.01 Casual Availability List**

The Employer shall maintain a Casual Availability List, which shall list all eligible Employees who have indicated a desire to be assigned casual work. Only Employees on the recall list, permanent part-time Employees, and casual Employees are eligible to be on the Casual Availability List.

**38.02 Employee(s) on Recall List**

Notwithstanding any provision of this Article, all available casual work shall be first offered to an Employee who has recall rights provided she possesses the necessary qualifications, skills, and abilities, as determined by the Employer, reflecting the functions of the job concerned. An Employee on the Recall List may instruct the Employer to remove her name from a Work Area Specific Casual List at the time of layoff notice or any time during the recall period as specified in Article 32.

**38.03 Work Area Specific Casual Lists**

**Article 38.03 applies to all NSGEU Members employed at the NSHA. (NEW)**

- (a) The Casual Availability List shall be broken down into Work Area Specific Casual Lists.
- (b) Provided an Employee possesses the necessary qualifications, skills, and abilities reflecting the functions of the job concerned, as determined by the Employer, an Employee as specified in Article 38.01 may have her name placed on a Work Area Specific Casual List. Such Employee may also have her name placed on other Work Area Specific Casual Lists in accordance with (e) and (f) below.
- (c) An Employee on a Work Area Specific Casual List is not obliged to accept an assignment when offered. However, if an Employee is consistently unavailable when called for work on a unit, she shall be struck from that Unit Specific Casual List unless the Employee has notified the Employer that she shall be unavailable for work for a specific period of time.
- (d) It is the responsibility of the Employee to keep the Employer informed of any changes in her desire to be assigned casual work.
- (e) **Permanent Part-time Employees**
  - (i) A permanent part-time Employee may place her name on the Work Area Specific Casual List of her work area if she wishes to be offered casual

work. Such Employee must indicate whether she wants to be offered short assignments or relief assignments, or both.

- (ii) A permanent part-time Employee may request that her name be placed on one (1) additional Work Area Specific Casual List. Such a request shall be considered by the Employer and the decision will be made based on operational requirements.
- (iii) **Compensation for extra shifts shall be paid except where, upon request of the Employee and with the approval of the Employer or his representative, time off in lieu of hours worked may be granted. (partial language from L93, 94, 95 38.08)**

(f) **Casual Employees**

A casual Employee may place her name on any Work Area Specific Casual List(s).

- (g) The Employer may determine that an Employee on the Work Area Specific Casual List no longer possesses the necessary qualifications, skills, and abilities as determined by the Employer, reflecting the functions of the job concerned. If the Employer determines that the Employee is no longer qualified, the Employee shall be struck from that Work Area Specific Casual List, in which case written notification shall be given to the Union and the Employee.
- (h) In unusual situations, the Employer may request an Employee who is not on a particular Work Area Specific Casual List to work in that work area. Such an assignment does not result in the Employee being deemed qualified for the unit's list.

**38.04 Additional Shifts For Part-Time Unifor Employees**  
**Article 38.04 applies to Unifor members at the NSHA**

- (a) **Additional shifts will be awarded on the basis of seniority.**
- (b) **All part-time Employees shall indicate to the Employer in writing on the form annexed as Appendix "C" (or any revised form provided by the Employer) whether or not the Employee is interested in the assignment of Additional Shifts beyond her or his designation as a percentage of full-time hours and their availability for such work. Only when the Part-Time Employee has expressed an interest, the Part-Time Employee may be assigned to Additional Shifts at their site or, by mutual agreement between the Employee and the Employer, at any other site. Any changes to the availability of the Part-Time Employee must be requested in writing; such**

request is subject to approval by the Employer. Upon approval, the revised availability will come into effect for the next applicable posted schedule.

- (c) Relief Shifts will be offered to available part-time Employees and to available casual Employees who have indicated an interest in Relief Shifts at their Site, or, with mutual agreement between the Union and the Employer, may be offered at another Site or Sites. Relief Shifts becoming available at least forty-eight (48) hours prior to commencement of the Relief Shift will be offered to Part-time Employees except where there are no available Part-time Employees in which case Casual Employees will be offered such shifts. Where Relief Shifts become available on less than forty-eight (48) hours' notice such Relief Shifts will be offered to available Part-time or Casual Employees on an equitable basis.
- (d) Part-time Employees shall not be assigned to work Additional or Relief Shifts that would result in the Employee working in excess of seventy-five (75) hours in a bi-weekly pay period. Part-time Employees shall notify the Employer when the proposed assignment places them in an overtime situation.
- (e) Permanent Regular part-time Employees shall not be eligible for overtime compensation or call back premiums for Additional or Relief Shifts worked, except when the hours worked exceed seven and one half (7.5) hours per shift or seventy five (75) hours biweekly (in the case of eleven and one quarter (11.25) hour shift Employees - eleven and one quarter (11.25) hours per shift or seventy five (75) hours biweekly) (**Unifor Article 30**)

**38.05 Additional And Relief Shifts For Part Time And Casual Employees.**  
Article 38.05 applies to CUPE members at the NSHA.

- (a) **Part-Time Employee's Extra Shifts**
  - (i) All Part-Time Employees shall indicate to the Immediate Management Supervisor (on the Part-Time Employee Availability Form – Appendix 13) whether or not the Employee is interested in the assignment of shifts, that are known prior to posting (extra shifts) and that are beyond her/his designation as a percentage of Full-Time hours.
  - (ii) A Permanent Regular Part-Time Employee may be assigned extra shifts up to the point of his/her indicated willingness to work extra shifts. The Employer shall normally assign extra shifts to such Permanent Regular Part-Time Employees as equitably as possible per posting on the basis of indicated availability. If extra shifts still exist after assignment of the extra shifts

to Permanent Regular Part-Time Employees, as set out above, the Employer may offer the extra shift(s) to Casual Employees.

- (iii) A Part-Time Employee is permitted to submit a revised Availability Form indicating availability by March 1st (for April to June); by June 1st (for July to September); by September 1st (for October to December); and by December 1st (for January to March). A revised Part-Time Employee Availability Form may be submitted more often where mutually agreed with the Employer. Such agreement shall not be unreasonably withheld.

(b) Relief Shifts

When relief shifts become available (after a shift schedule has been posted) such relief shifts will be assigned as equitably as possible to Part-Time Employees and Casual Employees.

**38.06** Article 38.06 applies to NSNU members at the NSHA.

(a) Part-Time Availability

- (i) Any Permanent Regular and Temporary Part-Time Nurses who wish to work shifts beyond his or her 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, interest in shifts on other patient care units in addition to a Nurse's home unit and any restrictions to a Nurse's availability.
- (ii) A calendar system will be used for each patient care unit for the purpose of scheduling additional shifts for both prior to and after posting of the schedule.
- (iii) Any Permanent Regular and Temporary Part-Time Nurses who have provided notification in accordance with Article 38.06 (a)(i) 7.20-(a) shall indicate their specific available dates, available shifts, additional preferred units, and available time, via the calendar on their home unit.
- (iv) When a Permanent Regular or Temporary Part-Time Nurse has worked up to his or her desired extra shifts, he or she is responsible to remove his or her name from the calendar on their patient care unit.
- (v) A Permanent Regular or Temporary Part-Time Nurse will not be entitled to overtime until they have worked in excess of seventy-five (75) hours in a bi-weekly pay period except as outlined in Article 15 7.16-(a).

Not applicable to a Nurse Practitioner.

**(b) “Prior to Posting” - Extra Shifts**

Deficiencies in the work schedule which are known to the Employer prior to the posting of a schedule shall be considered “extra shifts”.

- (i) The Employer will first grant extra shifts to Permanent ~~Regular~~ and Temporary Part-Time Nurses within their home unit as equitably as possible on the basis of availability as indicated by the dates on the availability calendar on their home unit.**
- (ii) The Employer may permit individual patient care units to establish their own practices and procedures for granting extra shifts consistent with the terms of the Collective Agreement.**
- (iii) If extra shifts still exist on a work schedule after the process in Article 38.06 ~~(b) (i) 7.21~~ (a) is complete, the Employer may grant extra shifts to Permanent ~~Regular~~ and Temporary Part-Time Nurses outside the home unit as equitably as possible and to Casual Nurses.**
- (iv) Extra shifts up to the point of his or her indicated willingness to work on the calendar shall be compensated at the Nurse’s regular hourly rate for the hours worked except when the Nurse works overtime in accordance with Article 15 ~~7.16~~.**

Not applicable to a Nurse Practitioner.

**(c) “After Posting” - Relief Shifts**

Deficiencies in the work schedule which still exist at the time of posting or which arise after the posting of a schedule shall be considered “relief shifts.”

- (i) The Employer may offer relief shifts to Permanent ~~Regular~~ or Temporary Part-Time Nurses or Casual Nurses. The Nurses are not required to accept the relief shifts.**
- (ii) A Permanent ~~Regular~~ or Temporary Part-Time Nurse or a Casual Nurse who is offered and accepts relief shifts shall be compensated at the Nurse’s regular hourly rate for the hours worked.**
- (iii) Once a relief shift is accepted, the Nurse is obligated to work. The Nurse who does not report for work on the relief shift as offered and accepted shall not be entitled to any compensation for the relief shift, except a Part-Time Nurse on a paid leave of absence (ie. authorized sick leave, bereavement leave).**



- (iv) When his or her availability changes after the schedule is posted, a Part-Time Nurse may change his or her noted availability and is responsible for advising the Employer as soon as possible.
- (v) For clarification, a relief shift of four (4) hours or more worked by a Permanent Regular or Temporary Part-Time Nurse or a Casual Nurse contiguous to another regular shift worked is not considered an extension of a shift and will not attract overtime in accordance with Article ~~15 7.16 (a)~~. **(NSNU 7.20, 7.21, 7.22)**

### 38.07 Long Assignments

- (a) A Long Assignment is non-permanent work of a duration greater than ~~nine (9) months~~ **three (3) months CUPE 15.03 (iii)** and shall be used for the purpose of filling vacancies temporarily vacated as a result of long term disability, job-share arrangements, Workers' Compensation leave, pregnancy related illnesses and approved leaves of greater than ~~nine months~~ **three (3) months**; and for staffing special projects.
- (b) ~~Except in the circumstances outlined in paragraph (c) below,~~ Long Assignments shall be posted in accordance with Article 10.
- ~~(c) Where the Long Assignment is being used to temporarily replace an Employee on a pregnancy related absence for a continuous period in excess of nine (9) months, which includes the total pregnancy leave combined with an Employee's parental leave and any other related leave, the assignment may be filled in accordance with the procedure in Article 38.05. An Employee on such long assignment shall in all other respects be treated as an Employee on Long Assignment.~~
- (c) A permanent Employee who applies for and accepts a Long Assignment shall maintain her permanent status for the duration of that Assignment. Benefits shall be pro-rated in accordance with the designation of the Assignment.
- ~~(e) A casual Employee who accepts a Long Assignment shall receive fifteen (15) days paid vacation leave pro-rated for the designation and the duration of her assignment.~~
- ~~(f) Notwithstanding Article 37.02, a casual Employee who accepts a Long Assignment shall only be excluded from the following benefits:~~
  - ~~(i) Vacation (Article 17)~~
  - ~~(ii) Pregnancy Leave Allowance (Article 19.06(o))~~
  - ~~(iii) Adoption Leave Allowance (Article 19.08(j))~~
  - ~~(iv) Prepaid Leave (Article 19.14 and 44)~~
  - ~~(v) Leave of Absence for Political Office (Article 19.15)~~
  - ~~(vi) Military Leave (Article 19.16)~~

- ~~(vii) Education Leave (Article 19.17)~~
- ~~(viii) Retirement Allowance (Article 29)~~
- ~~(ix) Job Security (Article 32)~~
- ~~(x) Job Sharing (Article 40)~~
- ~~(xi) Long Term Disability (Article 21.06)~~

~~(g) All benefits enjoyed by a casual Employee in a Long Assignment shall be pro-rated, if appropriate, for the designation and duration of the Assignment.~~

**(d) A Casual Employee filling a ~~Temporary position~~ long assignment shall qualify, subject to eligibility, for other benefits of this Collective Agreement on a proportionate basis to the regular hours paid in a year. (CUPE 5.01(9))**

(e) A casual Employee who accepts a Long Assignment shall be entitled to:

(i) Group Insurance (Article 20), Medical Benefits, and at the casual Employee's option, Pension (Article 30), pro-rated for the designation of the Long Assignment if the designation of the Long Assignment is .4 FTE but less than full time;

(ii) Group Insurance (Article 20), Medical/Dental Benefits, and, at the casual Employee's option, Pension (Article 30), if the designation is full time;

(iii) Effective July 1, 1999, Article 38.04 (h)(ii) shall apply to all casuals who accept a Long Assignment of .4FTE or greater.

(f) A casual Employee who accepts a Long Assignment will be scheduled in accordance with Article 14 of this Agreement.

(g) Overtime shall be granted in accordance with Article 15 or Article 39, whichever is applicable to the Assignment.

(h) When the Long Assignment ends, a permanent Employee shall return to her former position, or if that position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.

(i) When a Long Assignment ends, a casual Employee shall return to the Work Area Specific Casual List(s).

(j) If a Long Assignment or consecutive Long Assignment(s) extends beyond four (4) years, a casual Employee in such Assignment(s) shall receive all benefits a permanent Employee would receive.

### **38.08 Short Assignments**

- (a) A Short Assignment is non-permanent work of a duration of greater than **ten (10) days** ~~one month~~ but not exceeding ~~nine (9) months~~ **three (3) months**. **(CUPE 15.03, NSNU 4.24(a))**
- (b) Short Assignments shall be filled from the Work Area Specific Casual List as follows:
  - (i) Employees on the recall list in order of their seniority;
  - (ii) permanent part-time Employees in order of their seniority;
  - (iii) casual Employees in order of their seniority.
- (c) If a Short Assignment is not able to be filled in accordance with Article 38.05 (b), it shall be posted in accordance with Article 10.
- (d) An Employee offered a Short Assignment is not required to accept the Assignment.
- (e) A permanent Employee who accepts a Short Assignment shall maintain her permanent status for the duration of that Assignment. Benefits shall be pro-rated for the designation of the Assignment, if applicable.
- (f) A casual Employee who accepts a Short Assignment shall receive the following benefits, prorated, if applicable for the designation of her Assignment:
  - (i) fifteen (15) days' unpaid vacation per year;
  - (ii) Leave for Union Business (Article 13);
  - (iii) Leaves (Article 19), excluding Pregnancy Leave Allowance, Adoption Leave Allowance, General Leave, Leave of Absence for Political Office, Prepaid Leave, Military Leave, Education Leave (Articles 19.06(o), 19.08(i), 19.11, 19.14, 19.15, 19.16 and 19.17);
  - (iv) General Leave, except that leave for personal illnesses or injuries shall not be limited to periods of three (3) days or less (Article 19.11).
  - (v) Eleven percent (11%) in lieu of benefits.
- (g) A casual Employee who accepts a Short Assignment will be scheduled in accordance with Article 14 of this Agreement.
- (h) Overtime shall be granted in accordance with Article 15 or Article 39, whichever is applicable to the Assignment.
- (i) When a Short Assignment ends, a permanent Employee shall return to her previous position, or if that position no longer exists, the matter shall be referred to the Joint Committee on Technological Change.

- (j) When the Short Assignment ends, a casual Employee shall return to the Unit Specific Casual List(s).

### **38.09 Part-time Employees Accepting Assignments of Full-time Hours**

Any part-time Employee whose name is on a Work Area Specific Casual List(s) shall have her name removed from the list(s) during the assignment of full-time hours.

### **38.10 Relief Assignments**

- (a) An Assignment that does not exceed **ten days** ~~one (1) month~~ (a “Relief Assignment”) shall be offered on a rotating basis to Employees on a Work Area Specific Casual List. Where operational requirements permit, an Employee may be assigned up to a maximum of five (5) consecutive working days.
- (b) The assigning order for a Work Area Specific Casual List is:
  - (i) Employees on the recall list in order of their seniority;
  - (ii) permanent part-time Employees in order of their seniority; and
  - (iii) casual Employees in order of their seniority;
- (c) An Employee offered Relief Assignment is not required to accept the Assignment.
- (d) Accepting a Relief Assignment shall not increase the designation of a Permanent Part-time Employee.

### **38.11 Cancellation of Relief Shift Assignment**

An Employee accepting a Relief Shift Assignment may have that shift assignment cancelled with three (3) hours notice if there is no longer a requirement for the Relief Shift Assignment. If less than three (3) hours notice is given, In the event less notice is given **for a cancelled relief shift, the Casual or Part-Time Employee shall be provided with work or be paid for the cancelled relief shift. the Employee shall receive three (3) hours compensation at her rate of pay. (CUPE 17.05 (b) Unifor 9.15 (b))**

### **38.12 Reporting Pay**

An Employee reporting for work as scheduled and finding no work available will be guaranteed four (4) hours pay at her rate of pay.

### **38.13 Termination of Assignments**

- (a) The Employer may terminate a Long Assignment, a Short Assignment, or a Relief Assignment at any time.
- (b) If a Long Assignment or a Short Assignment is to be discontinued, the Employer shall advise the Employee in writing not less than ten (10) days prior to the date of discontinuance.
- (c) The Employer will notify the Union when a Long Assignment or Short Assignment is discontinued.

### **38.14 Pay in Lieu of Notice**

Where less notice in writing is given than required in Article 38.10(b), an Employee shall continue to receive her pay for the number of days for which the notice was not given.

### **38.15 Completion of Assignments**

- (a) ~~Subject to paragraph (b), an Employee who accepts a Long or Short Assignment cannot commence another such assignment until the Employee's existing assignment is completed.~~

**Any Employee filling a ~~Temporary Position~~ long assignment must complete not less than four (4) months of the ~~Temporary Position~~ long assignment before being eligible to commence any other ~~Temporary Position~~ long assignment. (CUPE 15.03 (e)) This does not exclude the Employee from applying for or commencing a permanent position or a long assignment that provides for an increase in hours "or a greater hourly rate" (Unifor 19.01(e)) over the current long assignment. (NSNU 12.06 last sentence)**

- (b) The restriction above in paragraph (a) will not apply in cases where a subsequent assignment arises in the same classification and where the Employee would not require additional training or orientation to perform the duties of the subsequent assignment.

### **38.16 Casuals Placed in Assignments**

- (a) A casual Employee on a full-time Long or Short Assignment shall have her name temporarily removed from all Work Area Specific Casual Lists for the duration of the Assignment.
- (b) A casual Employee on a part-time assignment shall be restricted in accordance with Article 38.04 (e)(i) and (ii).

### **38.17 Overtime Restrictions**

The Employer is not obliged to offer additional shifts to an Employee when she becomes eligible for overtime compensation.

### **38.18 Headings**

The headings in this Article are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

## ARTICLE 39 - PART-TIME EMPLOYEES

### 39.01 Application of Collective Agreement

Except as specifically provided herein, the provisions of this Agreement shall apply to part-time Employees as defined in Article 1.01.

### 39.02 Entitlement to Benefits

Part time Employees will be covered by this Agreement and shall be entitled to benefits pro-rated on the basis of hours worked, except as otherwise agreed to by the Parties.

### 39.03 Hours Worked

- (a) "Hours worked" for a part-time Employee shall mean the Employee's designated hours of work.
- (b) Although not "hours worked" as applicable in this Article, when a part-time Employee works a relief assignment, she shall receive ~~an additional eleven percent (11%) over and above her current rate of pay in lieu of benefits~~ **pro-rated** for the relief assignment. (CUPE 5 (8), Unifor 5.04 (a) NSNU various articles, L 93, 94, 95 38.03)

### 39.04 Earning Entitlements

For the purposes of earning entitlement to a benefit (e.g., vacation increment, merit increments, pregnancy leave, etc.), calendar time of employment will be applicable.

### 39.05 Unpaid Leave

Unpaid leave, such as pregnancy leave, will not be pro-rated as to the length of time granted.

### 39.06 Bereavement Leave

An Employee who has a death in her immediate family shall receive seven (7) calendar days leave pursuant to Article 19.02(a), however, the minimum hours of paid leave shall be pro-rated as to the Employee's designation. All other bereavement leaves pursuant to Article 19.02 shall not be pro-rated.

### 39.07 Service

For the purpose of accumulating service for part-time employment, part-time Employees will not be subject to the negating provisions of Article 1.02(b). Except as otherwise

provided in the Agreement, part-time Employees will accumulate service and be credited with service on a pro-rata basis in accordance with hours worked, including designated paid holidays or days off in lieu thereof, vacation, sick leave, injury on duty leave, paid leaves of absence.

### **39.08 Overtime**

- (a) Part-time Employees will be entitled to overtime compensation in accordance with this Agreement when they work in excess of the normal full-time bi-weekly hours.
- (b) Part-time Employees who are scheduled for a shift of seven (7) or more hours will be entitled to overtime compensation for time worked beyond the scheduled hours.
- (c) Part-time Employees who are scheduled to work a shorter period than the full-time shift will be entitled to overtime compensation after they have worked the equivalent of a full shift.
- (d) Where part-time Employees are scheduled to work less than the normal hours per bi-weekly period of full-time Employees in the work unit, straight time rates will be paid up to and including the normal work hours in the bi-weekly period of the full-time Employees and overtime rates will be paid for hours worked in excess thereof.

### **39.09 Group Insurance**

- (a) Part-time Employees (.4 FTE or greater) will be covered by a medical plan which is equivalent in coverage to the health care plan covering full-time Employees. The Employer will pay 65% of the total premium cost for such health care coverage. The Employee agrees to pay 35% of her total premium cost.
- (b) Part-time Employees (.4 FTE or greater) will be covered by group life insurance with benefit entitlement prorated on the basis of hours worked. For example, fifty per cent (50%) of the full-time hours in a position with an annual (full-time) salary of \$30,000 will have her insurance coverage based on \$15,000 per annum salary.
- (c) Part-time Employees are entitled to coverage pursuant to the Long Term Disability Plan applicable to full-time Employees covered by this collective agreement.



### **39.10 Pension**

- (a) Part-time Employees who are presently covered by a pension plan shall continue to be covered by the terms of that plan.
- (b) Part-time Employees not presently covered by a pension plan shall be brought under the terms of one of the existing plans, as determined by mutual agreement of the parties.

### **39.11 Headings**

The headings in this Agreement are for ease of reference only and shall not be taken into account in the construction or interpretation of any provision to which they refer.

## **ARTICLE 40 - JOB SHARING**

### **40.01 Terms and Conditions of Job Sharing**

The terms and conditions governing job sharing arrangements will be as mutually agreed to by the Union and the Employer.

### **40.02 Part of Collective Agreement**

The terms and conditions of job sharing arrangements agreed to by the parties will form part of the Collective Agreement.

### **40.03 Rights and Benefits**

Except as otherwise provided herein, Employees participating in job-sharing arrangements will be entitled to all rights and benefits provided for in the Collective Agreement.

### **40.04 Existing Employees Only**

Job sharing will only be permitted when jointly requested by existing Employees and those employed in job sharing situations will continue to be members of the bargaining unit and be covered by the Agreement.

### **40.05 Operational Requirements**

Job-sharing arrangements will only be authorized where operational requirements permit and the provision of services is not adversely affected.

### **40.06 Qualifications**

Both Employees in a job-sharing arrangement must be permanent Employees, one of whom is the incumbent of the position to be job-shared. Both Employees must share the same job classification/title and be suitably qualified and capable of carrying out the full-time duties and responsibilities of the position to be job-shared.

### **40.07 Identification of Job Share**

An Employee wishing to job share her position has the responsibility of finding an eligible Employee willing to enter into the job-sharing arrangement. The two Employees requesting approval to implement a job-sharing arrangement will submit the appropriate application form to the immediate management supervisor of the position to be job shared.

#### **40.08 Period of Job Share**

A position will be shared for a minimum of six (6) months and a maximum period of two (2) years. Any extension beyond the two-year (2) maximum term must be mutually acceptable to both Employees, the Employer, and the Union. At the end of the job-sharing period, the Employees will resume the full-time position they held prior to entering into the job-sharing arrangement.

#### **40.09 Work Schedule Requirements**

Each of the two Employees in a job-sharing arrangement will be required to fulfill one-half of the full-time work schedule requirements averaged over a maximum of two (2) complete bi-weekly pay periods, except where a request for a greater averaging period has the prior approval of both the Employer and the Union.

#### **40.10 Service**

Employees will be credited with one-half (½) month's service for each calendar month of the job-sharing arrangement and not be subject to the provisions of Article 1.02(b) of the Agreement. An Employee's anniversary and/or service date for the purposes of earning a merit increment, increment in vacation entitlement, etc. will remain unchanged as if the Employee were working on a full-time basis.

#### **40.11 Hours of Work**

For the purposes of this Agreement, an Employee's regular work day or regular work week will be the Employee's scheduled hours of work under the job-sharing arrangement. Time worked by an Employee in addition to their scheduled hours of work will be compensated in accordance with Articles 39.03 and 39.08.

#### **40.12 Pro-Rating of Benefits**

The following benefits will be pro-rated in accordance with this Article:

- (a) **Holidays** - Each Employee will be entitled to one-half (½) the paid holidays provided for under Article 18 of the Agreement.
- (b) **General Leave** - One-half (½) of the entitlement provided for under Article 19.
- (c) **Short Term Illness** - One-half (½) the entitlement provided for in Article 21, up to a maximum of the equivalent of fifty (50) days at the appropriate full-time salary level.
- (d) **Long Term Disability** - During the job sharing period, Employer and Employee contributions to the LTD Fund will continue to be based upon the Employee's normal full-time salary. For the purposes of determining an Employee's benefits

during the job-sharing period, the amount of coverage will be based upon the normal salary the Employee is entitled to receive during the job-sharing period. Upon the expiry date of the job-sharing period, as specified in the Employee's approved application, the amount of coverage will be based upon the normal full-time salary the Employee would be entitled to receive in the position she held prior to entering the job-sharing arrangement.

- (e) **Other Paid Leaves** - One-half (1/2) the entitlement provided for in this Agreement.
- (f) **Group Life Assurance** - Cost sharing of premiums and benefit entitlement will be based on one-half (1/2) the Employee's normal full-time salary.
- (g) **Monthly Allowances/Premiums** - One-half (1/2) the entitlement provided for in the Agreement.

#### **40.13 Pension**

Pursuant to Article 30 of the Agreement, Employees shall continue to be covered by the provisions of the applicable pension plan. During the job-sharing period, an Employee's pensionable service will be in accordance with service credits accumulated pursuant to Article 40.10 and her pensionable earnings will be based upon the gross salary received for the period of pensionable service earned.

#### **40.14 Termination of Job Share**

In the event one of the participants vacates the job-shared position (e.g., through termination of employment, appointment to another position or being placed on leave under the LTD plan), the job-sharing arrangement will terminate and the remaining participant will revert to full-time status in the position occupied prior to the job-sharing arrangement, except where mutually acceptable alternative arrangements are approved by both the Employer and the Union.

#### **40.15 Notice**

If either participant or the employer wishes to terminate the job-sharing arrangement prior to its expiry, a minimum of sixty (60) calendar days' written notice shall be required.

#### **40.16 Extension of Job Share**

If the two Employees wish to extend their job sharing arrangement beyond the initial period covered by their application or the maximum two-year period provided for in Article 40.08, they shall give a minimum of sixty (60) calendar days' written notice of such intent prior to the expiry of the original job sharing arrangement. In no case shall the

total length of the job share period for Employees who enter job share arrangements extend beyond a continuous period of four (4) years.

#### **40.17 Incumbents**

For any Employee who was in a job sharing arrangement as of May 1, 2001, the maximum four (4) year period will be deemed to have started as of May 1, 2001 for purposes of the restriction in Article 40.16.

#### **40.18 Costs**

The parties agree that, except for the cost of benefits provided for under this Article and/or the Collective Agreement, there shall be no added cost to the Employer directly resulting from any job-sharing arrangement.

#### **40.19 Existing Job Shares**

**Any Employees currently in a job share arrangement would continue to operate under the provisions of that arrangement until the conclusion of the job share.**  
**(NEW)**

## **ARTICLE 41 - AMENDMENT**

**41.01** This Agreement may be amended by the mutual consent of both parties.

## ARTICLE 42 – PAY PLAN MAINTENANCE

### 42.01 Overall Process

- (a) The pay plan process outlined in this provision is intended to provide mechanism for the ongoing administration of job evaluation issues within this bargaining unit. Such issues shall be addressed through the application of the Aiken (Watson Wyatt) job evaluation system.
- (b) The parties will maintain a Joint Evaluation Committee as a forum to review job evaluation issues raised through this process and to facilitate their resolution. The Committee shall be comprised of ~~three representatives from each of the Employer and the Union.~~ **six representatives from each of the Employer and the Union. The Union Representatives will be comprised of three representatives from NSGEU, two representatives from CUPE and one representative from UNIFOR. (NEW)**
- (c) Unresolved issues under this process may be referred to a Joint Steering Committee for binding resolution. The Joint Steering committee shall include one representative ~~of the Union~~ **from each of NSGEU, CUPE and UNIFOR and, one three** representative(s) of the Employer and a chair to be mutually agreed to by the parties. **(NEW)**

### 42.02 Issues Subject to Review

The following process shall be applied where a new position has been created or where the Employer has initiated a substantial change to an existing position ~~during the term of the collective agreement.~~

- (a) Where a new position is created the Employer may provisionally rate the position pending a review by the Human Resources Department. If both parties are not in agreement with the provisional rate, the matter may be referred for determination through the review process.
- (b) Where an Employee or either party to this agreement believes that the duties and/or responsibilities of a bargaining unit position have substantially changed ~~during the term of the collective agreement,~~ they may file a request for review. If the parties are unable to agree on a resolution of the matter it may be referred for determination through this review process.

### 42.03 Review Process

- (a) **All request for review are subject to this Article and to the provisions of Memorandum of Agreement #10.** All requests for review shall initially be submitted to the Human Resources Department ~~in Capital Health of the Nova~~

**Scotia Health Authority** for determination. Such requests shall include job fact sheets and an explanation of how the duties and/or responsibilities of the position have changed, including the effective date of the change(s). The Union(s) will be provided with copies of any material submitted for the review. The Human Resources Department will issue a decision within 30 days of receipt of the request for review and all other necessary material. **(NEW)**

- (b) Where an **Employee or a party** disagrees with the decision of the Human Resources Department **or a decision is not received within 30 days of receipt of the request for review** the issue may then be referred to the Job Evaluation Committee for review and decision. The Job Evaluation Committee shall meet within 30 days of the request to consider the matter. If the committee is unable to reach complete agreement **within 30 days of the request to consider the matter**, a party may refer those specific issues on which agreement has not been reached to the Joint Steering Committee for review for a final and binding determination. The Joint Steering Committee shall have 60 days in which to render a decision. Such issues shall be addressed through the application of the Aiken (Watson Wyatt) job evaluation system. When a decision on the issues in dispute has been issued it shall then be referred back to the Job Evaluation Committee for implementation. **(NEW)**
- (c) Where issues are referred to the Joint Steering Committee for resolution, the Employer and Union representatives shall first meet, before engaging the Chair, and attempt to resolve the referred issues between themselves. Any decisions reached by agreement at this stage (**defined as a majority vote of support by both the Union and Employer caucus**) shall be considered a decision of the Joint Steering Committee. Only those issues which cannot be resolved by the representatives of the parties may be referred on for resolution with the participation of the Chair. **(NEW)**
- (d) Any new pay rate arising as a result of a review of a newly created position or a substantially altered position pursuant to paragraph 8 shall be effective from the date the position was created or, in the case of substantially altered positions, the first day of the bi-weekly period immediately following the date of receipt by the Employer of the Employee's request for review.
- (e) A position may not be the subject of a request for review more than once in any one year period.
- (f) **In accordance with art. 42.02 (b) above, any incumbent(s) in a position that is subject to a lower new pay rate will be granted Present Incumbency Only (PIO) salary protection in accordance with MOA #3. (NEW)**



#### **42.04 LPN Reclassification**

**Notwithstanding anything in this article, the parties agree to conclude the current Licensed Practical Nurses (LPN) classification review and retroactively implement the results, if any, to all CUPE, NSGEU, NSNU and UNIFOR LPN's on the effective date of the reclassification. (NEW)**

#### **42.05 Team Leader Reclassification**

- (a) Notwithstanding anything in this article, any classification under a CUPE, NSGEU (Public Health, Addictions and Continuing Care and the IWK) or UNIFOR Collective Agreement receiving a Team Leader stipend, will be reviewed under this article and reclassified into a "Team Leader" classification. (NEW)**
  
- (b) In addition the following Health Care Bargaining Unit positions will be reviewed by the Joint Evaluation Committee. The effective date of any classification changes will be the date that this Collective Agreement is ratified by both parties. (NEW)**
  - (i)**
  
  - (ii)**
  
  - (iii)**
  
  - ...**
  
- (c) The Union and Employer agree that the timelines outlined in 42.03 may be amended and /or waived by mutual agreement in order to complete the evaluations required in Article 42.05 (a) and (b). (NEW)**

#### **42.06 Ongoing Reclassifications**

**Notwithstanding anything in this article, effective the date of signing of this Collective Agreement, all classification activities will be suspended for a maximum of two months so that the newly constructed Joint Evaluation Committee and Joint Steering Committees may be oriented and educated with regards to the Aiken (Watson Wyatt) job evaluation system. (NEW)**

## **ARTICLE 43 - SUCCESSOR RIGHTS**

**43.01** Where the Employer sells, leases or transfers or agrees to sell, lease or transfer its business or the operations thereof, or any part of either of them, this Agreement continues in force and is binding upon the purchaser, lessee, or transferee, subject to the *Trade Union Act*.

## ARTICLE 44 - PREPAID LEAVE PLAN

### 44.01 Purpose

The Prepaid Leave Plan is established to afford Employees the opportunity of taking a six (6) month to one (1) year leave of absence and to finance the leave through deferral of salary.

### 44.02 Terms of Reference

- (a) It is the intent of the Union and the Employer that the quality and delivery of service to the public be maintained.
- (b) A suitable replacement for the Employee on leave will be obtained where required, and the incumbents filling any position(s) temporarily vacated as a result of such leave will be covered by the Collective Agreement.
- (c) Applications under this Plan will not be unreasonably denied, and any permitted discretion allowed under this Plan will not be unreasonably refused.

### 44.03 Eligibility

Any permanent Employee is eligible to participate in the Plan.

### 44.04 Application

- (a) An Employee must make written application to the Employer at least four (4) calendar months in advance, requesting permission to participate in the Plan. A shorter period of notice may be accepted by the Employer. Entry date into the Plan for deductions must commence at the beginning of a bi-weekly pay period.
- (b) Written acceptance or denial of the request, with explanation, shall be forwarded to the Employee within two (2) calendar months of the written application.

### 44.05 Leave

- (a) The period of leave will be for six (6) months to one year except where the leave of absence is to be taken by the Employee for the purpose of permitting the full-time attendance of the Employee at a designated educational institution, as defined by subsection 118.6(1) of the *Income Tax Act, R.S.C. 1985, c.1(5<sup>th</sup> Supp)*, in which case the period of leave will be no less than three (3) months and no more than twelve (12) months.

- (b) On return from leave, the Employee will be assigned to her same position or, if such position no longer exists, the Employee will be governed by the appropriate provisions of this Agreement.
- (c) After the leave, the Employee is required to return to regular employment with the Employer for a period that is not less than the period of the leave.

#### **44.06 Payment Formula and Leave of Absence**

The payment of salary, benefits and the timing of the period of leave shall be as follows:

- (a) During the deferral period of the Plan, preceding the period of the leave, the Employee will be paid a reduced percentage of her salary. The remaining percentage of salary will be deferred, and this accumulated amount plus the interest earned shall be retained for the Employee by the Employer to finance the period of leave.
- (b) The deferred amounts, when received, are considered to be salary or wages and as such are subject to withholding for income taxes, Canada Pension Plan and Employment Insurance at that time.
- (c) The calculation of interest under the terms of this Plan shall be done monthly (not in advance). The interest paid shall be calculated by averaging the interest rates in effect on the last day of each calendar month for: a true savings account, a one (1) year term deposit, a three (3) year term deposit and a five (5) year term deposit. The rates for each of the accounts identified shall be those quoted by the financial institution maintaining the deferred account. Interest shall be based upon the average daily balance of the account and credited to the Employee's account on the first day of the following calendar month.
- (d) A yearly statement of the amount standing in the Employee's credit will be sent to the Employee by the Employer.
- (e) The maximum length of the deferral period will be six (6) years and the maximum deferred amount will be 33-1/3% of salary. The maximum length of any contract under the Plan will be seven (7) years.
- (f) The Employee may arrange for any length of deferral period in accordance with the provisions set out under Article 44.06(e).

#### **44.07 Benefits**

- (a) While the Employee is enrolled in the Plan prior to the period of leave, any benefits related to salary level shall be structured according to the salary the Employee would have received had she not been enrolled in the Plan.

- (b) An Employee's benefits will be maintained by the employer during her leave of absence; however, the premium costs of all such benefits shall be paid by the Employee during the leave.
- (c) While on leave, any benefits related to salary level shall be structured according to the salary the Employee would have received in the year prior to taking the leave had she not been enrolled in the Plan.
- (d) Pension deductions shall be continued during the period of leave. The period of leave shall be a period of pensionable service and service.
- (e) Pension deductions shall be made on the salary the Employee would have received had she not entered the Plan or gone on leave.
- (f) Sick leave and vacation credits will not be earned during the period of leave nor will sick leave be available during such period.

#### **44.08 Withdrawal**

- (a) An Employee may withdraw from the Plan in unusual or extenuating circumstances, such as, but not limited to, financial hardship, serious illness or disability, family death or serious illness, or termination of employment. Withdrawal must be submitted in writing, detailing the reason(s) therefor, as soon as possible prior to the commencement of the leave.
- (b) In the event of withdrawal the Employee shall be paid a lump sum adjustment equal to any monies deferred plus accrued interest. Repayment shall be made as soon as possible within sixty (60) calendar days of withdrawal from the Plan.
- (c) An Employee who is laid off during the deferral period will be required to withdraw from the Plan.
- (d) Should an Employee die while participating in the Plan, any monies accumulated plus interest accrued at the time of death shall be paid to the Employee's estate as soon as possible within two (2) bi-weekly pay periods upon notice to the Employer.

#### **44.09 Written Contract**

- (a) All Employees will be required to sign the approved contract before enrolling in the Plan. The contract will set out all other terms of the Plan in accordance with the provisions set out herein.
- (b) Once entered into, the contract provisions concerning the percentage of salary deferred and the period of leave may be amended by mutual agreement between the Employee and Employer.

#### **44.10 Pre-Paid Leave Plan Continuation**

**Any Employees currently enrolled in a pre-paid leave plan under their former collective agreement will remain in that plan until it is complete. All future pre-paid leaves will be conducted under this Article.**

## ARTICLE 45 – WORKLOAD

### 45.01 Safe Patient and Client Care

The Employer agrees to make every effort to maintain or improve safe standards of patient and client care.

### 45.02 Safe Patient and Client Care Review

- (a) An Employee who believes that adequate and safe care of patients and clients cannot be provided because of that Employee's workload, shall bring the matter to the attention of the Immediate Supervisor/Designate, and if the matter is not satisfactorily resolved, the Employee may file a written report which is attached at Appendix "4" which shall be submitted to the Employer for the Employer's comments. After full completion, the form shall be distributed to the listed Parties.
- (b) Failing resolution of the complaint by the Employer, the Employee may then refer the matter to the Bargaining Unit Labour Management Committee as set out in Article 27 9.
- (c) The Healthcare Labour Management Committee shall meet as soon as possible to hear and attempt to resolve the complaint to the satisfaction of both Parties.
- (d) Where the matter is not satisfactorily resolved under Article 45.02 (c) above, a report with a recommendation shall be forwarded by the Healthcare Labour Management Committee to the Employer's senior management team which shall provide a written response as quickly as possible. (CUPE 34, NSNU 17.00, 17.01)

## **ARTICLE 46 45 - TERM OF AGREEMENT**

### **46.01 Term of Agreement**

This Agreement shall be in effect for a term beginning from November 1, 2014 ~~2014~~ and ending October 31, ~~20XX~~ 2014. After October 31, ~~20XX~~ 2014, this Agreement shall be automatically renewed for successive periods of twelve (12) months unless either party requests the negotiation of a new agreement by giving written notice to the other party not less than thirty (30) calendar days prior to the expiration of this Agreement or any renewal thereof. Wages increases and adjustments are retroactive to November 1, 2014 ~~2014~~. All other Articles of this Agreement, unless otherwise specified, are effective as of upon ratification of this Collective Agreement.

### **46.02 Eligibility for Retroactive Pay**

All persons who are Employees as of the date of ratification are eligible for retroactive pay under Article 45.01, including those on approved leave and retirees.

### **46.03 Retroactivity**

Members of the bargaining unit who have resigned or retired since October 31, ~~2014~~ 2014 will have thirty (30) days from the date of signing of this Agreement to apply in writing for the retroactive wage increase.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

**It is recognized by all parties that this agreement is being signed on unceded Mi'kmaq territory.**



## **PREAMBLE**

Whereas it is the intention and purpose of the parties to this Agreement to maintain harmonious relations and settled conditions of employment between the Employer, the Employees and the Union, to improve the quality of health care service, to promote the well being and increased productivity of Employees to the end that patients be well and efficiently served and to promote an environment where Employees want to work and are valued, accordingly the parties hereto set forth certain terms and conditions of employment affecting Employees covered by this Agreement.

Now therefore, the parties agree as follows:

## **APPENDIX 1**

### **EXPEDITED ARBITRATION - RULES OF PROCEDURE**

1. A single arbitrator shall be appointed to decide the grievance.
2. The following persons shall serve as a panel of single arbitrators:

Susan Ashley  
Eric Slone

The above arbitrators shall be contacted in advance and advised of the parties' expectations pursuant to these Rules of Procedure. Should any arbitrator not be willing to adhere to the requirements of this process their name will be removed from the above list and the parties will agree on a substitute in the roster.

3. The arbitrators shall be appointed on a rotating basis, in the sequence in which their names appear on the above list.
4. The arbitrator, in consultation with the parties, shall convene a hearing of the grievance not later than forty (40) days from being appointed. If the arbitrator is not agreeable or available to commence the hearing within this time period, the arbitrator whose turn is next in the rotation shall be selected, and so on, until one of the arbitrators in the rotation is available.
5. At least ten (10) days prior to the date of the hearing the parties and/or their representatives shall meet for the following purposes:
  - to exchange copies of any documents that either party intends to rely on in the hearing;
  - to establish and attempt to agree on the facts relevant to the grievance;
  - to exchange copies of any precedents and authorities; and
  - to engage in discussions regarding the possible settlement of the grievance.
6. Should a dispute arise between the parties regarding compliance with the obligations outlined in paragraph 5 the issue in dispute may be referred for immediate and binding resolution to the arbitrator. This may be done by conference call between the arbitrator and the parties.

7. At least five (5) days before the scheduled hearing date the parties shall forward to the arbitrator the collective agreement, a copy of the grievance, any agreed statement of facts and any other documents or materials agreed upon by the parties.
8. The arbitration hearing shall be an informal and accelerated process. To this end, the following procedures shall be in effect:
  - The hearing shall be completed within a single day, within the hours of 8:00am and 6:00pm. At the commencement of the hearing the parties and the arbitrator shall attempt to agree upon the allocation of time and if agreement cannot be reached the arbitrator shall decide upon such allocation.
  - The parties shall make every reasonable effort to minimize the use of witnesses and to limit representations to issues directly related to the substance of the individual grievance. Whenever practicable, the parties shall stipulate facts not in dispute rather than establishing such facts through the evidence of witnesses.
  - Every reasonable effort shall be made to ensure that the grievance is addressed on its own merits, within the context of the particular circumstances of the individual case.
  - The arbitrator shall have the permission of the parties to take an activist role and to direct that issues be addressed, or not addressed, in the hearing in accordance with his or her determination as to its relevance to the outcome.
9. The decision of the arbitrator on the merits of the grievance may be rendered verbally at the immediate conclusion of the hearing, or, in any event, within two (2) days following the conclusion of the hearing. The arbitrator may remain seized of the grievance to determine any issues arising from the implementation of his or her decision.
10. The arbitrator may provide brief written reasons for the decision, however, these must be issued within ten (10) days of rendering the decision.
11. The decision of the arbitrator shall be binding on the parties, however, the parties agree that decisions issued through this process apply only to the individual grievance decided, have no value as precedent and that they shall not be referred to in any other proceedings under this collective agreement or otherwise.

## APPENDIX 2

### HEALTH AND DENTAL PLANS

1. Employees who are presently covered by **the HANS benefits plans or the benefits plans in effect at the former Public Health Addictions and Continuing Care and the former Capital District Health Authority** shall continue to be covered by the terms of the plans which are hereby incorporated into this collective agreement, unless the Union and the Employer agree otherwise. **(NEW)**
2. Employees not presently covered by a benefit plan shall be brought under the terms of ~~one of~~ the existing plans **in effect at the place where they are employed.** as ~~determined by mutual agreement of the Employer and the Union.~~ **(NEW)**

### **APPENDIX 3**

## **ALPHABETIZED INDEX OF CLASSIFICATIONS AND CORRESPONDING PAY PLAN**

Amend as per the decision of James Dorsey of February 19, 2015 and as changed by subsequent agreement of the parties.

This appendix will require a review of positions in each union to ensure standardized classification titles are applied.

### Schedule 3 - IWK Health Centre Health Care Bargaining Units at April 1, 2015

<b>BARGAINING UNITS - APRIL 1,</b>	<b>Employees</b>	<b>Current Unit</b>
<b>HEALTH CARE</b>		
Access Navigator	2	Health Care
Adolescent Case Worker	8	Health Care
Anaesthesia Assistant	9	Health Care
Anaesthesia Technician	2	Health Care
Care Team Assistant	14	Health Care
Charge Technician Ultrasound	1	Health Care
Child Care Worker	16	Health Care
Child Life Specialist Certified	15	Health Care
Child Life Worker	8	Health Care
Child Mental Health Worker	2	Health Care
Clinical Interventionist Occupational Therapy	3	Health Care
Clinical Interventionist Speech Language Pathology	3	Health Care
Community Outreach Worker	1	Health Care
Coordinator and Feeding Specialist	1	Health Care
Coordinator Clinical Practice Respiratory	3	Health Care
Coordinator Community Nutrition	1	Health Care
Coordinator Laboratory Standards	1	Health Care
Coordinator LIS	2	Health Care
Crisis Intervener	7	Health Care
Crisis Worker	16	Health Care
Cytogenetic Laboratory Tech 1	10	Health Care
Cytogenetic Laboratory Tech 2	1	Health Care
Dental Assistant	10	Health Care
Development Associate	2	Health Care
Dietetic Technician	4	Health Care
Dietician/Nutritionist	27	Health Care
Educational Support Worker	7	Health Care
EIBI Program Implementer	29	Health Care
EKG Technician	2	Health Care
Electroneurophysiology Tech in Training	2	Health Care
Flight Respiratory Therapist	9	Health Care
Intake Worker	1	Health Care
Medical Laboratory Assistant	26	Health Care
Medical Laboratory Technologist	59	Health Care
Medical Laboratory Technologist 2	13	Health Care
Molecular Diagnostic Laboratory Technologist	3	Health Care
Molecular Diagnostic Laboratory Technologist 2	2	Health Care
MRI Technologist	2	Health Care
Music Therapist	1	Health Care
Nuclear Medicine Technologist	5	Health Care
Occupational Therapist	40	Health Care
Ophthalmic Technician	2	Health Care
Orthoptist/Ophthalmic Med Tech/Instructor	7	Health Care
Orthoptist/Ophthalmic Medical Tech	8	Health Care
Patient Navigator Cancer Care	1	Health Care
Pharmacist	30	Health Care

Pharmacy Technician	30	Health Care
Physiotherapist	32	Health Care
Psychologist Masters	7	Health Care
Psychologist PhD	44	Health Care
Psychometrist	2	Health Care
Radiology Technician	35	Health Care
Radiology Technician 3	6	Health Care
Recreation Therapist	12	Health Care
Recreation Therapy Associate	5	Health Care
Rehabilitation Assistant	3	Health Care
Remedial Seating Technician	1	Health Care
Residential Counsellor	1	Health Care
Respiratory Technician	3	Health Care
Respiratory Therapist	27	Health Care
Respiratory Therapy Aide	2	Health Care
School Based Clinician	2	Health Care
Social Worker	1	Health Care
Social Worker Masters	80	Health Care
Teacher	14	Health Care
Technical Assistant	5	Health Care
Ultrasonographer	14	Health Care
Youth Care Worker	70	Health Care
Total	814	

**Schedule 5 - Provincial Health Authority Health Care Unit at April 1, 2015**

**HEALTH CARE - ARIL 1, 2015**

<b>Classifications</b>	<b>Employees</b>	<b>DH</b>	<b>Current Unit</b>	<b>Union</b>
Acute Care Aide	20	A	Health	CUPE
Adult Community Support Worker	3	1	Health Care	CUPE
Cardiology Technologist 2	5	1	Health Care	CUPE
Cardiology Technologist Unregistered	3	1	Health Care	CUPE
<b>Care Coordinator Continuing Care</b>	25	1	PHAS	NSGEU
Care Team Assistant	22	1	Health Care	CUPE
Challenging Behavior Resource Consultant	1	1	Health Care	CUPE
Child Community Support Worker	9	1	Health Care	CUPE
<b>Clinical Therapist B/Problem Gambling</b>	11	1	PHAS	CUPE
<b>Community Health Worker</b>	9	1	PHAS	CUPE
<b>Community Home Visitor</b>	3	1	PHAS	NSGEU
<b>Community Outreach Worker</b>	2	1	PHAS	NSGEU
Coordinator Breast Screening	2	1	Health Care	CUPE
Coordinator PACS	2	1	Health Care	CUPE
<b>Counsellor</b>	10	1	PHAS	CUPE
<b>Dental Hygienist</b>	2	1	PHAS	NSGEU
Diagnostic Imaging Tech Assistant	1	1	Health Care	CUPE
Dietetic Technician	3	1	Health Care	CUPE
Dietician	8	1	Health Care	CUPE
EKG Technician 2	1	1	Health Care	CUPE
Infection Control Practitioner	2	1	Health Care	CUPE
Medical Laboratory Assistant	20	1	Health Care	CUPE

Medical Laboratory Technologist	27	1	Health Care	CUPE
Music Therapist	1	1	Health Care	CUPE
Nuclear Medicine Tech	4	1	Health Care	CUPE
<b>Nutritionist</b>	2	1	PHAS	NSGEU
Occupational Therapist	12	1	Health Care	CUPE
Paramedic Advanced Care	5	1	Health Care	CUPE
Pathology Assistant	1	1	Health Care	CUPE
Pharmacist	9	1	Health Care	CUPE
Pharmacy Technician	14	1	Health Care	CUPE
Physiotherapist	15	1	Health Care	CUPE
Physiotherapy Assistant	5	1	Health Care	CUPE
Psychologist 4	4	1	Health Care	CUPE
Psychologist Masters	2	1	Health Care	CUPE
Psychology Clinical Leader	1	1	Health Care	CUPE
Radiology Technician	24	1	Health Care	CUPE
Recreation Aide	1	1	Health Care	CUPE
Recreation Programmer 1	1	1	Health Care	CUPE
Recreation Therapist	1	1	Health Care	CUPE
<b>Recreation Therapist</b>	1	1	PHAS	CUPE
Rehabilitation Aide	1	1	Health Care	CUPE
Rehabilitation Assistant	1	1	Health Care	CUPE
Respiratory Therapist	14	1	Health Care	CUPE
Senior Medical Laboratory Technologist	7	1	Health Care	CUPE
Social Worker 3	15	1	Health Care	CUPE
Ultrasonographer	8	1	Health Care	CUPE
Adult Community Support Worker	4	2	Health Care	CUPE
Cardiology Technologist 2	9	2	Health Care	CUPE
Cardiology Technologist Unregistered	5	2	Health Care	CUPE
<b>Care Coordinator Continuing Care</b>	25	2	PHAS	NSGEU
Challenging Behavior Resource Consultant	1	2	Health Care	CUPE
Child Community Support Worker	11	2	Health Care	CUPE
Clinical Interventionist	1	2	Health Care	CUPE
<b>Clinical Therapist</b>	6	2	PHAS	NSGEU
<b>Community Health Worker</b>	3	2	PHAS	NSGEU
<b>Community Home Visitor</b>	4	2	PHAS	NSGEU
<b>Community Outreach Worker</b>	3	2	PHAS	NSGEU
Continuing Care Assistant	44	2	Health Care	CUPE
Coordinator Chronic Disease Management	1	2	Health Care	CUPE
Coordinator Falls Prevention	1	2	Health Care	CUPE
Coordinator Recreation	1	2	Health Care	CUPE
<b>Dental Hygienist</b>	2	2	PHAS	NSGEU
Diagnostic Imaging Tech Assistant	2	2	Health Care	CUPE
<b>Dietetic Technician</b>	1	2	Support	CUPE
Dietician	12	2	Health Care	CUPE
Infection Control Practitioner	2	2	Health Care	CUPE
Medical Laboratory Assistant	19	2	Health Care	CUPE
Medical Laboratory Technologist	37	2	Health Care	CUPE
Nuclear Medicine Tech	4	2	Health Care	CUPE
<b>Nutritionist</b>	4	2	PHAS	NSGEU
Occupational Therapist	10	2	Health Care	CUPE



PACS Application Specialist	1	2	Health Care	CUPE
Personal Care Worker	8	2	Health Care	CUPE
Pharmacist	8	2	Health Care	CUPE
Pharmacy Technician	15	2	Health Care	CUPE
Physiotherapist	11	2	Health Care	CUPE
Psychologist 4	1	2	Health Care	CUPE
Psychologist Masters	6	2	Health Care	CUPE
Psychologist PhD	1	2	Health Care	CUPE
Radiology Technician	21	2	Health Care	CUPE
Recreation Aide	1	2	Health Care	CUPE
Recreation Facilitator	2	2	Health Care	CUPE
Recreation Therapist	4	2	Health Care	CUPE
Rehabilitation Assistant	11	2	Health Care	CUPE
Residential Care Worker	21	2	Health Care	CUPE
Respiratory Therapist	8	2	Health Care	CUPE
Senior Medical Laboratory Technologist	7	2	Health Care	CUPE
Senior Radiology Technologist	4	2	Health Care	CUPE
Social Worker 2	4	2	Health Care	CUPE
Social Worker 3	16	2	Health Care	CUPE
Team Aide - Respiratory Services	3	2	Health Care	CUPE
Ultrasonographer	8	2	Health Care	CUPE
Adult Community Support Worker	4	3	Health Care	CUPE
Cardiology Stress Technologist	1	3	Health Care	CUPE
Cardiology Technologist 2	6	3	Health Care	CUPE
Cardiology Technologist Unregistered	2	3	Health Care	CUPE
<b>Care Coordinator Continuing Care</b>	22	3	PHAS	NSGEU
Challenging Behavior Resource Consultant	1	3	Health Care	CUPE
Child Community Support Worker	10	3	Health Care	CUPE
<b>Clinical Therapist</b>	9	3	PHAS	NSGEU
<b>Community Health Worker</b>	6	3	PHAS	NSGEU
<b>Community Home Visitor</b>	7	3	PHAS	NSGEU
<b>Community Outreach Worker</b>	7	3	PHAS	NSGEU
Continuing Care Assistant	55	3	Health Care	CUPE
Coordinator PACS	1	3	Health Care	CUPE
<b>Coordinator Placement</b>	2	3	PHAS	NSGEU
Coordinator Recreation	1	3	Health Care	CUPE
<b>Counsellor</b>	10	3	PHAS	NSGEU
<b>Dental Hygienist</b>	2	3	PHAS	NSGEU
Diagnostic Imaging Tech Assistant	4	3	Health Care	CUPE
Dietetic Technician	4	3	Health Care	CUPE
Dietician	13	3	Health Care	CUPE
Infection Control Practitioner	2	3	Health Care	CUPE
<b>Lactation Consultant</b>	1	3	Nurses	NSNU
Medical Laboratory Assistant	19	3	Health Care	CUPE
Medical Laboratory Technologist	42	3	Health Care	CUPE
MRI Technologist	3	3	Health Care	CUPE
Nuclear Medicine Tech	3	3	Health Care	CUPE
Nurses Aide	2	3	Health Care	CUPE
<b>Nutritionist</b>	2	3	PHAS	NSGEU
Occupational Therapist	18	3	Health Care	CUPE

Orthopaedic Technician	1	3	Health Care	CUPE
Pharmacist	9	3	Health Care	CUPE
Pharmacy Technician	16	3	Health Care	CUPE
Physiotherapist	21	3	Health Care	CUPE
Psychologist 4	7	3	Health Care	CUPE
Psychologist Masters	5	3	Health Care	CUPE
Psychosocial Rehabilitation Worker Community	3	3	Health Care	CUPE
Psychosocial Rehabilitation Worker Day/Res	11	3	Health Care	CUPE
Radiology Technician	30	3	Health Care	CUPE
Recreation Programmer 1	3	3	Health Care	CUPE
Rehabilitation Assistant	14	3	Health Care	CUPE
Residential Rehabilitation Worker	1	3	Health Care	CUPE
Respiratory Therapist	11	3	Health Care	CUPE
Senior Diagnostic Imaging Technologist	3	3	Health Care	CUPE
Senior Medical Laboratory Technologist	10	3	Health Care	CUPE
Social Worker 3	21	3	Health Care	CUPE
Team Aide	1	3	Health Care	CUPE
<b>Team Coordinator</b>	1	3	PHAS	NSGEU
Ultrasonographer	9	3	Health Care	CUPE
Ward Aide	7	3	Health Care	CUPE
Autism Skills Worker	6	4	Health Care	CUPE
<b>Care Coordinator</b>	25	4	PHAS	NSGEU
Care Team Assistant	28	4	Health Care	CUPE
<b>Challenging Behavior Resource Consultant</b>	1	4	Nurses	NSNU
<b>Clinical Therapist</b>	6	4	PHAS	NSGEU
<b>Community Health Worker</b>	1	4	PHAS	NSGEU
<b>Community Home Visitor</b>	4	4	PHAS	NSGEU
<b>Community Outreach Worker</b>	4	4	PHAS	NSGEU
<b>Continuing Care Referral Assistant</b>	4	4	PHAS	NSGEU
Coordinator Breast Screening	1	4	Health Care	CUPE
Coordinator DIIS	1	4	Health Care	CUPE
<b>Coordinator Placement</b>	1	4	PHAS	NSGEU
<b>Coordinator Youth Wellness</b>	1	4	PHAS	NSGEU
Counselling Therapist Masters	3	4	Health Care	CUPE
<b>Dental Hygienist</b>	2	4	PHAS	NSGEU
Diagnostic Imaging Tech Assistant	1	4	Health Care	CUPE
Dietician	10	4	Health Care	CUPE
Echocardiology Tech	2	4	Health Care	CUPE
EKG Technician	4	4	Health Care	CUPE
EKG Technician 2	3	4	Health Care	CUPE
Exercise Therapist	1	4	Health Care	CUPE
Grad Tech	1	4	Health Care	CUPE
Infection Control Technician	1	4	Health Care	CUPE
Medical Laboratory Assistant	22	4	Health Care	CUPE
Medical Laboratory Technologist	29	4	Health Care	CUPE
Medical Laboratory Technologist Specific Duty	1	4	Health Care	CUPE
<b>Mental Health Triage Clinician</b>	1	4	Nurses	NSNU
MRI Technologist	3	4	Health Care	CUPE
Nuclear Medicine Tech	2	4	Health Care	CUPE
<b>Nutritionist</b>	3	4	PHAS	NSGEU

Occupational Therapist	16	4	Health Care	CUPE
Orthoptist	1	4	Health Care	CUPE
Paramedic Triage	7	4	Health Care	CUPE
Pharmacist	8	4	Health Care	CUPE
Pharmacy Technician	15	4	Health Care	CUPE
Physiotherapist	7	4	Health Care	CUPE
Physiotherapy Assistant	5	4	Health Care	CUPE
Psychologist Masters	10	4	Health Care	CUPE
Psychologist PhD	1	4	Health Care	CUPE
Psychology Technician	1	4	Health Care	CUPE
Radiology Technician	20	4	Health Care	CUPE
Rehabilitation Aide	1	4	Health Care	CUPE
Rehabilitation Assistant	4	4	Health Care	CUPE
Renal Dialysis Aide	4	4	Health Care	CUPE
Respiratory Therapist	11	4	Health Care	CUPE
Senior Medical Laboratory Technologist	4	4	Health Care	CUPE
Social Worker 2	6	4	Health Care	CUPE
Social Worker 3	18	4	Health Care	CUPE
Therapeutic Psychiatric Assistant	3	4	Health Care	CUPE
Ultrasonographer	2	4	Health Care	CUPE
Ward Aide	14	4	Health Care	CUPE
<b>Ward Aide</b>	2	4	Support	CUPE
Autism Skills Worker	1	5	Health Care	CUPE
Challenging Behavior Resource Consultant	1	5	Health Care	CUPE
<b>Clinical Therapist</b>	5	5	PHAS	NSGEU
<b>Community Home Visitor</b>	4	5	PHAS	NSGEU
<b>Community Outreach Worker</b>	2	5	PHAS	NSGEU
<b>Coordinator Community Health Project</b>	1	5	PHAS	NSGEU
<b>Coordinator Continuing Care</b>	17	5	PHAS	NSGEU
Coordinator Infection Prevention & Control	1	5	Health Care	CUPE
Coordinator PACS	2	5	Health Care	CUPE
<b>Coordinator Placement</b>	1	5	PHAS	NSGEU
<b>Coordinator Youth Wellness</b>	3	5	PHAS	NSGEU
<b>Counsellor</b>	9	5	PHAS	NSGEU
<b>Dental Hygienist</b>	1	5	PHAS	NSGEU
<b>Dietetic Technician</b>	1	5	Support	CUPE
Dietician	6	5	Health Care	CUPE
EKG Technician	1	5	Health Care	CUPE
EKG Technician 2	3	5	Health Care	CUPE
Medical Laboratory Assistant	12	5	Health Care	CUPE
Medical Laboratory Technologist	19	5	Health Care	CUPE
Mental Health Clinician Masters	1	5	Health Care	CUPE
<b>Navigator Patient Care</b>	2	5	Nurses	NSNU
<b>Nutritionist</b>	1	5	PHAS	NSGEU
Occupational Therapist	6	5	Health Care	CUPE
Occupational Therapy Assistant	1	5	Health Care	CUPE
Personal Care Worker	35	5	Health Care	CUPE
Pharmacist	2	5	Health Care	CUPE
Pharmacy Technician	11	5	Health Care	CUPE

Physiotherapist	9	5	Health Care	CUPE
Physiotherapy Assistant	5	5	Health Care	CUPE
Psychologist 4	1	5	Health Care	CUPE
Psychologist Masters	2	5	Health Care	CUPE
Psychology Technician	3	5	Health Care	CUPE
Radiology Technician	19	5	Health Care	CUPE
Recreation Assistant	5	5	Health Care	CUPE
Recreation Therapist	2	5	Health Care	CUPE
Rehabilitation Aide	3	5	Health Care	CUPE
Respiratory Therapist	4	5	Health Care	CUPE
Senior Medical Laboratory Technologist	6	5	Health Care	CUPE
Social Worker 2	2	5	Health Care	CUPE
Social Worker Masters	15	5	Health Care	CUPE
Ultrasonographer	4	5	Health Care	CUPE
Autism Support Worker	5	6	Health Care	CUPE
Cardiology Technologist 2	3	6	Health Care	CUPE
<b>Clinical Therapist</b>	4	6	PHAS	NSGEU
<b>Community Health Worker</b>	1	6	PHAS	NSGEU
<b>Community Home Visitor</b>	2	6	PHAS	NSGEU
<b>Community Outreach Worker</b>	2	6	PHAS	NSGEU
Continuing Care Assistant	44	6	Health Care	CUPE
<b>Coordinator Continuing Care</b>	17	6	PHAS	NSGEU
<b>Coordinator Placement</b>	1	6	PHAS	NSGEU
<b>Counsellor</b>	5	6	PHAS	NSGEU
CT Scan Technologist	1	6	Health Care	CUPE
<b>Dental Hygienist</b>	1	6	PHAS	NSGEU
DI Technical Assistant	2	6	Health Care	CUPE
Dietician	7	6	Health Care	CUPE
Echocardiology Tech	1	6	Health Care	CUPE
EKG Technician 2	3	6	Health Care	CUPE
<b>Geriatric Care Consultation Clinician</b>	1	6	Nurses	NSNU
Grad Tech	1	6	Health Care	CUPE
Medical Laboratory Assistant	19	6	Health Care	CUPE
Medical Laboratory Technologist	20	6	Health Care	CUPE
Mental Health Clinician Masters Prepared	1	6	Health Care	CUPE
MRI Technologist	3	6	Health Care	CUPE
Nuclear Medicine Tech	3	6	Health Care	CUPE
<b>Nutritionist</b>	2	6	PHAS	NSGEU
Occupational Therapist	10	6	Health Care	CUPE
Occupational Therapy Assistant	1	6	Health Care	CUPE
Orthopaedic Technician	4	6	Health Care	CUPE
Orthoptist	2	6	Health Care	CUPE
PACS Application Specialist	1	6	Health Care	CUPE
Pharmacist	7	6	Health Care	CUPE
Pharmacy Technician	15	6	Health Care	CUPE
Physiotherapist	11	6	Health Care	CUPE
Physiotherapy Assistant	5	6	Health Care	CUPE
Psychologist 4	1	6	Health Care	CUPE
Psychologist Masters	5	6	Health Care	CUPE

Psychology Technician	2	6	Health Care	CUPE
Radiology Technician	16	6	Health Care	CUPE
Recreation Facilitator	2	6	Health Care	CUPE
Recreation Therapist	1	6	Health Care	CUPE
Rehabilitation Aide	1	6	Health Care	CUPE
Rehabilitation Assistant	2	6	Health Care	CUPE
Respiratory Therapist	7	6	Health Care	CUPE
Senior Medical Laboratory Technologist	2	6	Health Care	CUPE
<b>Seniors Challenging Behaviors Consultant</b>	1	6	Nurses	NSNU
Social Worker 2	5	6	Health Care	CUPE
Social Worker 3	11	6	Health Care	CUPE
Student Physiotherapy Assistant	1	6	Health Care	CUPE
Ultrasonographer	4	6	Health Care	CUPE
Autism Support Worker	4	7	Health Care	CUPE
<b>Care Coordinator</b>	18	7	PHAS	NSGEU
<b>Clinical Therapist</b>	5	7	PHAS	NSGEU
<b>Community Health Worker</b>	2	7	PHAS	NSGEU
<b>Community Outreach Worker</b>	7	7	PHAS	NSGEU
<b>Continuing Care Coordinator Team Lead</b>	1	7	PHAS	NSGEU
Coordinator PACS	3	7	Health Care	CUPE
<b>Coordinator Placement</b>	1	7	PHAS	NSGEU
Coordinator Stroke	1	7	Health Care	CUPE
<b>Counsellor</b>	6	7	PHAS	NSGEU
<b>Dental Hygienist</b>	1	7	PHAS	NSGEU
Diagnostic Imaging Tech Assistant	3	7	Health Care	CUPE
Dietician	10	7	Health Care	CUPE
EKG Technician	2	7	Health Care	CUPE
EKG Technician 2	1	7	Health Care	CUPE
Medical Laboratory Assistant	20	7	Health Care	CUPE
Medical Laboratory Technologist	27	7	Health Care	CUPE
Nuclear Medicine Tech	5	7	Health Care	CUPE
<b>Nutritionist</b>	2	7	PHAS	NSGEU
Occupational Therapist	14	7	Health Care	CUPE
OR Aide	6	7	Health Care	CUPE
Orthoptist	1	7	Health Care	CUPE
Paramedic	3	7	Health Care	CUPE
Pharmacist	5	7	Health Care	CUPE
Pharmacy Assistant	15	7	Health Care	CUPE
Physiotherapist	10	7	Health Care	CUPE
Physiotherapy Aide	2	7	Health Care	CUPE
Physiotherapy Assistant	3	7	Health Care	CUPE
Psych Attendant	15	7	Health Care	CUPE
Psychologist Masters	7	7	Health Care	CUPE
Radiology Technician	13	7	Health Care	CUPE
Rehabilitation Assistant	1	7	Health Care	CUPE
Respiratory Technician	4	7	Health Care	CUPE
Senior Medical Laboratory Technologist	9	7	Health Care	CUPE
Social Worker 2	7	7	Health Care	CUPE
Social Worker 3	9	7	Health Care	CUPE
Team Aide	40	7	Health Care	CUPE

Ultrasonographer	3	7	Health Care	CUPE
Activity Coordinator	2	8	Health Care	Unifor
Autism Interventionist	12	8	Health Care	Unifor
Behavior Interventionist	4	8	Health Care	Unifor
Cardiology Technologist 2	16	8	Health Care	Unifor
Cardiology Technologist Unregistered	7	8	Health Care	Unifor
<b>Care Coordinator Continuing Care</b>	40	8	PHAS	NSGEU
Child Care Assistant	6	8	Health Care	Unifor
<b>Clinical Therapist</b>	16	8	PHAS	NSGEU
<b>Community Health Worker</b>	2	8	PHAS	NSGEU
<b>Community Outreach Worker</b>	19	8	PHAS	NSGEU
Continuing Care Assistant	32	8	Health Care	Unifor
<b>Continuing Care Referral Assistant</b>	4	8	PHAS	NSGEU
Coordinator DIIS	3	8	Health Care	Unifor
Coordinator Recreation	12	8	Health Care	Unifor
Coordinator Stroke	1	8	Health Care	Unifor
<b>Counsellor</b>	3	8	PHAS	NSGEU
CSR Technician	41	8	Health Care	Unifor
CT Scan Technologist	11	8	Health Care	Unifor
<b>Dental Hygienist</b>	3	8	PHAS	NSGEU
Diagnostic Imaging Engineering Tech	1	8	Health Care	Unifor
Diagnostic Imaging Quality Control Technologist	1	8	Health Care	Unifor
Diagnostic Imaging Technologist 1	42	8	Health Care	Unifor
Diagnostic Imaging Technologist 2	9	8	Health Care	Unifor
Dietician	36	8	Health Care	Unifor
Dosimetrist	2	8	Health Care	Unifor
EEG Technologist	2	8	Health Care	Unifor
Film Processing Technician	7	8	Health Care	Unifor
GI Aide	5	8	Health Care	Unifor
Laboratory/Radiology Technologist	4	8	Health Care	Unifor
Mammography Technologist 1	1	8	Health Care	Unifor
Mammography Technologist 2	1	8	Health Care	Unifor
Medical Laboratory Assistant	34	8	Health Care	Unifor
Medical Laboratory Technologist	87	8	Health Care	Unifor
Medical Laboratory Technologist C	15	8	Health Care	Unifor
Medical Laboratory Technologist Non-Registered	3	8	Health Care	Unifor
MRI Technologist	2	8	Health Care	Unifor
MRI Technologist 2	1	8	Health Care	Unifor
Nuclear Medicine Tech	5	8	Health Care	Unifor
Nuclear Medicine Tech 2	1	8	Health Care	Unifor
<b>Nutritionist</b>	2	8	PHAS	NSGEU
Occupational Therapist	30	8	Health Care	Unifor
Occupational Therapy Assistant	3	8	Health Care	Unifor
Oncology Assistant	1	8	Health Care	Unifor
Ophthalmic Technician	1	8	Health Care	Unifor
Orderly	2	8	Health Care	Unifor
Orthopaedic Technologist	2	8	Health Care	Unifor
Orthotic Technician	1	8	Health Care	Unifor
Paramedic Emergency	6	8	Health Care	Unifor
Pedorthist	2	8	Health Care	Unifor

Pharmacist	16	8	Health Care	Unifor
Pharmacy Technician	40	8	Health Care	Unifor
Phlebotomist	21	8	Health Care	Unifor
Physiotherapist	47	8	Health Care	Unifor
Physiotherapy Assistant	24	8	Health Care	Unifor
<b>Placement Officer</b>	2	8	PHAS	NSGEU
Pulmonary Function Tech	1	8	Health Care	Unifor
Pulmonary Function Tech & Course	4	8	Health Care	Unifor
Radiation Therapist	12	8	Health Care	Unifor
Recreation Therapist	4	8	Health Care	Unifor
<b>Recreation Therapist</b>	2	8	PHAS	NSGEU
Respiratory Therapist	36	8	Health Care	Unifor
Respiratory Therapy Aide	1	8	Health Care	Unifor
Social Worker 2	10	8	Health Care	Unifor
Social Worker 3	38	8	Health Care	Unifor
Social Worker 3 Head Clinician	3	8	Health Care	Unifor
Therapeutic Activity Director	1	8	Health Care	Unifor
Ultrasonographer	9	8	Health Care	Unifor
Vascular Tech	1	8	Health Care	Unifor
Ward Aide	29	8	Health Care	Unifor
Advanced Cardiology Technologist	14	9	Health Care	NSGEU
Anaesthesia Assistant	16	9	Health Care	NSGEU
Anaesthesia Team Lead	3	9	Health Care	NSGEU
Anaesthesia Technician	23	9	Health Care	NSGEU
Behaviorist	1	9	Health Care	NSGEU
Biomedical Technical Assistant/Anaesthesia Tech	1	9	Health Care	NSGEU
Cardiac Sonographer	13	9	Health Care	NSGEU
Cardiology Invasive Technologist	3	9	Health Care	NSGEU
Cardiology Stress Technologist	23	9	Health Care	NSGEU
Cardiology Technologist	1	9	Health Care	NSGEU
Cardiology Technologist Unregistered	13	9	Health Care	NSGEU
Care Team Assistant	158	9	Health Care	NSGEU
Certified Orthotics Prosthetic	7	9	Health Care	NSGEU
Chaplain	9	9	Health Care	NSGEU
Clinical Dietetic Technician 2	8	9	Health Care	NSGEU
Clinical Dietician Team Lead	2	9	Health Care	NSGEU
Clinical Educator Radiation Therapy	2	9	Health Care	NSGEU
Clinical Locomotor Technician	1	9	Health Care	NSGEU
Clinical Practice Educator	3	9	Health Care	NSGEU
Clinical Therapist	21	9	Health Care	NSGEU
Community Health Team Lead	5	9	Health Care	NSGEU
Community Mental Health Worker	1	9	Health Care	NSGEU
Community Outreach Worker	16	9	Health Care	NSGEU
Contact Lens Technician	1	9	Health Care	NSGEU
Coordinator ABI Care Team	2	9	Health Care	NSGEU
Coordinator Challenging Behavior	1	9	Health Care	NSGEU
<b>Coordinator Colposcopy Program</b>	1	9	Nurses	NSGEU
Coordinator Community Treatment Order	1	9	Health Care	NSGEU
Coordinator Continuing Care	78	9	Health Care	NSGEU
Coordinator DIS	1	9	Health Care	NSGEU

Coordinator Forensic Care	1	9	Health Care	NSGEU
Coordinator Functional Neurosurgery	1	9	Health Care	NSGEU
Coordinator LIS Database	7	9	Health Care	NSGEU
Coordinator Neurophysiology Program	1	9	Health Care	NSGEU
Coordinator Professional Practice	7	9	Health Care	NSGEU
Coordinator Professional Practice Masters	1	9	Health Care	NSGEU
Coordinator Rehab Intake	1	9	Health Care	NSGEU
Coordinator Seating & Mobility	1	9	Health Care	NSGEU
Coordinator Spasticity Management	1	9	Health Care	NSGEU
Coordinator Youth Health Centre	5	9	Health Care	NSGEU
CPE Coordinating Chaplain	1	9	Health Care	NSGEU
Crisis Intervener	13	9	Health Care	NSGEU
CT Scan Technologist	14	9	Health Care	NSGEU
Dental Assistant	7	9	Health Care	NSGEU
Dental Hygienist	3	9	Health Care	NSGEU
Developmental Worker	36	9	Health Care	NSGEU
DI CT NM MRI Team Lead	2	9	Health Care	NSGEU
Diagnostic Imaging Team Lead	3	9	Health Care	NSGEU
Dietetic Technician	10	9	Health Care	NSGEU
Dietician	70	9	Health Care	NSGEU
DIS Technologist	5	9	Health Care	NSGEU
Dosimetrist	6	9	Health Care	NSGEU
Educator	17	9	Health Care	NSGEU
Electroneurophysiology Tech A	2	9	Health Care	NSGEU
Electroneurophysiology Tech B	3	9	Health Care	NSGEU
Electroneurophysiology Tech in Training	2	9	Health Care	NSGEU
Imaging Technologist A	110	9	Health Care	NSGEU
Imaging Technologist B	1	9	Health Care	NSGEU
Medical Laboratory Assistant	175	9	Health Care	NSGEU
Medical Laboratory Assistant in Training	6	9	Health Care	NSGEU
Medical Laboratory Technologist	230	9	Health Care	NSGEU
Medical Laboratory Technologist C	50	9	Health Care	NSGEU
MRI Technologist	12	9	Health Care	NSGEU
Music Therapist	3	9	Health Care	NSGEU
Nuclear Medicine Tech	20	9	Health Care	NSGEU
Nutritionist	5	9	Health Care	NSGEU
Occupational Therapist	108	9	Health Care	NSGEU
Occupational Therapist 2	8	9	Health Care	NSGEU
Occupational Therapy Assistant	13	9	Health Care	NSGEU
Occupational Therapy Assistant C	7	9	Health Care	NSGEU
Occupational Therapy Team Lead	3	9	Health Care	NSGEU
Ophthalmic Assistant	1	9	Health Care	NSGEU
Ophthalmic Technician	4	9	Health Care	NSGEU
Orthopaedic Technician	6	9	Health Care	NSGEU
Orthoptist	6	9	Health Care	NSGEU
Pacemaker Device Technologist	6	9	Health Care	NSGEU
Paramedic	43	9	Health Care	NSGEU
Paramedic Critical Care	11	9	Health Care	NSGEU
Paramedic Informatics	1	9	Health Care	NSGEU
Paramedic Triage	34	9	Health Care	NSGEU



Patient Navigator	1	9	Health Care	NSGEU
Patient Support Worker	100	9	Health Care	NSGEU
Pedorthist	2	9	Health Care	NSGEU
Perfusionist	13	9	Health Care	NSGEU
Perfusionist Team Lead	1	9	Health Care	NSGEU
Personal Care Worker	36	9	Health Care	NSGEU
Pharmacist	77	9	Health Care	NSGEU
Pharmacist Team Lead	1	9	Health Care	NSGEU
Pharmacy Technician	119	9	Health Care	NSGEU
Phototherapy Technician	3	9	Health Care	NSGEU
Physiotherapist	137	9	Health Care	NSGEU
Physiotherapy Aide	2	9	Health Care	NSGEU
Physiotherapy Assistant	46	9	Health Care	NSGEU
Physiotherapy Team Lead	8	9	Health Care	NSGEU
Polysomnographic Tech	6	9	Health Care	NSGEU
Psychologist Masters	9	9	Health Care	NSGEU
Psychologist Masters Candidate	1	9	Health Care	NSGEU
Psychologist PhD	42	9	Health Care	NSGEU
Psychologist PhD Team Lead	1	9	Health Care	NSGEU
Psychology Technician	3	9	Health Care	NSGEU
Psychometrist	8	9	Health Care	NSGEU
Psychosocial Rehabilitation Standards Specialist	1	9	Health Care	NSGEU
Psychotherapist	2	9	Health Care	NSGEU
Pulmonary Function Tech	2	9	Health Care	NSGEU
Pulmonary Tech 2B	3	9	Health Care	NSGEU
Radiation Safety Officer	1	9	Health Care	NSGEU
Radiation Therapist	50	9	Health Care	NSGEU
Radiochemistry Lab Technologist	2	9	Health Care	NSGEU
Radiographic Assistant	15	9	Health Care	NSGEU
Radiographic Assistant C	8	9	Health Care	NSGEU
Recreation Therapist	31	9	Health Care	NSGEU
Recreation Therapy Associate	20	9	Health Care	NSGEU
Recreation Therapy Team Lead	1	9	Health Care	NSGEU
Rehabilitation Assistant	13	9	Health Care	NSGEU
Rehabilitation Geriatric Assessor	2	9	Health Care	NSGEU
Rehabilitation Navigator	2	9	Health Care	NSGEU
Respiratory Therapist	77	9	Health Care	NSGEU
Senior Pharmacy Technician	3	9	Health Care	NSGEU
Social Work Team Lead	2	9	Health Care	NSGEU
Social Worker A	1	9	Health Care	NSGEU
Social Worker B	10	9	Health Care	NSGEU
Social Worker Masters	112	9	Health Care	NSGEU
Stroke Navigator	1	9	Health Care	NSGEU
Supervisor 3 X-Ray	1	9	Health Care	NSGEU
Therapeutic Assistant	37	9	Health Care	NSGEU
Tissue Bank Assistant	5	9	Health Care	NSGEU
Tissue Bank Assistant in Training	2	9	Health Care	NSGEU
Tissue Bank Clinical Leader	1	9	Health Care	NSGEU
Tissue Bank Processing Leader	1	9	Health Care	NSGEU
Tissue Bank Specialist	12	9	Health Care	NSGEU

Tissue Bank Tech in Training	3	9	Health Care	NSGEU
Ultrasonographer	19	9	Health Care	NSGEU
Vascular Diagnostic Technologist	3	9	Health Care	NSGEU
Vocational Counsellor	1	9	Health Care	NSGEU
Vocational Therapist 3	1	9	Health Care	NSGEU
Wellness Navigator	4	9	Health Care	NSGEU
X-ray Tech 3	2	9	Health Care	NSGEU
Total Employees	5,692			





**APPENDIX 4**

**WORKLOAD SITUATION REPORT**

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

SITE: \_\_\_\_\_

(1) NAME: \_\_\_\_\_ DATE: (YYYY/MM/DD): \_\_\_\_\_

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

(2) STAFFING (NUMBERS)

SCHEDULED:

THIS SHIFT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(3) Describe workload situation as you saw it:

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

(4) Name of Manager/Supervisor/Designate Contacted: \_\_\_\_\_

Time Contacted: \_\_\_\_\_

(5) Describe action/response given by Manager/Supervisor/Designate:

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

(6) Describe your response: \_\_\_\_\_

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

(7) What other options might have been considered:

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

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

\_\_\_\_\_  
Signature

**Copies to:**

*Union or Employer Chairs or Labour Management Committee*



**APPENDIX 5**

**CUPE LAID-OFF EMPLOYEE AVAILABILITY FORM**

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NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

- (a) Prior to lay off, I was working at \_\_\_\_\_, site(s).
- (b) Prior to lay off, I was working in \_\_\_\_\_, department(s).
- (c) Prior to lay off, my designation as a percentage of Full-Time hours was \_\_\_\_\_%.
- (d) I am interested in being recalled to a Regular Position. YES \_\_\_\_\_ NO \_\_\_\_\_

**If yes, other than my previous work site(s), I would accept recall to a position at:**

**Name sites** \_\_\_\_\_.

---

(e) Other than recall to a Regular Position, I am interested in working additional shifts (which may include a Temporary Position, extra shifts, relief shifts and required shifts).

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, I may be assigned to work up to my (prior to lay off) designation as a percentage of Full-Time hours (and have priority for extra shifts due to lay off status).

- (f) I am interested in working beyond my prior to lay off designation as a percentage of Full-Time hours).

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, I am interested in working \_\_\_\_\_% (as a percentage of Full-Time hours) and shall be treated as a Part-Time Employee for the purposes of Articles 17.04 and 17.05, inclusive.

---

**Once submitted, the Employer is entitled to rely on the Laid-off Employee Availability Form until a new form is implemented according to the following process. A Laid-off Employee is permitted to submit a revised Laid-off Employee Availability Form indicating availability by March 1<sup>st</sup> (for April to June); by June 1<sup>st</sup> (for July to September); by September 1<sup>st</sup> (for October to December); and by December 1<sup>st</sup> (for January to March). A revised Laid-off Employee Availability Form may be submitted more often where mutually agreed with the Employer. Such agreement shall not be unreasonably withheld.**

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Employee

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Date

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## APPENDIX 6

### NSGEU CENTRAL ZONE VACATION SCHEDULING PRACTICE

**For NSGEU members in the Central Zone, the following vacation scheduling practice shall apply:**

#### **1. Vacation Scheduling**

- (a) Except as otherwise provided in the Agreement, vacation leave entitlement shall be used within the year in which it is earned. The Employee shall advise the immediate management supervisor in writing of her vacation preference as soon as possible for the following vacation year but before March 1st in each year. The immediate management supervisor will respond in writing by April 1st indicating whether or not the Employee's vacation request is authorized.
- (b) Preference in vacation schedule shall be given to those Employees with greater length of seniority.
- (c) After the vacation schedule is posted, if operational requirements permit additional Employee(s) to be on vacation leave, such leave shall be offered to Employees on a work unit by seniority to those Employees who may have requested the leave but were denied the leave for their request submitted before March 1<sup>st</sup>. Any additional vacation shall be granted on a first come, first serve basis.

#### **2. Employee Request**

Subject to the operational requirements of the service, the Employer shall make every reasonable effort to ensure that an Employee's written request for vacation leave is approved. Where, in scheduling vacation leave, the Employer is unable to comply with the Employee's written request, the immediate management supervisor shall:

- (a) give the reason for disapproval; and
- (b) make every reasonable effort to grant an Employee's vacation leave in the amount and at such time as the Employee may request in an alternative request.

Where operational requirements necessitate a decision by the Employer to place a restriction on the number of Employees on vacation leave at any one time, preference shall be given to the Employees with the greatest length of seniority.



### **3. Restriction on Numbers of Employees on Vacation**

- (a) During the peak vacation period, commencing the second full week of June and ending after the second full week of September of each year, preference for a period of up to four (4) complete weeks of unbroken vacation shall be given to Employees with the greatest length of seniority. To exercise this preference, an Employee need not pick consecutive weeks.
- (b) After each Employee has been granted vacation in accordance with Article 3 (a) all remaining vacation entitlement shall be granted in accordance with seniority. Once seniority has been exercised for the period of up to four (4) complete weeks, remaining requests will be granted by seniority, i.e. all second requests and then all third requests.
- (c) After the vacation schedule is posted, if operational requirements permit additional Employees to be on vacation leave, such leave shall be offered by seniority to Employees provided the Employees requested that time in accordance with Article 1(a).

## APPENDIX 7

### VACATION SCHEDULING FOR CUPE MEMBERS

For CUPE members, the following vacation scheduling practice shall apply:

1. In developing the vacation roster the Employer will distribute vacation fairly, giving due consideration to the Employee's wishes and to seniority. Preference for vacation according to seniority shall be exercised only once in a vacation year and shall only apply to a single vacation period. In the event of a conflict, Employees are required to designate in writing the single vacation period for which the Employee wishes to exercise seniority.

Written vacation requests for vacation time off must be submitted by February 15<sup>th</sup> for vacations in the period April 1<sup>st</sup> to September 30<sup>th</sup> and shall include requests for Christmas vacations and/or March Break vacations for the following year and by August 15<sup>th</sup> for vacations in the period October 1<sup>st</sup> to March 31<sup>st</sup> except as indicated above.

The Employer will post approved vacation in writing by March 15<sup>th</sup> and September 15<sup>th</sup> respectively.

After the vacation schedule is posted, if operational requirements permit additional Employees to be on vacation leave, such leave shall be offered to Employees on a work unit on a first come first served basis unless requests by two (2) or more Employees are made on the same day for the same vacation day(s) in which case seniority shall be used to resolve the conflict.

2. An Employee shall be entitled to receive at least two (2) weeks of vacation as an unbroken period, unless otherwise mutually agreed upon between the Employee and the Employer. **(CUPE ARTICLE 22.04 (b) and 22.05)**

## APPENDIX 8

### VACATION SCHEDULING UNIFOR

For Unifor members, the following vacation scheduling practice shall apply:

1. In developing the vacation schedule, the Employer will distribute the vacation with a minimum of two (2) consecutive weeks at a time requested by the Employee. Where two or more employees request vacation for the same period of time, preference for vacation will be on the basis of seniority.
2. A vacation entitlement will be posted by February 1<sup>st</sup> of each year. Employees vacation preference must be made known by March 1<sup>st</sup> with the vacation list posted by April 1<sup>st</sup>. Those Employees not indicating their preference by the referred date will lose their right to choice.

(Unifor article 12.06(a))

## **APPENDIX 9**

### **NSGEU PUBLIC HEALTH ADDICTIONS AND CONTINUING CARE VACATION SCHEDULING PRACTICE**

**For NSGEU Public Health Addictions and Continuing members in the Northern, Eastern and Western Zone, the following vacation scheduling practice shall apply:**

#### **1. Vacation Scheduling**

- (a) Except as otherwise provided in the Agreement, vacation leave entitlement shall be used within the year in which it is earned. The Employee shall advise the Employer in writing of his/her vacation preference as soon as possible for the following vacation year but before February 15th in each year. The Employer will respond in writing by March 15th indicating whether or not the Employee's vacation request is authorized. The Employer shall post the approved vacation schedule no later than March 15<sup>th</sup>.
- (b) Preference of vacation schedule shall be given to those Employees with greater seniority as defined in Article 1.01 (b) however where an Employee transfers into one work unit from another work unit, such Employee shall exercise their seniority in selecting vacation for any requests that fall beyond a six (6) month period from the date the Employee transferred into the unit. Notwithstanding the foregoing, such Employee shall not be permitted to use his/her seniority upon transfer into the work unit where it conflicts with another Employee's approved vacation.
- (c) Notwithstanding (b) above, during the period of June 1<sup>st</sup> to September 15<sup>th</sup> an Employee may only exercise his/her seniority for three (3) blocks of vacation where there is a conflict in vacation requests. For the purpose of this Article only, a "block" shall be defined as a shift or consecutive shifts.
- (d) Where operational requirements necessitate a decision by the Employer to place a restriction on the number of Employees on vacation leave at any one time, preference shall be given to Employees with greatest seniority.
- (e) After the vacation schedule is posted, if operational requirements permit, further requests for vacation leave shall be considered on a first come first served basis. If two Employees apply for vacation on the same day, preference shall be given to the Employee with the greatest seniority.

#### **2. Employee Request**

Subject to the operational requirements of the service, the Employer shall make every reasonable effort to ensure that an Employee's written request for vacation leave is approved. Where, in scheduling vacation leave, the Employer is unable to comply with the Employee's written request, the Employer or delegated official shall:

- (a) give the reason for disapproval; and
- (b) make every reasonable effort to grant an Employee's vacation leave in the amount and at such time as the Employee may request in an alternative request.

## APPENDIX 10

### VACATION SCHEDULING NSNU

**For NSNU members, the following vacation scheduling practice shall apply:**

- (a) Subject to the operational requirements of the Employer, the accumulated vacation of a Nurse shall be scheduled within each fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>).
- (b) Paid vacation time off shall be scheduled by the Employer at a time mutually agreed between the Nurse and the Employer.
- (c) Where possible, a Nurse shall have the weekend off prior to the Nurse's vacation.
- (d) The Employer shall make every reasonable effort to ensure that the request for vacation leave of the Nurse is approved.
- (e) When submitting a request for vacation leave for quarter 2, the Nurse shall provide the Employer with up to three (3) choices for vacation, listed in order of priority. If the Nurse has not provided three (3) choices for vacation and the Employer is unable to comply with the submitted request, the Nurse's subsequent request for vacation leave for period 2 will only be considered after other requests are scheduled and posted by June 1<sup>st</sup>, in accordance with Article 10.06. These requests shall be granted on a first come, first served basis.
- (f) Where, the Employer is unable to comply with the request, the immediate management supervisor shall:
  - i) give the reason for disapproval; and
  - ii) make every reasonable effort to grant an alternative request by the Nurse in the amount and at the time requested.
- (g) Where the Nurse has vacation credits remaining unscheduled by September 1<sup>st</sup> of each year, the Employer shall indicate to the Nurse by October 1<sup>st</sup> that a plan is required to dispose of the remaining vacation before the end of the vacation year. If after this notification the Nurse does not submit a request by October 15<sup>th</sup> to use the remaining vacation, the Employer may schedule the vacation of a Nurse in accordance with the operational needs of the Employer.

- (h) The request for vacation may be made for any vacation quarterly period during the year but in any event shall be prior to Dec 1<sup>st</sup>. Vacation requests may be for any period during the year.
- (i) Before the Employer can grant a vacation request in advance of a quarterly period as set out in Article ~~10.06 (a)~~, 17.09 (j) the requesting Nurse must demonstrate to the Employer that Nurses with more Seniority on that unit agree with the advance request. If a senior Nurse does not agree with an advance vacation request in accordance with this provision, the senior Nurse must agree to take vacation for the same period covered by the original advance vacation request. This provision does not apply to quarter 2 requests.
- (j) The vacation schedule shall be posted by the Employer indicating the approved vacation time off for each Nurse. The approved vacation for a Nurse shall be based on requests received normally not less than one (1) month prior to the quarterly posting periods as set out below:
- quarter 1 (April to June) posted by March 1<sup>st</sup>;
  - quarter 2 (July to September) posted by June 1<sup>st</sup>;
  - quarter 3 (October to December) posted by September 1<sup>st</sup> and
  - quarter 4 (January to March) shall be posted by December 1<sup>st</sup>.
- (k) Vacations will be distributed as equitably as possible among Nurses. Where a conflict arises between the requested vacation period of two or more Nurses, the conflict will be resolved on the basis of Seniority.

(NSNU Articles 10.05 to 10.06)

## APPENDIX 11

### DEFERRED SALARY LEAVE PLAN

**This deferred salary leave plan remains in effect for CUPE members currently enrolled in a deferment plan or on an active deferred leave. Any Employees who enter into deferred salary leave plans after the signing of this agreement will do so under Article 44 of this collective agreement. (NEW)**

#### **1. Purpose**

- (a) The Deferred Salary Leave Plan is established to afford Employees the opportunity of taking a self-funded leave of absence not to exceed twelve (12) consecutive months.
- (b) When the leave of absence is taken for the purpose of permitting the full-time attendance of the Employee at a designated educational institution (within the meaning of subsection 118.6 (i) of the *Income Tax Act*) the leave shall not be for less than three (3) consecutive months and in any other case not less than six (6) consecutive months.

#### **2. Terms of Reference**

- (a) It is the intent of both the Union and the Employer that the quality and delivery of service to the public be maintained.
- (b) A suitable replacement for the Employee on leave will be obtained where required, and the incumbents filling any position(s) temporarily vacated as a result of such leave will be subject to the provisions of the Collective Agreement.
- (c) Approval of applications under this Plan is subject to operational requirements and will not be unreasonably denied. Any permitted discretion allowed under this Plan will not be unreasonably exercised.

#### **3. Eligibility**

Any Regular Employee is eligible to participate in the Plan except a Casual Employee.

#### **4. Application**

- (a) An Employee must make written application to his/her Chief Executive Officer or his/her delegate at least three (3) calendar months in advance, requesting permission to participate in the Plan. A shorter period of notice may be accepted if deemed appropriate by the CEO or his/her delegate. Entry date into the Plan for deductions must commence at the beginning of a pay period.
- (b) Written acceptance or denial of the request, with explanation, shall be forwarded to the Employee within two (2) calendar months of receipt of the written application.
- (c) If after operational requirements are considered there is a conflict between two or more Employees, that conflict will be resolved on the basis of seniority.



## **5. Leave**

- (a) The period of leave as provided in the Income Tax Regulations will be a period from six (6) to twelve (12) consecutive months except in the case of educational leave where the minimum period is three (3) months.
- (b) On return from leave, the Employee will be assigned to his/her same position unless:
  - (i) such position no longer exists, in which case, the Employee will be governed by the appropriate provisions of the Collective Agreement between CUPE and the applicable Employer, or
  - (ii) the Employee has accepted alternate employment with the Employer (eg. a promotion).
- (c) Sub-section 6801 (i) (v) of the Income Tax Regulations states that after the leave the Employee is to return to his/her regular employment with the Employer or an Employer that participates in the same or a similar arrangement after the leave of absence for a period that is not less than the period of the leave of Absence.

## **6. Payment Formula and Leave of Absence**

The payment of salary, benefits and the timing of the period of leave shall be as follows:

- (a) During the deferral period of the Plan, preceding the period of the leave, the Employee will be paid a reduced percentage of his/her salary. The remaining percentage of salary will be deferred and placed in a trust account. The accumulated amount plus the interest earned shall be retained for the Employee in trust by the Employer to finance the period of leave. The money will not be accessible to the Employee until the leave period except as provided in Section (h).
- (b) Income Tax and Canada Pension Plan contributions are to be withheld from the gross salary less the deferred amounts during the deferral period and from the deferred amounts when paid to the Employee during the period of leave. Employment Insurance premiums are to be based on the Employee's gross salary during the period of the deferral and no premiums are to be withheld from the deferred amounts when paid.
- (c) The calculation of interest under the terms of this Plan shall be done monthly (not in advance). The Employer will consult with the financial institution maintaining the trust account to provide a rate of interest which is reflective of the nature of this plan. (eg. averaging the interest rates in effect on the last day of each calendar month for: a true savings account, a one (1) year term deposit, a three (3) year term deposit and a five (5) year term deposit). The rates for each of the accounts identified shall be those quoted by the financial institution maintaining the trust account. Interest shall be based upon the average daily balance of the account and credited to the Employee's account on the first day of the following calendar month. Even though the interest is accrued and is not paid to the Employee until the period of leave, it must be reported as income on the Employee's T4 and is subject to tax withholdings in the taxation year it is earned during the deferral period.

- (d) A yearly statement of the value of the Employee's trust account specifying the deferred amount and interest earned will be sent to the Employee, by the Employer.
- (e) The maximum length of the deferral period (the term during which the Employee has pay withheld to fund the leave period) will be six (6) years and the maximum deferred amount will be 33 1/3% of annual salary. The maximum length of any contract under the Plan will be seven (7) years.
- (f) The Employee may arrange for any length of deferral period in accordance with the provisions set out under (f)(v).
- (g) All deferred salary plus accrued interest shall be paid to the Employee at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Employee and the Employer.

## **7. Benefits**

- (a) Deferral of salary will not alter the Employee's employment status. While the Employee is enrolled in the Plan prior to the period of leave, any benefits related to salary level shall be structured according to the salary the Employee would have received had he/she not been enrolled in the Plan.
- (b) An Employee's benefits will, at his/her option, and subject to the specific provisions of the Plan(s) text, be maintained by the Employer during the Employee's leave of absence, however, all premium costs for such benefits shall be paid by the Employee during the leave.
- (c) While on leave, any benefits related to salary level shall be structured according to the salary the Employee would have received in the year prior to taking the leave had he/she not been enrolled in the Plan.
- (d) Subject to the provisions of the Pension Plan text, Pension Plan contributions shall continue during the leave period with the Employee and Employer each contributing its share and the period of leave shall be a period of pensionable service.
- (e) Pension Plan deductions shall be made on the salary the Employee would have received had he/she not entered the Plan or gone on leave.
- (f) Sick leave will not be earned during the period of leave, however, accumulated sick leave to the commencement of the leave period will accrue to the Employee upon his/her return from the leave.
- (g) The period of leave will be a period of service for the accumulation rate for retirement allowance and vacation.
- (h) Vacation credits will not be earned during the period of leave; however, vacation earned up to the date of the deferred leave but unable to be taken prior to the date of the commencement of the leave period, will accrue to the Employee upon the Employee's return from the leave.

- (i) Throughout the period of the leave of absence the Employee shall not receive any salary or wages from the Employer, or from any other person or partnership with whom the Employer does not deal at arm's length, other than
  - (i) the amount by which the Employee's salary or wage under the arrangement was deferred;
  - (ii) the reasonable fringe benefits that the Employer usually pays into or on behalf of the Employee.

## **8. Withdrawal**

- (a) An Employee may withdraw from the Plan in unusual or extenuating circumstances, such as, but not limited to, financial hardship, serious illness or disability, family death or serious illness, or termination of employment. Withdrawal must be submitted in writing, detailing the reason(s) therefore, as soon as possible prior to the commencement of the leave.
- (b) An Employee who is laid-off or has his/her employment terminated during the deferral period may withdraw from the Plan or leave the accumulated contributions plus interest in the fund pending the exhaustion of recall rights or possibility of reinstatement. In such case the Employer will continue as trustee for the deferred fund notwithstanding any termination of the employment relationship.
- (c) In the event of withdrawal, the Employee shall be paid a lump sum equal to any monies deferred plus accrued interest. Repayment shall be made as soon as possible but not later than sixty (60) calendar days of withdrawal from the Plan.
- (d) Should an Employee die while participating in the Plan, any monies accumulated plus interest accrued at the time of death shall be paid to the Employee's estate as soon as possible, but not later than two (2) pay periods following notice being given to the Employer.

## **9. Written Contract**

- (a) All Employees will be required to sign the approved contract (annexed hereto) before enrolling in the Plan. The contract will set out all other terms of the Plan in accordance with the provisions set out herein.
- (b) Once entered into, the contract provisions concerning the percentage of salary deferred and the period of leave may be amended by mutual agreement between the Employee and Employer subject to the Section f (v) of this Plan.

**DEFERRED SALARY PLAN APPLICATION AND CONTRACT**

**EMPLOYEE NAME:**

---

**ORGANIZATION:**

---

**EMPLOYEE I.D.:**

---

**JOB TITLE/CLASS AND STEP/BIWEEKLY SALARY:**

---

I have read the terms and conditions of the Deferred Salary Plan and hereby agree to enter the Plan subject to said terms and conditions.

**APPLICATION**

1. I wish to enroll in the Deferred Salary Plan with salary deferral commencing with the \_\_\_\_\_ to \_\_\_\_\_ pay period and continue for a \_\_\_\_ year period.  
(y/m/d) (y/m/d)
2. I shall take my leave of absence from \_\_\_\_\_ to \_\_\_\_\_.  
(y/m/d) (y/m/d)

**FINANCIAL ARRANGEMENTS**

The financing of my participation in the Deferred Salary Plan shall be according to the following schedule:

1. I wish to defer a percentage of each of my salary payments for the next \_\_\_\_ years in accordance with this schedule:  
Months \_\_\_\_\_%    Months \_\_\_\_\_%    Months \_\_\_\_\_%  
Months \_\_\_\_\_%    Months \_\_\_\_\_%    Months \_\_\_\_\_%.
2. Annually, the Employer shall provide me with a statement of the status of my account.
3. All deferred salary plus interest held in trust shall be paid to the Employee at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Employee and the Employer.

**ADDITIONAL COMMENTS**

**CONTRACT APPROVAL**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
CEO or Delegate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Human Resources

\_\_\_\_\_  
Date

## **APPENDIX 12**

### **LEGAL SUPPORT FOR EMPLOYEES**

#### **1. Allegations of Negligence**

The Employer shall provide legal support to:

- (a) All Employees who are witnesses or potential witnesses in any legal action which is based on a claim that a patient suffered harm as a result of negligent treatment received at the ~~District~~ **Nova Scotia** Health Authority; and
- (b) Employees who are named parties (defendants) in a legal action based on a claim that a patient suffered harm as a result of negligent treatment received at the ~~District~~ **Nova Scotia** Health Authority, so long as the Employee was acting without criminal intent.

#### **2. Other Legal Matters Arising from Employment**

In addition, legal support to Employees may be provided in certain other circumstances where the Employee has become involved in a legal matter as a result of his/her employment at the ~~District~~ **Nova Scotia** Health Authority. The decision as to whether to provide legal support in such circumstances, and the extent of such support, will be determined by the Employer on a case by case basis.

### **PROCEDURE**

1. All subpoenas and legal notices for Employees of the ~~District~~ **Nova Scotia** Health Authority are to be handled by a person(s) designated for this purpose by the Employer. Process servers serving subpoenas and notices should be directed to such person(s).
2. Any Employee who:
  - (a) has been contacted by a lawyer about a negligence claim, or has been personally served with a subpoena or an originating notice/action (documents commencing a law suit) is requested to notify his/her Supervisor/Manager and to contact the person designated who will communicate appropriately with the Employee/Management and coordinate contact with legal counsel, as he/she deems appropriate.
  - (b) has a request for the provision of legal support as outlined in Section B above must contact the person(s) designated who will determine whether legal support will be provided and the level of such support.
3. Employees are free to obtain his/her own legal counsel, but will do so at his/her own expense.
4. The ~~District~~ **Nova Scotia** Health Authority has an insurance policy which insures Employees against damages arising from negligence which causes a patient bodily injury,

sickness/disease or death so long as the Employee was acting within the scope of his/her employment.

5. If an Employee is required to pay a monetary amount or judgment to any other party because of:
  - (a) a patient suffering injury as the result of an Employee acting beyond the scope of his/her employment or with criminal intent; or
  - (b) the outcome of a legal matter arising from employment as outlined in Section B above.

This Appendix "C" shall not constitute an obligation on the part of the Employer to pay such monetary amount or judgment on behalf of the Employee, or to reimburse the Employee for payment of same, even if legal support was provided to the Employee.

**APPENDIX 13**

**PART-TIME EMPLOYEES - AVAILABILITY FORM**

**~~Article 17.04(b) - CUPE Collective Agreement~~**

Name: \_\_\_\_\_ Dept/Program: \_\_\_\_\_

Position: \_\_\_\_\_ Site: \_\_\_\_\_

Article 17.04 (b) requires each Regular Part-Time Employee to indicate his/her availability and willingness to perform extra shifts for the Employer. **Please complete the following and enter the number of additional hours where applicable.**

A. \_\_\_\_\_ On average, your scheduled hours are \_\_\_\_\_ per pay period.

B. \_\_\_\_\_ I am willing and available to work \_\_\_\_\_ additional scheduled hours (**extra shifts**) per pay period in my department or work area.

**The extent of my availability for additional shifts (extra shifts) is:** \_\_\_\_\_

**Total Regular scheduled Hours plus Available Hours** \_\_\_\_\_.

C. \_\_\_\_\_ I am not available to work additional scheduled hours (**extra shifts**) beyond those posted on the regular schedule (**Box A and B**)

D. \_\_\_\_\_ After the posted schedule, I am available for casual (**relief**) shifts

**If you are interested in working relief shifts but you have restrictions on your availability, please discuss these restrictions with your Manager who will determine whether the Employer will accommodate these restrictions.**

I understand my Employer can assign me to work the hours set out in Sections A, B, & D at straight time rates except where overtime is required as per Article 17.04 (a).

**A Part-Time Employee is permitted to submit a revised Availability Form indicating availability by March 1<sup>st</sup> (for April to June); by June 1<sup>st</sup> (for July to September); by September 1<sup>st</sup> (for October to December); and by December 1<sup>st</sup> (for January to March). A revised Part-Time Employee Availability Form may be submitted more often where mutually agreed with the Employer. Such agreement shall not be unreasonably withheld.**

Changes to availability will not be abused.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Date



## APPENDIX 14

### **TRAVEL FOR PUBLIC HEALTH ADDICTIONS AND CONTINUING CARE**

This Appendix applies to NSGEU Members employed in Public Health Addictions and Continuing Care in the Eastern, Western and Northern Zones of the NSHA.

#### **1. Travel Policy – General**

The payment of travel expenses is intended to reimburse Employees for actual expenses incurred on Employer business when away from the Employee's headquarters. The Employee shall be reimbursed for actual costs incurred, supported by proof of payment (where required by the Employer) up to the amount judged by the Employer to be reasonable, based upon experience of what such costs should be in the circumstances. When meal costs and related expenditures are in excess of the standard, and supported by appropriate receipts, they are allowable subject to the best judgement of those who check and approve the travel claim before it is submitted for payment.

#### **2. Workplace**

The location which the Employer designates as the workplace. If an Employee works out of more than one location, the Employer will designate one as the workplace for the purposes of this Appendix. The Employer will not exercise this designation in an unreasonable manner.

#### **3. Headquarters**

The area within a 16 kilometre radius surrounding the actual building or other place of regular employment of the Employee.

#### **4. Kilometre Allowance**

An Employee who is authorized to use a privately owned automobile on the Employer's business shall be paid a kilometre allowance in accordance with rates set at date of signing as set out in this Appendix. **(L93, 94, 95 Article 29.01, relocated)**

An Employee who leaves work or returns to work between 2400 hours and 0600 hours and is called back, shall have either the taxi fare paid to a maximum of \$15 per trip, or be given the applicable kilometer allowance. Receipts will be required for taxi fare reimbursement. (L93, 94, 95 Article 29.03 relocated to this Appendix)

#### **5. Use of Automobile on Employer Business**

**The Employer has the right to determine which Employee(s), as a condition of employment, is/are required to provide an automobile for the purposes of carrying out employment functions.**

**Prior to the beginning of each fiscal year the Employer shall determine which Employees or classes of Employees shall be eligible to opt for either one of the two existing methods of payment.**

**Employees in such classes shall have the option of choosing on the first of each fiscal year (April 1) which method of payment they prefer, i.e. straight mileage or monthly allowance plus mileage.**

**An Employee who moves into a classification during the fiscal year, which requires provision of an automobile by the Employer, shall have thirty (30) days to opt for his/her preferred method of mileage remuneration.**

**An Employee who moves out of a class of employment during the fiscal year, to a new position where provision of an automobile is no longer required, shall revert to straight mileage rates on the effective date of the job change if he/she has been in receipt of monthly allowance provisions.**

**The Employer shall take such matters as follows into consideration when determining eligibility for monthly allowance:**

**nature of function performed;**

**can travel be made more economically without substantial impairment of efficiency by other means such as rental vehicle, public transportation, etc.;**

**does the Employee have control over the demand for transportation;**

**the normal amounts of kilometres travelled by an incumbent in this position in the previous fiscal year;**

**the incidence of usage. (relocated 29.04 L93/94/95)**

## **6. Use of Privately-Owned Vehicles on Employer Business**

### **Authorization**

The use of a privately-owned vehicle on Employer business must be authorized by the Employer.

### **Insurance**

The Employee is responsible for maintaining adequate automobile insurance coverage, and is responsible for payment of their own insurance premiums. The Employer assumes no financial responsibility beyond the kilometre rate.

### **Kilometre Allowances**

In the event that the Provincial Government rate increases or decreases, the rate of this agreement will change on the same effective date as provincial government Employees.

### Exceptions

If the Employer has designated an Employee as being in a class of employment where ownership of a motor vehicle is a condition of employment, the Employee may opt to receive a monthly allowance plus a flat kilometre rate, instead of the variable allowance.

### Parking

An Employee will not be reimbursed for or provided with parking when a vehicle is not required in the performance of daily duties.

When the use of a vehicle is a condition of employment all reasonable parking costs associated with the availability and use of the vehicle directly related to the Employer's business will be paid.

## 7. Meals – Eligibility and Allowance

### Rates

Employees required to travel on Employer business more than 16 kilometres from the accrual building or other regular place of employment of the Employee, will be reimbursed for reasonable costs incurred for meals at the following per diem rates which are inclusive of taxes and gratuities:

Breakfast	\$8.00	
Lunch (mid day)	<b>\$15.00</b>	<del>\$12.00</del>
Dinner (evening)	\$20.00	
Total	\$ 40.00	

### Exceptions

An Employee who incurs unusually high expenses, will be reimbursed actual expenses for meals, based on proof of payment, to the extent that the Employer considers that the expenses claimed are reasonable and justifiable in the circumstances. In such cases, proof of payment is required for all three daily meals.

Note: Meals included in the price of any form of accommodation, transportation, courses, conferences, etc. cannot be claimed.

### Breakfast

The cost of breakfast may only be claimed when the Employee has been travelling, on Employer business, for more than one hour before the recognized time for the start of the day's work.

### Dinner

The cost of the evening meal may be claimed when the Employee is travelling on Employer business, and is not expected to return to his/her place of residence before 6:30 pm.

## 8. Incidental Expenses – Eligibility

For each day of travel when sleeping accommodation is authorized and used, an Employee will be reimbursed an allowance of ~~\$4.00~~ **\$5.00** to cover miscellaneous expenses. Miscellaneous expenses include such items as baggage charges, gratuities (other than meals), personal local telephone calls, etc. **(L 42 28.03)**

## **9. Use of Motor Vehicle as a Condition of Employment**

Certain positions have been designated as requiring the use of a motor vehicle by the incumbent. From time to time, additional positions may be so designated.

## **10. Optional Monthly Allowance**

In the event that the Provincial Government rate for a monthly allowance and/or the kilometre flat rate increases or decreases, the rate of this agreement will change as well on the same effective date as provincial government Employees. The effective date for this agreement will be the date on which the new government rate is announced.

A designated Employee may exercise the option only once per year by notifying the Employer in writing during the fiscal year, within 30 days of becoming eligible or for continuing Employees not later than **April 30 of each year. This conflicts with 1.04, it is likely a misprint.**

In accordance with the above the option will continue as long as the Employee remains in a designated position or the duties and responsibilities of the Employee change sufficiently that the alternate mileage compensation would be advantageous.

There will be no reduction in monthly allowance if the Employee is:  
on vacation;  
on special leave with pay for 30 calendar days or less;  
on sick leave for 30 calendar days or less.

Note: On special leave without pay, the allowance will be reduced in proportion to the number of compensation days in the month for which the special leave was granted.

### **~~1.10 2.01 Moving Expenses on Transfer~~**

#### ~~— Relocation Expenses~~

~~— Where the Employer requires an Employee to relocate outside the Employee's geographic location, the Employer will reimburse the Employee's actual and reasonable relocation expenses to a maximum amount of \$7500.00.~~

## APPENDIX 15

### **SICK LEAVE AND SPECIAL LEAVE FOR PUBLIC HEALTH ADDICTIONS AND CONTINUING CARE**

**The following appendix contains the sick leave and special leave provisions for Public Health Addictions and Continuing Care Employees in the Northern, Eastern and Western Zones of the NSHA.**

#### **1. General Illness Leave Benefit**

- (a) An employee who is unable to perform her/his duties because of illness or injury for a period not exceeding three (3) consecutive work days may be granted leave with pay up to a maximum of eighteen (18) work days per fiscal year.
- (b) The fiscal year for the purpose of general illness leave shall be April 1 to March 31.
- (c) A new employee who is appointed subsequent to April 1 shall have her/his maximum leave entitlement for the first fiscal year pro-rated in accordance with the number of months of service she/he will accumulate in the fiscal year of appointment.
- (d) Employees who exhaust all or part of their eighteen (18) work days' entitlement in one fiscal year will have it reinstated on April 1 of the following fiscal year.

#### **2. Short-Term Illness Leave Benefit**

- (a) An employee who is unable to perform her/his duties because of illness or injury for a period of absence exceeding three (3) consecutive work days, may be granted leave of absence at full or partial pay for each incident of short-term illness in accordance with the following:
  - (i) for employees with less than one (1) year's service, at 100% of normal salary for the first twenty (20) days of absence and thereafter at 75% of normal salary for the next eighty (80) days of absence;
  - (ii) for employees with one (1) or more years of service, at 100% of normal salary for the first forty (40) days of absence and thereafter at 75% of normal salary for the next sixty (60) days of absence;
  - (iii) Employees with credits from accumulated sick leave bank that was grandparented in 1985 from previous employment in the civil service, may top-up each day of benefits granted at 75% of normal salary on the basis of one-half (½) day sick leave bank deduction per day of top-up.

- (iv) The first three (3) days shall be deducted from the General Illness bank of eighteen (18) days.
- (b) If an incident of short-term illness continues from one year of employment to the following year of employment, the employee's benefit entitlement for that period of short-term illness leave shall be payable in accordance with the provisions of Article 22.02(a) applicable during the year in which the short-term illness commenced.

### **3. Recurring Disabilities**

- (a) An employee who returns to work after a period of short-term illness leave and within thirty (30) consecutive work days again becomes unable to work because of the same illness or injury will be considered to be within the original short-term leave period as defined in Article 22.02.
- (b) An employee who returns to work after a period of short-term illness leave and after working thirty (30) or more consecutive work days, again becomes unable to work because of the same illness or injury, will be considered to be in a new illness leave period and entitled to the full benefits of Article 22.02.
- (c) An employee who returns to work after a period of short-term illness leave and within thirty (30) consecutive work days subsequently becomes unable to work because of an illness or injury unrelated to the illness or injury that caused the previous absence will be considered to be in a new illness leave period and entitled to the full benefits of Article 22.02.
- (d) The provisions of Article 22.03(c) shall not apply to an employee who has returned to work for a trial period. In such a case, the employee will be considered to be within the original short-term leave period as defined in Article 22.02. Trial period shall be determined by the Employer in consultation with the Union, but in no case shall the trial period exceed three (3) months.

### **4. Benefits Not Paid During Certain Periods**

General illness leave and short-term illness leave benefits will not be paid when an employee is:

- (a) receiving designated paid holiday pay;
- (b) on suspension without pay;
- (c) on a leave of absence without pay, other than leave of absence for Union business pursuant to Article 14 of the Agreement or in the case of circumstances covered under Article 22.05.

### **5. Benefits/Layoff**

- (a) When an employee is on short term illness and is deemed eligible for long term disability and is laid off, she shall be covered by both short term and long term

benefits until termination of illness or disability entitlement. When such an employee has recovered or is capable of returning to work, she shall be covered by the provisions of Article 32.

- (b) During the period an employee is on layoff status, she shall not be entitled to benefits under Article 22 for an illness or disability which commenced after the effective date of layoff. When such an employee is recalled and returns to work, she shall be eligible for participation in all benefits.
- (c) The continuation of benefits payable pursuant to Article 22.05 shall include any benefits payable in accordance with the Long Term Disability Plan.

## **6. Long-Term Disability**

So long as the plan allows, employees shall be covered by the terms of the Nova Scotia Public Service Long Term Disability Plan, which forms part of this Agreement. The agreed upon terms and conditions of the Long-Term Disability Plan shall be subject to negotiations between the parties to the plan and may be amended only by mutual agreement.

## **7. Deemed Salary**

For the purposes of calculating any salary-related benefits, including any salary based contributions required by this Agreement, any employee on illness leave under Article 22 shall be deemed to be on 100% salary during such leave, or in accordance with Federal or Provincial Statutes.

## **8. Proof of Illness**

Application for sick leave shall be made in such manner as the Employer may from time to time prescribe. An employee may be required by the Employer to produce a certificate from a legally qualified medical practitioner for any period of absence for which sick leave is claimed by an employee and if a certificate is not produced after such a request, the time absent from work will be deducted from the employee's pay. Where the Employer has reason to believe an employee is misusing sick leave privileges, the Employer may issue to the employee a standing directive that requires the employee to submit a medical certificate for any period of absence for which sick leave is claimed.

## **9. Unearned Credits Upon Death**

When the employment of an employee who has been granted more sick leave with pay than he has earned is terminated by death, the employee is considered to have earned the amount of leave with pay granted to him.

## **10. Sick Leave Records**

An employee is entitled to be informed upon request of the balance of his sick leave with pay credits.

**11. Alternate Medical Practitioner**

For the purpose of this Article, the Employer may require that the employee be examined by an alternate medical practitioner.

**12. Alcohol, Drug, Nicotine and/or Gambling Addiction**

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 employees afflicted with alcohol, drug, nicotine and/or gambling addiction, to undergo a coordinated program directed to the objective of their rehabilitation.

**13. Ongoing Therapy**

Employees who are participating in a scheduled ongoing series of medically required treatments or therapy shall be eligible to accumulate time off for such purposes in order that it may be credited under the provisions of Short Term Illness Leave. In order to be deemed as ongoing treatment or therapy, the time between successive sessions shall not exceed thirty (30) days.

**14. Confidentiality of Health Information**

- (a) Personal health information of Employees shall be kept confidential.
- (b) The Employer will retain health information separately and access shall be given only to those persons responsible for occupational health who are directly involved in administering that information.

**15. Leave for Family Illness**

In the case of illness of an employee's immediate family, meaning spouse, son, daughter, or parent, for whose needs no one except the employee can provide, the employee may be granted, after notifying the Employer, leave without loss of regular pay up to a maximum of five (5) days per annum. This leave is for the employee to provide for the temporary care of the employee's immediate family and for reasonable time to make alternate care arrangements. The Employer may require proof of the need for such leave as he/she considers necessary. Such leave shall not be unreasonably withheld. (20.06 L93/94/95)

**16. Leave for Emergency**

An employee shall be granted leave of absence with pay up to two (2) days per annum for a critical condition which requires his personal attention resulting from an emergency (flood, fire, etc) which cannot be serviced by others or attended to by the employee at a time when the employee is normally off duty. (20.19 L93/94/95)

**17. Leave for Personal Preventive Care**



Employees shall be allowed paid leave of absence up to three (3) days per annum, in order to engage in personal preventative medical and dental care. Such leave will be debited against sick leave credits. (20.20 L 93/94/95)

**MEMORANDUM OF AGREEMENT #1**

**SICK LEAVE BANKS\***

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects all Unionised Employees at the NSHA except for Public Health Addictions and Continuing Care Employees in the Eastern, Western and Northern Zones.**

**1. Pre-existing Sick Leave Banks**

Employees, **including Employees of all predecessor employers**, who have credits in their sick leave banks, as of the signing date of this Agreement shall be entitled to maintain those sick leave banks for use in accordance with this Memorandum of Agreement.

**2. New and Existing Sick Leave Banks**

Effective upon the date of signing of the collective agreement, the Employer will create new sick leave banks and/or allow additional amounts to be credited to the existing sick leave banks of Employees in accordance with the following:

**Continuing Accumulation in the Banks**

During the life of this agreement, effective on April 1 in each year, any permanent Employee who has used seven (7) or fewer days of General Leave in the preceding twelve month period, as provided for in Article ~~19.11~~ **21.30**, will be credited with five (5) days to their sick leave bank. The amounts credited to the banks of permanent Employees on job share and permanent part-time Employees will be credited on a pro-rated basis based on their status on April 1 in each year.

**3. Use of Credits in Sick Leave Banks**

Employees who have sick leave credits in their banks can utilize them for the following purposes:

**(a) To Cover STI/LTD Gap**

Employees may use any sick bank credits to cover off any period between the end of Short-Term Illness Leave (“STI”) entitlement and the date on which they would normally become eligible for LTD. Employees who are not covered by a long term disability plan or who have time in their sick leave bank may use their sick leave banks for the period for which they are sick after the one hundred (100) days for Short-Term Illness has been used, until their sick bank is exhausted. The Employee’s sick bank shall be reduced by one day for each day of entitlement under this section.

(b) **To “Top Up” STI**

Employees may use these credits to top up Short-Term Illness benefits. For each day on which the Employee is in receipt of Short-Term Illness the Employee may use her sick bank to “top up” her Short-Term Illness benefit to one hundred per cent (100%) of salary. Twenty-five (25%) percent of the day shall be deducted from the sick bank for each twenty-five per cent (25%) “top-up”.

(c) **WCB Earnings Replacement Supplement\***

Employees may use these credits to supplement the earnings replacement benefit paid by the Workers’ Compensation Board equal to the difference between the earnings replacement benefit received by the Employee under the Act and the Employee’s net pre-accident earnings. The percentage amount required to achieve the top-up to pre-net accident earnings shall be deducted from the sick bank for each day of the supplement.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

\_\_\_\_\_  
**Joan Jessome**  
*President, NSGEU*

\_\_\_\_\_  
**Chris Power**  
*President and CEO*

\_\_\_\_\_  
**Neil McNeil**  
*Chief Negotiator*

\_\_\_\_\_  
**Kathy MacNeil**  
*Vice President, People*

\_\_\_\_\_  
**Roberta Banfield**  
*Chair, Bargaining Committee*

\_\_\_\_\_  
**David Collins**  
*Manager, Labour Relations*

~~Bruce Williams~~  
*Vice-Chair, Bargaining Committee*

DATED AT Halifax, N.S. this      day of                      , 2012.



**MEMORANDUM OF AGREEMENT #2**

**BANKED VACATION**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects all Unionised Employees at the NSHA.**

**THE PARTIES HEREBY agree as follows:**

1. All vacation credits earned but not taken under past terms and conditions of employment and collective agreements with any of the predecessor Employers shall be considered “banked vacation credits”.
2. Within sixty (60) days of the signing of this Agreement, the Employer shall notify all eligible Employees of the number of days of their banked vacation credits and the Employer shall notify the eligible Employees thereafter on January 31 of each year for the duration of this Memorandum of Agreement.
3. An Employee with sufficient banked vacation credits shall take a minimum of five (5) days of extra vacation credits each year until her banked vacation credits are exhausted.
4. An Employee with less than five (5) days of banked vacation credits shall exhaust all their banked vacation credits by the end of the vacation year.
5. Notwithstanding paragraphs 3 and 4 above, with the written consent of the Employer, an Employee may take more than five (5) days per year.
6. Notwithstanding paragraph 3 and 4 above, with the written consent of the Employer, an Employee may carry over banked vacation credits from one year to the next.
7. Employees must schedule vacation, including the five (5) extra days of vacation, in accordance with Article 17.
8. Vacation credits earned in the present year shall only be scheduled after all the banked vacation credits have been scheduled.

Signed on behalf of the Unions:

Signed on behalf of the Employer:

\_\_\_\_\_  
**Joan Jessome**  
*President, NSGEU*

\_\_\_\_\_  
**Chris Power**  
*President and CEO*

\_\_\_\_\_  
**Neil McNeil**  
*Chief Negotiator*

\_\_\_\_\_  
**Kathy MacNeil**  
*Vice President, People*

\_\_\_\_\_  
**Roberta Banfield**  
*Chair, Bargaining Committee*

\_\_\_\_\_  
**David Collins**  
*Manager, Labour Relations*

\_\_\_\_\_  
**Bruce Williams**  
*Vice-Chair, Bargaining Committee*

DATED AT Halifax, N.S. this      day of      , 2012.

**MEMORANDUM OF AGREEMENT #3**

**INCUMBENCY PROTECTION – JOB EVALUATION SYSTEM**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects all Unionised Employees at the NSHA.**

1. Employees granted present incumbency only (“PIO”) salary protection as a result of the implementation of the new classification system arising out of the Job Evaluation Process, **or Employees granted present incumbency only (“PIO”) salary protection under a CUPE, NSGEU or UNIFOR Collective Agreement as a result of job matching to the CDHA, or Employees outside of the CDHA granted present incumbency only (“PIO”) salary protection as a result of being integrated into the new classification system arising out of the Job Evaluation Process, (NEW)** will continue their PIO status.
2. Such Employees may advance, through the granting of increments in accordance with the collective agreement, to the maximum salary for the position and classification applicable immediately prior to the implementation of the new classification system.
3. Such Employees will continue to receive PIO status for as long as they remain in the classification they were assigned as a result of the implementation of the new classification system.
4. This MOA is intended to apply only to Employees who were designated PIO through the Classification Review Process and is not intended to have any negative impact on any Employee who may be designated to PIO status for other reasons.

**Signed on behalf of the Unions:**

**Signed on behalf of the Employer:**

\_\_\_\_\_  
**Joan Jessome**  
*President, NSGEU*

\_\_\_\_\_  
**Chris Power**  
*President and CEO*

\_\_\_\_\_  
**Neil McNeil**  
*Chief Negotiator*

\_\_\_\_\_  
**Kathy MacNeil**  
*Vice President, People*



~~Roberta Banfield~~  
*Chair, Bargaining Committee*

~~David Collins~~  
*Manager, Labour Relations*

~~Bruce Williams~~  
*Vice-Chair, Bargaining Committee*

DATED AT Halifax, N.S. this      day of      , 2012.

**MEMORANDUM OF AGREEMENT #4**

**MARKET-BASED ADJUSTMENTS**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects all Unionised Employees at the NSHA.**

1. Where the Employer determines that, due to shortages within the labour market, a recruitment and/or retention problem exists with respect to a particular classification or group of classifications within the bargaining unit, the following procedure will be utilized:
  - (a) the Employer will consult with the Unions regarding the situation and provide the Unions with information supporting its conclusion that such a market problem does exist, along with its position in relation to the amount and the time period for any proposed supplement to the wage level; and
  - (b) the Unions will be provided with an opportunity to make representations and provide any additional information concerning the situation before any final decision is made by the Employer.
2. Upon completion of this consultation process the Employer may implement a special market-based adjustment in respect of the classification(s) in question. Such adjustments will be paid on a bi-weekly basis for a defined period of time.
3. Any market-based adjustment will be pro-rated according to designation for permanent part-time positions and for designation and duration for full and part-time long or short assignments and/or job shares.
4. The amount of the market-based adjustment will be reviewed annually and may be increased if the employer, in its discretion, deems this necessary. The decision of the employer in this regard is not subject to review by an arbitrator or any other person.
5. The market-based adjustment will not be considered a part of the Employee's regular (negotiated) pay rate for the Employee's classification.
6. The market-based adjustment will, however, be treated as regular earnings for purposes of pension, union dues, statutory deductions (e.g. employment insurance, Canada pension

plan, income tax) and other earnings, related group benefits plans such as long term disability and life and accidental death and dismemberment insurance and for pregnancy and adoption leave allowances.

7. The market-based adjustment will not be added to the hourly rate when calculating overtime rate; rather, overtime rates will be based on the base salary without the market-based adjustment.
8. The market-based adjustment shall be considered as part of any monies to be reimbursed to the **Employer** ~~Capital District Health Authority~~ by the NSGEU **affected constituent Union (NEW)** in relation to any time off for union business.
9. The market-based adjustment shall be used in calculation of any retirement allowance to which an Employee becomes entitled while the adjustment is in effect.
10. For casual Employees the market-based adjustment will be paid at the rate of two shifts per week. A quarterly review of time actually worked (excluding overtime) will be undertaken and any shifts worked beyond those previously remunerated would then have market-based adjustment applied to them.
11. For part-time Employees, the market-based adjustment will be paid based on their designation and their regularly scheduled shifts. Any extra shifts beyond the part-time FTE designation, excluding overtime hours, will be reviewed quarterly and paid on the same basis as the casual worker.
12. The 11% in lieu of benefits that is paid to casuals shall be calculated on the base pay plus market-based adjustment.
13. The existence of the market-based adjustment does not prevent the unions from negotiating increases in compensation and benefits in accordance with the collective agreement. Nor does the existence of the market-based adjustment prevent the unions from pursuing classification issues during the life of the market-based adjustment.
14. **Any Employees currently in receipt of a market-based adjustment at the signing of this agreement will continue to operate under the provisions of that arrangement until it is concluded. (NEW)**

Signed on behalf of the Union:

Signed on behalf of the Employer:

\_\_\_\_\_  
**Joan Jessome**  
*President, NSGEU*

\_\_\_\_\_  
**Chris Power**  
*President and CEO*

\_\_\_\_\_  
**Neil McNeil**  
*Chief Negotiator*

\_\_\_\_\_  
**Kathy MacNeil**  
*Vice President, People*

\_\_\_\_\_  
**Roberta Banfield**  
*Chair, Bargaining Committee*

\_\_\_\_\_  
**David Collins**  
*Manager, Labour Relations*

\_\_\_\_\_  
**Bruce Williams**  
*Vice-Chair, Bargaining Committee*

DATED AT Halifax, N.S. this      day of      , 2012.

## **MEMORANDUM OF AGREEMENT #5**

### **Occupational Health and Safety Audit Process and Training**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects all Unionised Employees at the NSHA.**

#### **Information**

The Unions shall, upon request to the Joint Occupational Health and Safety Committee (the “Committee”), be provided with a current list of all Team members and their contact information.

The Unions shall, upon request to any Work Place Safety Team (the “Team”), be provided with the following:

1. A current copy of the Terms of Reference and Rules of Procedure for each Team;
2. A copy of any Minutes from the meetings of each Team;
3. Notice of the times of any scheduled meetings of the Team.

#### **Access to Meetings**

A Union staff person and/or a person designated by the Employer shall be permitted to attend any meeting of the Joint Occupational Health and Safety Committee (the “Committee”) or Team, upon request and with the agreement of the respective body.

#### **Review of Process**

The parties agree that the Joint Occupational Health and Safety committee for **each QEH** site will conduct a review of the Work Place Safety Teams to assess whether they are functioning effectively in the performance of their terms of reference and sections 30 and 31 of the Occupational Health and Safety Act. The review will include but not be restricted to the following:

1. the relationship of each Team of the Committee and vice versa;
2. an assessment of the level of training and awareness of each Team member and how to have those needs fulfilled; and

3. an assessment of the current resources and training opportunities to identify areas that need to be addressed to ensure each Team member can effectively perform their role.

This review shall be completed within 12 months with reports to the Committee, the Unions, the Safety Department and the Director of the portfolios involved on a quarterly basis. Reports shall include recommendation for changes to the system or initiatives to be taken.

### **Training**

The Employer shall ensure that each existing or new member of a Team or the Committee receives adequate training consisting of at least:

1. Two days of training, in the first year following the naming of the member of a Team or Committee;
2. One day of training in each of the subsequent years that the member serves on the Team or Committee.

**Signed on behalf of the Unions:**

**Signed on behalf of the Employer:**

\_\_\_\_\_  
**Joan Jessome**  
*President, NSGEU*

\_\_\_\_\_  
**Chris Power**  
*President and CEO*

\_\_\_\_\_  
**Neil McNeil**  
*Chief Negotiator*

\_\_\_\_\_  
**Kathy MacNeil**  
*Vice President, People*

\_\_\_\_\_  
**Roberta Banfield**  
*Chair, Bargaining Committee*

\_\_\_\_\_  
**David Collins**  
*Manager, Labour Relations*

\_\_\_\_\_  
**Bruce Williams**  
*Vice-Chair, Bargaining Committee*

DATED AT Halifax, N.S. this      day of      , 2012.







**MEMORANDUM OF AGREEMENT #6**

**NEW ARBITRATION PROCESS FOR S.T.I. BENEFIT GRIEVANCE**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects all Unionised Employees at the NSHA.**

The parties agree to create a new arbitration process for S.T.I. benefit grievances, wherein grievances are referred to the Occupational Health Department for review by the Manager of Occupational Health or designate. If the matter is not resolved following the review, the matter may be referred to expedited arbitration pursuant to Appendix 1. For purposes of expedited arbitration pursuant to this article only, the following persons shall serve as arbitrator on a rotating basis:

- (i) Bill Kydd,
- (ii) Bruce Outhouse.

In the event neither of these arbitrators is available to hear the matter within a reasonable period of time, the parties may agree to an alternate arbitrator.

**Signed on behalf of the Unions:**

**Signed on behalf of the Employer:**

\_\_\_\_\_  
**Joan Jessome**  
*President, NSGEU*

\_\_\_\_\_  
**Chris Power**  
*President and CEO*

\_\_\_\_\_  
**Neil McNeil**  
*Chief Negotiator*

\_\_\_\_\_  
**Kathy MacNeil**  
*Vice President, People*

\_\_\_\_\_  
**Roberta Banfield**

\_\_\_\_\_  
**David Collins**

*Chair, Bargaining Committee*

*Manager, Labour Relations*

\_\_\_\_\_  
**Bruce Williams**  
*Vice-Chair, Bargaining Committee*

DATED AT Halifax, N.S. this      day of      , 2012.

**MEMORANDUM OF AGREEMENT #7**

**ATTENDANCE SUPPORT – EXPEDITED PROCEDURE**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects all Unionised Employees at the NSHA.**

1. The terms of this procedure will be applied in any case where the employer proposes a change to the terms of employment of an Employee through the application of the Attendance Support Policy.
2. A change to the terms of employment of an Employee means:
  - (a) a termination of employment
  - (b) a change or reduction in work hours
  - (c) a change in work location
  - (d) a transfer to a different position
  - (e) a modification of duties, or
  - (f) any other situation specifically agreed upon by both parties.
3. Where such a change is contemplated the Employer shall, at least 30 days in advance of the effective date of the change, notify the Union and the Employee in writing. The notification shall specify the nature of the change contemplated and details outlining the basis for the Employer's proposed action.
4. Upon receipt of the notification the Union shall, within 14 days, provide a written response indicating whether it will be challenging the proposed Employer action through the grievance process. Where the Union proposes to challenge the action through the grievance process it will include in its response a brief summary of the reasons for this.
5. Upon receipt of the notification from the Union that it intends to challenge the proposed action of the Employer the parties shall, with a further period of 14 days, meet to review the case. Where requested by either party, the Employee and/or a representative of Occupational Health Services shall attend the meeting. As part of that meeting each participant will provide to the other with full disclosure of any relevant information in its possession relating to the specific issues raised by the case in question. This will include any information regarding factors or conditions that have been, or could foreseeably be,

affecting the Employee's ability to meet their obligations under the Attendance Support Program.

6. All information provided through this process shall be treated as confidential and shall be used exclusively for the purpose of reaching a resolution of the Employee's case under this process or, where applicable, adjudicating issues in dispute through the arbitration process as provided for in this Memorandum.
7. Participants shall provide any written consents required to expedite this process. Where the required consents cannot be obtained either party may apply to the arbitrator, with notice to the other, for an order of disclosure.
8. The purpose of the review meeting will be for the parties to have a full and open discussion of the issues arising from the case in question and to attempt to reach a resolution on its appropriate disposition.
9. If the parties are unable to reach agreement at this stage the matter shall be referred to arbitration in accordance with this process. Where arbitration is requested the Employer shall not initiate any of the proposed changes to the terms of employment of the Employee until after the case has been dealt with through this arbitration process.
10. The arbitration of cases arising through this process shall be done on an expedited basis. The parties agree to the standing appointment of as sole arbitrator in all cases referred through this process. Only in the event that is unable to convene a hearing within the required time frames will the parties then attempt to agree upon a substitute. Where the parties are unable to agree upon a substitute within a period of 10 working days after learning of unavailability, either may make application to the Nova Scotia Department of Labour and Environment for the appointment of a substitute.
11. The arbitrator shall set the case down for hearing within 30 days of the date of the referral to arbitration. In any arbitration held pursuant to this Memorandum the procedures outlined in paragraphs 7, 8, 9, 10 and 11 of the expedited arbitration process outlined in Appendix 1 of the collective agreement shall be followed.
12. An arbitrator appointed through this process shall be empowered to determine only issues in dispute involving the case of the particular Employee in question, including whether any changes to the terms and conditions of employment are appropriate or justified in light of the Employee's attendance record and his assessment of the Employee's ability to meet their obligations under the Attendance Support Program.
13. The parties agree that the Employer's decision to place an Employee on the Attendance Support Program and/or to move the Employee through the steps of the Attendance Support Program will not be the subject matter of a grievance until such time as there has been a "change to the terms of employment" as defined in Article 2 of this memorandum. Where prior steps have been taken under the Attendance Support Program in the case of any individual Employee, the Union's failure to challenge these actions through

grievances at the time they were taken shall not preclude the arbitrator from reviewing the circumstances surrounding each of these as part of his overall assessment of the Employee's case.

14. Any award issued through this process shall be binding on the parties and the Employee.
15. In cases where an arbitrator issues an award that does not involve the termination of the employment of the Employee, he shall retain jurisdiction in the case. Either party may at any time following the award request that a hearing be convened to review the Employee's case. Where such a review has taken place arbitrator shall have the jurisdiction to revise the terms of his previous orders.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

\_\_\_\_\_  
**Joan Jessome**  
*President, NSGEU*

\_\_\_\_\_  
**Chris Power**  
*President and CEO*

\_\_\_\_\_  
**Neil McNeil**  
*Chief Negotiator*

\_\_\_\_\_  
**Kathy MacNeil**  
*Vice President, People*

\_\_\_\_\_  
**Roberta Banfield**  
*Chair, Bargaining Committee*

\_\_\_\_\_  
**David Collins**  
*Manager, Labour Relations*

\_\_\_\_\_  
**Bruce Williams**  
*Vice-Chair, Bargaining Committee*

DATED AT Halifax, N.S. this      day of      , 2012.



**MEMORANDUM OF AGREEMENT #8**  
**ESTABLISHING TEAM LEADER CLASSIFICATIONS**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects all Unionised Employees at the NSHA.**

Whereas; some Team Leader Positions at the NSHA have not been properly evaluated for compensation through the Joint Job Evaluation Process outlined in Article 42; and

Whereas; instead Employees are paid a stipend or other form of compensation that was not determined through the Joint Job Evaluation process;

Therefore; the parties agree that all Team Leader positions which have not been evaluated through the Joint Job Evaluation Process outlined in Article 42 will be evaluated within three months of the ratification of this collective agreement. The results of the Joint Job Evaluation will apply to the position in accordance with Article 42.

**MEMORANDUM OF AGREEMENT #9**  
**NURSES TRANSFERRED INTO THE HEALTHCARE BARGAINING UNIT**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

The following NSGEU and NSNU classifications were transferred into the healthcare bargaining unit through the James Dorsey arbitration decision dated February 19, 2015.

1. Coordinator Geriatric Resource NSNU (Former District Health Authority One)
2. Lactation Consultant NSNU (Former District Health Authority Three)
3. Challenging Behaviour Resource Consultant NSNU (Former District Health Authority Four)
4. Mental Health Triage Clinician NSNU (Former District Health Authority Four)
5. Geriatric Care Consultation Clinician NSNU (Former District Health Authority Six)
6. Seniors Challenging Behaviours Consultant NSNU (Former District Health Authority Six)

When the above classifications are filled by a nurse, the Employee filling the classification will remain covered by the following clauses, when applicable, in their respective NSNU and NSGEU Nursing transitional collective agreements and any amendments to these transitional collective agreement clauses in any subsequent round of bargaining.

NSNU Members;

1. Late Career Nurse Retention Bonus
2. Retiree Recruitment Incentive



3. All Education Premiums
4. The Canadian Nurse Association Certificate Premium
5. Nursing Practice and Nursing Leadership Premiums
6. Nurse Identity payment for uniforms

NSGEU Members;

1. Late Career Nurse Retention Bonus
2. All Education Premiums
3. Special Unit Premiums
4. The Canadian Nurse Association Certificate Premium
5. Long Service 25-year Increment

**MEMORANDUM OF AGREEMENT #10**

**PROCESS FOR REVIEW OF SUBSTANTIAL CHANGES UNDER PAY PLAN  
MAINTENANCE**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects all Unionised Employees at the NSHA.**

WHEREAS on July 3, 2015, the Parties agreed to form a committee to review the process to be followed in evaluating substantial changes to the duties and/or responsibilities of positions under Article 42 of the collective agreement between the Union and the Employer for the Healthcare Bargaining Unit of the Central Division of the Employer (“the collective agreement”).

AND WHEREAS the Committee has met and agreed to clarify and reaffirm the intentions of the parties under Article 42 of the collective agreement;

**IT IS THEREFORE AGREED THAT:**

1. Where an Employee, the Union or the Employer believes that the duties and/or responsibilities of a position in the bargaining unit have been substantially changed during the term of the collective agreement, they may file a request for review.
2. Such requests shall include a Job Fact Sheet and an explanation of how the duties and/or responsibilities of the position have changed, including the effective date of any changes.
3. The Job Fact Sheet and the document explaining the changes in the position are to be signed by the Employees requesting the review or Employee representatives in the case of multi-Employee positions and their managers, confirming the accuracy of the information contained in the documents.
4. Where the Employees and their managers do not agree that the information contained in the documents is accurate, the Employer and the Union representatives on the Joint Steering Committee will meet and attempt to resolve the disagreements. Their decision will be binding on the parties.
5. Where the representatives of the Employer and the Union are not able to resolve the disagreements, the Chair of the Joint Steering Committee will determine the content of the

Job Fact Sheet and the document explaining the changes in the position. The decision of the Chair will be binding on the parties.

6. All requests for review will initially be submitted to the Human Resources Department. The Human Resources Department will determine whether changes to the duties and/or responsibilities of the position require a change to the existing rating grades.
7. A party that disagrees with the decision of the Human Resources Department may refer the matter to the Job Evaluation Committee. The Job Evaluation Committee will determine whether changes to the duties and/or responsibilities of the position require a change to the existing rating grades.
8. If the Job Evaluation Committee is unable to reach an agreement, a party may refer those issues about which agreement has not been reached to the Joint Steering Committee. The Joint Steering Committee will determine whether changes to the duties and/or responsibilities of the position require a change to the existing rating grades.

Signed at Halifax, Nova Scotia this    day of September, 2015

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The Nova Scotia Government and General Employees Union

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Witness

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Nova Scotia Health Authority

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Witness

**MEMORANDUM OF AGREEMENT #11**

**TRANSITION**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**The following MOA applies to NSGEU members employed in the Central Zone of the Nova Scotia Health Authority.**

**1. Incumbency Protection**

Upon implementation of the new pay plan, Employees who would otherwise incur a salary reduction, shall be granted "PIO" (present incumbency only) status and may advance, through the granting of increments in accordance with the collective agreement, to the maximum salary for the position and classification applicable immediately prior to the implementation of the new classification system.

**~~2. Former Public Health and Drug Dependency Services~~**

~~The hours of work for Employees working in positions that were previously included in the Public Health and Drug Dependency Services bargaining unit will continue to be 70 per bi-weekly pay period.~~

**3. Car Allowance**

An Employee who was previously employed by the Nova Scotia Hospital or Public Health Services or Drug Dependency Services and, as of February 19, 2001, was employed in a position where she had elected to receive a car allowance pursuant to Article 29.04 of the agreement she was then covered by, shall have the option to continue to be reimbursed on that basis. This option shall apply only to the incumbent in the position and only for as long as the incumbent remains in the position. The option shall terminate if at any time the Employee in any subsequent year elects to be reimbursed on a straight mileage basis.

**4. Nova Scotia Hospital - Unit Premiums**

(a) An Employee working at the Nova Scotia Hospital who has been regularly and continuously assigned for a period of at least four months in the period immediately prior to April 24, 2001 to work in a designated unit shall receive a premium of

\$48.30 per month. The designated units under this Article are Emerald Hall and the Forensic Unit.

- (b) A premium to an Employee shall be discontinued where:
- (i) the Employee is on short or long assignment or permanently reassigned to a position outside the designated unit;
  - (ii) the Employee is granted leave of absence with pay, with part pay, or without pay, in excess of thirty (30) consecutive days for such purposes as illness, injury, education, pregnancy, etc.; or,
  - (iii) the function performed by the designated unit is discontinued.

Signed on behalf of the Union:

Signed on behalf of the Employer:

\_\_\_\_\_  
**Joan Jessome**  
**President, NSGEU**

\_\_\_\_\_  
**Chris Power**  
**President and CEO**

\_\_\_\_\_  
**Neil McNeil**  
*Chief Negotiator*

\_\_\_\_\_  
**Kathy MacNeil**  
*Vice President, People*

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**Roberta Banfield**  
*Chair, Bargaining Committee*

\_\_\_\_\_  
**David Collins**  
*Manager, Labour Relations*

\_\_\_\_\_  
**Bruce Williams**  
*Vice-Chair, Bargaining Committee*

DATED AT Halifax, N.S. this      day of      , 2012.

**MEMORANDUM OF AGREEMENT #12**  
**DEVOLUTION OF CONTINUING CARE**  
**FROM THE DEPARTMENT OF HEALTH TO THE FORMER DISTRICT HEALTH**  
**AUTHORITIES**

**BETWEEN:**

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF NOVA SCOTIA  
THROUGH THE AGENCY OF THE PUBLIC SERVICE COMMISSION  
(hereafter the "Province")

and

~~THE CAPITAL DISTRICT HEALTH AUTHORITY, A BODY CORPORATE  
ESTABLISHED UNDER THE HEALTH AUTHORITIES ACT S.N.S. 2000, c.6~~  
(hereafter the "Employer")

and

~~THE NOVA SCOTIA GOVERNMENT AND GENERAL EMPLOYEES UNION~~  
(hereafter the "Union")

**NOVA SCOTIA HEALTH AUTHORITY**

and

**(The Employer)**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**Whereas:**

On January 17, 2008, the Government announced its decision to begin the process of integrating continuing care services within the District Health Authorities and

This involves a transition of the Department of Health's Continuing Care functions and Employees to the **former** District Health Authorities, and

In respect of the Employees at the Department of Health who are listed on Schedule A hereto and who are represented by the Union and who deliver or support the delivery of continuing care programs and the Parties hereto have agreed to transfer their employment from the Province to the Employer by way of this Agreement.

Now **therefore** it is agreed as follows:

**1. Definitions**

- (a) Agreement means the Memorandum of Agreement between the Province, the Unions and the Employer including any schedule hereto.
- (b) Bargaining Unit means the Bargaining Unit as defined in the Collective Agreements. The phrase “and Continuing Care Programs” shall be added to the Bargaining Unit definition in the Health care and Nursing Collective Agreements.
- (c) Collective Agreements means the Collective Agreements between the Employer and the ~~NSGEU Union~~ which apply to the Employer’s Bargaining Units and which are in effect as of the Devolution Date.
- (d) Devolution Date means June 7, 2009, the date upon which the Employees of the Province commenced being Employees of the Employer which date to be confirmed.
- (e) Employee(s) means an Employee of the Province who was previously engaged in delivering or supporting the delivery of continuing care programs who is listed in Schedule “A” hereto and who became an Employee of the Employer on the Devolution Date.

**2. Effective Date**

This Agreement became effective on and after the Devolution Date.

**3. Voluntary Recognition**

- (a) The Employer recognizes the Unions as the exclusive bargaining agent for all Employees of the Employer in the Bargaining Units and the Employer and the Unions agree that this Agreement constitutes a voluntary recognition within the meaning of section 30 of the Trade Union Act:
- (b) The Employer agrees to post, on and after the Devolution Date, a copy of this Agreement in a conspicuous place or places where it is most likely to come to the attention of Employees and to continue the posting of the Agreement for a minimum period of 30 days.

**4. Continuity of Employment**

The employment of all Employees listed in Schedule A shall continue without break or interruption and, subject to any agreement between the Employer and the Unions, all seniority rights of these Employees shall continue unaffected by the change to their

employment from the Province to the Employer.

## **5. Rights and Obligations**

- (a) The Employer and the Unions agree that on and after the Devolution Date the Collective Agreements will apply to the Employees subject only to this Agreement and to such variation of the Collective Agreements as is agreed to herein or may later be agreed to between the Employer and the Unions.
- (b) The Employer agrees all accrued rights to pay, overtime pay, sick leave, public service awards, holidays, pensions, vacation, time off in lieu of overtime, compensatory time off for compensation when such time off is not possible, public service award advances, leaves of absence, maternity leave, pregnancy leave, adoption leave, leave for birth of child, parental leave or other existing leave arrangements, all rights to return to work from any leave, sickness, workers' compensation or injury on duty, vacation or holidays, granted or agreed prior to the effective date of this Memorandum of Agreement are preserved unaffected by the change in employment from the Province to the Employer. After the Devolution Date such Employees shall accrue such benefits in accordance with the Collective Agreements unless otherwise stated herein.
- (c)
  - (i) Employees in a matching classification presently in the Collective Agreements shall be placed on the existing wage scale for that classification at the next higher step. If there is no next higher step, the Employee shall be "PIO'd" at his or her hourly rate of pay so long as the Employee continues to work in his or her present classification.
  - (ii) Employees in a classification not presently in the Collective Agreements will maintain their classification and wage scale in effect as of the Devolution Date.
- (d) An Employee who has earned, by having 288 months of service as of the Devolution Date, a greater vacation entitlement than that provided in Collective Agreements shall retain that entitlement. Employees will be exempt from Article 17.10 (expiry of vacation accumulation) until a new Collective Agreement is in effect.
- (e) The Employees shall be granted sick leave at the rate of 100% of normal salary for the first 40 days of an STI claim, until a new collective agreement is in effect. Any "grandparented" sick leave banks shall be used by Employees after the Devolution date only in accordance with the Collective Agreements.
- (f) The Province and the Unions agree that on and after the Devolution Date the Province, in respect of the Employees, shall have no further obligation under The Civil Service Master Agreement.



- (g) Employees who retire with an actuarially-reduced pension will receive the retirement allowance pursuant to Article 29 of the Collective Agreement.
- (h) The Province agrees to secure an Order-in-Council, if necessary, to provide that the Employees will be able to continue their public service pension as Employees in the Bargaining Unit.
- (i) If necessary to ensure that the Employees in the Bargaining Unit are covered by the Public Service Long-Term Disability Plan, the Employer and the Unions agree to jointly request the Trustees of the Plan to include the Employer and the Employees under that Plan.
- (j) Eligible Employees shall be provided with the following moving/relocation expenses on a “present incumbent only basis” so long as they continue to work in their present classification:

“Where the Employer requires an Employee to relocate outside the Employee’s geographic location, the Employer will reimburse the Employee’s actual and reasonable relocation expenses to a maximum amount of \$7,500.00.”
- (k) The Employees who have been designated by the Employer as belonging to a class of employment where the availability of a motor vehicle is deemed to be a condition of employment may opt to receive a monthly car allowance of \$314.88, plus 23.23 cents per kilometer adjusted annually on April 1<sup>st</sup> based on the average year-over-year percentage change in the Nova Scotia Private Transportation Index for the calendar year preceding the April 1 effective change date, as calculated by Statistics Canada on a “present incumbent only” basis so long as they continue to work in their present classification, until a new Collective Agreement takes effect. Once a new Collective Agreement takes effect, the Employees will be subject to the same provisions in relation to monthly vehicle allowance as other Employees of the Employer who, on a grandfathered basis, presently have this allowance.
- (l) Continuing Care Coordinators who, at the date of Devolution are paid an educational premium, shall have that educational premium continued so long as they continue to work in that classification.
- (m) The Employer and the Unions agree that this Agreement shall be incorporated into and become part of the Collective Agreements.

## **6. Existing Grievances, etc.**

- (a) All grievances, classification appeals, adjudications, interest arbitrations and judicial review proceedings which arose before the Devolution Date shall continue unaffected by the change in employment for the Province to the employer with such modification to process as may be required by the Collective Agreements, and with the Employer continuing as the Employer in the place and stead of the Province.
- (b) All classification disputes which have been referred to a Classification Appeal Tribunal under the Civil Service Master Agreement before the Devolution Date, but which have not begun, shall proceed to the Appeal Tribunal (unless earlier resolved between the ~~Union~~ NSGEU and the Employer) and the Employer shall continue as the Employer before the Tribunal in the place and stead of the Province.

## **7. Recognition of Employee Service and Seniority**

- (a) Subject to any agreement between the Unions and the Employer, all periods of service for an Employee in the Civil Service and periods of employment recognized as service by the Province before the Devolution Date shall be deemed service with the Employer for all purposes and all seniority rights of Employees shall be preserved and shall continue unaffected by the change in employment from the Province to the Employer.
- (b) Seniority of Employees as of the Devolution Date is defined as the length of continuous employment dating from the last date of appointment to the Civil Service.
- (c) As of the Devolution Date/ an Employee who is a “Term” Employee under the Civil Service Master Agreement shall be considered as “Casual” Employee under the Collective Agreements/ except that such casual Employees who reach three or more years of accumulated service shall have layoff/recall rights as provided in Article 32 of the Collective Agreement.

## **8. Work Schedules. Vacation Schedules and Shift Arrangements**

Until changed in accordance with the Collective Agreements all hours of work/ vacation schedules/ and shift arrangements of the Employees in effect immediately before the Devolution Date shall continue unaffected by the change in employment from the Province of the Employer. Modified Work Weeks shall continue after the Devolution Date subject to the terms of the Collective Agreements.

## **9. Re-signing of Memorandum**

All parties hereto agree to re-sign the Agreement on the Devolution Date.

Signed on behalf of the Unions:

Signed on behalf of the Employer:

\_\_\_\_\_  
**Joan Jessome**  
**President, NSGEU**

\_\_\_\_\_  
**Chris Power**  
**President and CEO**

\_\_\_\_\_  
**Neil McNeil**  
*Chief Negotiator*

\_\_\_\_\_  
**Kathy MacNeil**  
*Vice President, People*

\_\_\_\_\_  
**Roberta Banfield**  
*Chair, Bargaining Committee*

\_\_\_\_\_  
**David Collins**  
*Manager, Labour Relations*

\_\_\_\_\_  
**Bruce Williams**  
*Vice-Chair, Bargaining Committee*

DATED AT Halifax, N.S. this      day of                      , 2012.

**MEMORANDUM OF AGREEMENT #13**

**PROFESSIONAL PRACTICE STIPEND: MENTAL HEALTH**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**The following MOA applies to NSGEU members employed in the Central Zone of the Nova Scotia Health Authority.**

An Employee may be appointed by the Employer to act as a Professional Practice Leader within a specific professional discipline for a defined period. Appointments are made through an expression of interest process.

To be eligible for a Professional Practice Stipend a minimum of 20% of the Employee's normal duties must be comprised of leadership responsibilities. Eligible Employees will receive a stipend in accordance with the following:

1. Category 1 Stipend - \$1500/yr. (2-20 Employees within the professional discipline.)
2. Category 2 Stipend - \$3000/yr. (20 or more Employees within the professional discipline.)

Note 1: Stipends are pro-rated according to designation.

Note 2: Stipends are excluded from OT calculation.

**Signed on behalf of the Unions:**

**Signed on behalf of the Employer:**

\_\_\_\_\_  
**Joan Jessome**  
**President, NSGEU**

\_\_\_\_\_  
**Chris Power**  
**President and CEO**

\_\_\_\_\_  
**Neil McNeil**  
**Chief Negotiator**

\_\_\_\_\_  
**Kathy MacNeil**  
**Vice President, People**

\_\_\_\_\_  
**Roberta Banfield**

\_\_\_\_\_  
**David Collins**

*Chair, Bargaining Committee*

*Manager, Labour Relations*

---

~~Bruce Williams~~

*Vice-Chair, Bargaining Committee*

DATED AT Halifax, N.S. this      day of                      , 2012.

**MEMORANDUM OF AGREEMENT #14**

**HOURS OF WORK**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**The following MOA applies to NSGEU members employed in the Central Zone of the Nova Scotia Health Authority.**

The parties agree that within ninety (90) days following date of ratification, a joint labour management committee will be established in order to review the hours of work of Employers in the bargaining unit in the Classification of Allied Health Instructor (Article 14.01 (e) ~~(d)~~(i)), and those working in positions that were previously included in the Public Health and Drug Dependency Services bargaining unit.

**Signed on behalf of the Union:**

**Signed on behalf of the Employer:**

\_\_\_\_\_  
**Joan Jessome**  
*President, NSGEU*

\_\_\_\_\_  
**Chris Power**  
*President and CEO*

\_\_\_\_\_  
**Neil McNeil**  
*Chief Negotiator*

\_\_\_\_\_  
**Kathy MacNeil**  
*Vice President, People*

\_\_\_\_\_  
**Roberta Banfield**  
*Chair, Bargaining Committee*

\_\_\_\_\_  
**David Collins**  
*Manager, Labour Relations*

\_\_\_\_\_  
**Bruce Williams**  
*Vice-Chair, Bargaining Committee*

**DATED AT Halifax, N.S. this      day of                      , 2012.**



**LETTER OF UNDERSTANDING #1**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects CUPE members in the former South West Nova and Annapolis District Health Authorities.**

**WHEREAS** the Parties have met to address the issue of participation of Bargaining Unit members in the job selection and hiring process in the **former South West Nova and Annapolis District Health Authorities Authority;**

**AND:**

**WHEREAS** the Parties recognize that the multidisciplinary approach to hiring has been an important component of this process within the professional disciplines of the Mental Health Program in the **former South West Nova and Annapolis District Health Authorities Authority;**

**THEREFORE:**

The Parties hereby agree that the Mental Health Program in the **former South West Nova and Annapolis District Health Authorities Authority** be permitted to include Bargaining Unit members as participants in the job selection and hiring process with the professional disciplines within this Program as has been historically practiced, and as set out by the appropriate associations and regulatory boards.

This Agreement shall remain in full force and effect on an interim basis until such time as a permanent Agreement of like kind is ratified by the general membership of CUPE Local **8920 835**.

At that time this Agreement shall be declared null and void.



**LETTER OF UNDERSTANDING #2**

**BETWEEN:**

**~~GUYSBOROUGH ANTIGONISH STRAIT HEALTH AUTHORITY~~  
NOVA SCOTIA HEALTH AUTHORITY**

**(The "Employer")**

**AND**

**~~THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 2525~~  
THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The "Unions")**

**This MOA affects CUPE members in the former Guysborough Antigonish Strait Health Authority.**

**WHEREAS** the parties have agreed to address the issue of contribution of Bargaining Unit Members in the job selection and hiring process in the **former** Guysborough Antigonish Strait Health Authority;

**AND:**

**WHEREAS** the parties recognize the benefit of obtaining professional input on the clinical expertise of candidates;

**THEREFORE:**

The Parties hereby agree that the Mental Health Program in the **former** Guysborough Antigonish Strait Health Authority be permitted to include Bargaining Unit members as contributors to the job selection and hiring process for the professional disciplines within this Program as set out by the appropriate associations and regulatory boards.

**LETTER OF UNDERSTANDING #3**

**CUPE PERFORMANCE APPRAISAL**

BETWEEN: **~~SOUTH WEST NOVA DISTRICT HEALTH AUTHORITY~~  
NOVA SCOTIA HEALTH AUTHORITY**

(“The Employer”)

AND: **~~THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 835~~  
THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

(“The Union”)

**This MOA affects CUPE Members in the former South West Nova and Annapolis District Health Authorities.**

**WHEREAS** the Parties have met to address the issue of participation of **CUPE** Bargaining Unit members in the job performance appraisal process in the **former South West Nova and Annapolis District Health Authority Authorities;**

**AND:**

**WHEREAS** the Parties recognize that the multi-disciplinary approach to the job performance appraisal process has been an important component of this procedure within the professional disciplines of the Mental Health Program in the **former South West Nova and Annapolis District Health Authority Authorities;**

**THEREFORE:**

The Parties hereby agree that the Mental Health Program in the **former South West Nova and Annapolis District Health Authority Authorities** be permitted to include Bargaining Unit members as participants in the job performance appraisal process with the professional disciplines within this Program as has been historically practiced, and as set out by the appropriate associations and regulatory boards.

This Agreement shall remain in full force and effect on an interim basis until such time as a permanent Agreement of like kind is ratified by the general membership of **CUPE Local 8920 835**. At that time this Agreement shall be declared null and void.

**LETTER OF UNDERSTANDING #4**

**YARMOUTH REGIONAL HOSPITAL**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**The following MOA affects CUPE Members at the Yarmouth Regional Hospital.**

**NOW THEREFORE**, the Parties agree that where a Part-time Employee is assigned to a scheduled shift and agrees to work it seventy-two (72) hours or more prior to the shift, but becomes unable to work the shift due to illness, he or she will be eligible to apply for sick leave benefits.

**NOW THEREFORE**, the Parties further agree that if the assigned shift is not scheduled seventy-two (72) hours in advance and the employee becomes ill, he or she is not eligible for sick leave benefits.

**NOW THEREFORE**, the Union hereby withdraws Grievance #03-10-02 and #03-09-02.

**MEMORANDUM OF AGREEMENT #15**

**TRANSPORT TRIPS FOR CUPE MEMBERS**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects CUPE members at the former South Shore, South West, and Annapolis District Health Authorities.**

**WHEREAS** the Parties have met to consider matters relating to transport trips for Employees at the former South Shore, South West, and Annapolis District Health Authorities:

**NOW THEREFORE**, the Parties have agreed that when an Employee is assigned to accompany a patient on a transport trip, all time until return shall be considered time worked and the following provisions shall apply for Employees at the former South Shore, South West, and Annapolis District Health Authorities:

1. Where the Employee performs such duties during his/her regular shift, the Employee shall be paid the Employee's regular rate of pay;
2. Where the Employee performs such duties outside his/her regular shift or on a day off, the Employee shall be paid the applicable overtime rate;
3. Where a transport trip requires the Employee to work beyond his/her regular shift, the Employer will not require an Employee to return to regular duties without eight (8) continuous hours of time off. Where such time off extends into the Employee's next regularly scheduled shift, the Employee will maintain regular earnings for the next full shift providing the Employee returns to work at the conclusion of such eight (8) hours;
4. The Employee shall be reimbursed for all reasonable out of pocket expenses including but not limited to the costs of food and lodging and return transportation;
5. In the event the transport does not return directly to the originating facility, the Employee will be provided with adequate return transportation, the cost of which is to be paid by the Employer;
6. In the event the transport is redirected to transport another patient or to another facility, the Employee originally assigned has no obligation or responsibility to provide services unless subsequently assigned by the Employee's Employer. If not so assigned, the Employee will be returned to the originating facility in accordance with (d) and (e) above.



**MEMORANDUM OF AGREEMENT #16**

**LTD PLAN TERMINATION CONTINGENCY**

**BETWEEN:**

**THE NOVA SCOTIA HEALTH AUTHORITY (the Employer)**

**And**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS (the Unions)**

~~**SOUTH SHORE DISTRICT HEALTH AUTHORITY AND CUPE LOCAL 1933**~~

~~**OR**~~

~~**SOUTHWEST NOVA DISTRICT HEALTH AUTHORITY AND CUPE LOCAL 835**~~

~~**OR**~~

~~**ANNAPOLIS VALLEY DISTRICT HEALTH AUTHORITY AND CUPE LOCAL 4150**~~

~~**OR**~~

~~**COLCHESTER EAST HANTS HEALTH AUTHORITY AND CUPE LOCAL 2525**~~

~~**OR**~~

~~**CUMBERLAND HEALTH AUTHORITY AND CUPE LOCAL 2525**~~

~~**OR**~~

~~**PICTOU COUNTY HEALTH AUTHORITY AND CUPE LOCAL 2525**~~

~~**OR**~~

~~**GUYSBOROUGH ANTIGONISH STRAIT HEALTH AUTHORITY AND CUPE LOCAL  
2525**~~

**This MOA affects CUPE members employed at the NSHA.**

**The Employer and the Unions agree that should the LTD Program be terminated, for any reason, the parties agree to negotiate the terms of a replacement plan, and failing agreement on the terms of a replacement plan, agree to reinstate those terms and conditions of employment which existed immediately prior to the LTD Program coming into effect. For example sick leave accrual would revert to two and one-half (2½) days per month and total accrual would revert to three hundred (300) days if Employees were entitled to such levels of benefit immediately prior to the LTD Program coming into effect. The job protection features for LTD claimants would be deleted as well as any other changes to the Collective Agreement which were incorporated as part of the Agreement to adopt an LTD Program.**

**MEMORANDUM OF AGREEMENT #17**

**TEAM LEADER AND DISCIPLINE LEADER**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects the CUPE Mental Health Service Team Leader and Discipline Leader positions at the former Colchester East Hants Health Authority.**

Regarding the Mental Health Service Team Leader and Discipline Leader positions **at the former Colchester East Hants Health Authority**, ~~CUPE~~ **the Unions** agrees that insofar as they apply to Mental Health, these positions will continue to be involved in various administrative functions such as recruitment, selection and performance development.

**MEMORANDUM OF AGREEMENT #18**

**JOB SELECTION / JOBSHADOW**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

(hereafter called the "Employer")

**AND**

**~~THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL~~  
THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

(hereafter called the "Unions")

**This MOA affects CUPE members at the NSHA.**

To assist bargaining unit Employees in the position selection process, the Employer **at former District Health Authorities One through Seven** agrees to provide instructional materials on resume preparation and interview skills to Employees who request such materials. The Employer also agrees to conduct seminars on resume preparation and interview skills where sufficient numbers of Employees express an interest in attending such seminars. Attendance at such seminars will be without pay.

Subject to operational requirements, the Employer will permit Employees to "job shadow" employees in other departments without pay, at their own cost and on their own time to enable the Employee to gain familiarity with the work of that department.

Where feasible, the Employer may invite expressions of interest from Employees who wish to gain work experience in other departments. Where opportunities arise for temporary positions that are not required to be posted under the Collective Agreement and where it is otherwise operationally feasible, Employees who have expressed an interest and who meet the minimum threshold requirements for the position will be offered such positions.



**MEMORANDUM OF AGREEMENT #19**

**PSYCHOLOGISTS AT THE FORMER CUMBERLAND HEALTH AUTHORITY**

**BETWEEN:**

**~~CUMBERLAND HEALTH AUTHORITY~~  
NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND**

**~~THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL~~  
THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects CUPE members who occupy psychologists, technicians and discipline leader positions at the former Cumberland Health Authority**

1. Regarding the non-Union psychologists, technicians and discipline leader positions **at the former Cumberland Health Authority**, ~~CUPE~~ **the Unions** agreed that the duties of these positions will not change as a result of inclusion of these positions into the CUPE Healthcare Bargaining Unit. It is recognized that these positions have historically been involved in various administrative functions in the collaborative work environment of Mental Health Services and those duties will remain.
2. Regarding the Mental Health Service Team Coordinator positions (i.e. Division Coordinators & Service Managers), ~~CUPE~~ **the Unions** agree that insofar as they apply to Mental Health, those positions will continue to be involved in various administrative functions such as recruitment, selection, and performance development, once they are included in the Bargaining Unit.
3. For all of the above mentioned positions which are to be included in the Healthcare Bargaining Unit, Seniority will be defined as the length of service with the Employer commencing with the Employee's most recent date of hire.

**MEMORANDUM OF AGREEMENT #20**

**RECRUITMENT AND RETENTION OF PHARMACISTS**  
**VACATION ACCUMULATION AT THE FORMER GUYSBOROUGH ANTIGONISH**  
**STRAIT HEALTH AUTHORITY**

**BETWEEN:**

**~~GUYSBOROUGH ANTIGONISH STRAIT HEALTH AUTHORITY~~**  
**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND**

**~~THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL~~**  
**NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects CUPE members Bernard Cashin and Elaine Kennedy.**

This Memorandum of Agreement outlines a recruitment incentive for pharmacists.

This Agreement is on a "without prejudice" basis. It is agreed that all other provisions of the Collective Agreement shall remain unchanged except as expressly stated in this Memorandum.

Notwithstanding Article ~~22.04~~ of the Collective Agreement, it is agreed that, Bernard Cashin who will begin employment as a Pharmacist ~~with GASHA~~ on May 26, 2008, will, upon hire, accumulate vacation at the rate of one hour of vacation credit for each 10.40 regular hours paid (5 weeks per year for a full-time employee). Upon hire, Mr. Cashin will be credited with 15 years of service for the purpose of vacation accumulation only.

Given that all other pharmacists presently employed by **the former** GASHA, with the exception of Elaine Kennedy is accumulating vacation at a higher rate than outlined in the previous paragraph, Ms. Kennedy will be credited service for her **previous** work experience as a pharmacist ~~outside of GASHA~~ for the purposes of vacation accumulation only, effective May 26, 2008.

The terms of this Agreement are not retroactive. This Agreement will become effective on date of signing on a "go forward" basis only.

**MEMORANDUM OF AGREEMENT #21**

**EMPLOYEES WORKING DURING A LEAVE OF ABSENCE AT THE FORMER  
CUMBERLAND HEALTH AUTHORITY**

**BETWEEN:                    ~~CUMBERLAND HEALTH AUTHORITY~~  
NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND**

**~~THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL~~  
NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects CUPE members at the former Cumberland Health Authority.**

**WHEREAS** the Cumberland Health Authority and CUPE Local **8920** ~~2525~~ have concluded a collective agreement that is in effect until March 31, 2009.

**AND WHEREAS** this agreement did not give consideration to the treatment of Employees who wished to work for the Employer during an approved leave of absence.

**THE PARTIES** now wish to recognize and address the issue as follows:

1. A **permanent Regular** Employee may, if operationally feasible, may choose to work for the Employer while on a Leave of Absence. Whether a **permanent Regular** Employee 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 the **permanent Regular** Employee and only be possible if operations permit such opportunities. The granting of the Leave of Absence will not be dependent upon the **permanent Regular** Employee agreeing to work during the Leave of Absence.
2. When a **permanent Regular** Employee agrees to work while on an approved Leave, the **permanent Regular** Employee maintains the status of a **permanent Regular** Employee on Leave. Any rights or protections he/she would have while on the Leave are maintained.
3. When a permanent Regular Employee agrees to work while on an approved Leave, the **permanent Regular** Employee is treated as a Casual Employee for the purpose of determining pay and benefits, excluding provisions for accumulation of Seniority and movement along the increment scale.

**MEMORANDUM OF AGREEMENT #22**

**PRESENT INCUMBANT ONLY (PIO)**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects CUPE members employed at the NSHA.**

The Parties agree that the following Health Care Classifications continue to exist in the ~~referenced~~ **former Colchester East Hants District Health Authority:**

EKG Tech II  
Laboratory Assistant  
Pharmacy Tech  
Physiotherapy Assistant  
Occupational Therapy Assistant

**The Parties agree that the following Health Care Classifications continue to exist in the ~~referenced~~ former Guysborough Antigonish Strait Health Authority:**

Laboratory Assistant  
Pharmacy Tech  
Physiotherapy Assistant  
Occupational Therapy Assistant

**The Parties agree that the following Health Care Classifications continue to exist in the ~~referenced~~ former Pictou County Health Authority:**

Laboratory Assistant  
Pharmacy Tech  
Physiotherapy Assistant  
Occupational Therapy Assistant  
Continuing Care Assistant (CCA)  
Grad Tech  
Recreation Aide

The Parties agree that the following Health Care Classifications continue to exist in the ~~referenced~~ **former Cumberland** District Health Authority:

EKG Tech II  
Laboratory Assistant  
Personal Care Worker  
Pharmacy Tech  
Physiotherapy Assistant  
Occupational Therapy Assistant  
Recreation Assistant

The Parties agree that the following Health Care Classifications continue to exist in the ~~referenced~~ **former South Shore** District Health Authority:

DI Tech Assistant  
EKG Tech II  
Laboratory Assistant  
Network Analyst  
Pharmacy Tech  
Physio Assistant

The Parties agree that the following Health Care Classifications continue to exist in the ~~referenced~~ **former Annapolis Valley** District Health Authority:

Laboratory Assistant  
Pharmacy Tech  
Recreation Co-ordinator

The Parties agree that the following Health Care Classifications continue to exist in the ~~referenced~~ **former South West Nova** District Health Authority:

DI Tech Assistant  
Grad Tech  
Laboratory Assistant  
Network Analyst  
Personal Care Worker  
Pharmacy Assistant  
Pharmacy Tech  
Physio Assistant

Recreation Aide  
Recreation Facilitator  
Recreation Programmer  
Residential Care Workers  
Residential Coordinator

**MEMORANDUM OF AGREEMENT #23**

**IN-TOWN DELIVERIES - HARBOURSIDE**

**BETWEEN:**

**~~SOUTH WEST NOVA DISTRICT HEALTH AUTHORITY~~  
NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**~~THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 835~~  
NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects CUPE members employed at the Harbourside Lodge.**

**WHEREAS** the Employer occasionally has a requirement to transport and accompany residents of Harbourside Lodge to health related appointments away from the premises.

**AND WHEREAS** the Parties have agreed that provided regular booked shifts of Employees are not affected, notwithstanding Article 17 of the Collective Agreement between the parties:

Where residents of Harbourside Lodge require transportation and accompaniment to health related appointments away from the premises, the Employer may request Residential Care Worker Employees who are not then working to provide such transportation and accompaniment.

Where Employees agree to provide such transportation and accompaniment it shall not be considered a shift or call-back within the meaning of the Collective Agreement. Such Employees will be paid their regular rate of pay for the actual time required to transport such residents to and from their appointments. Where the appointments are “in town” Employees shall receive five (\$5.00) dollars for the round trip in lieu of mileage under the Collective Agreement. Where the appointments are “out of town” (ie. ten (10) kilometres or more from Harbourside Lodge) Employees shall receive ten (\$10.00) for the round trip in lieu of mileage under the Collective Agreement.

**MEMORANDUM OF AGREEMENT #24**

**INTERIM JOB SHARING AGREEMENT**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**~~THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL~~  
THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**The provisions of this memorandum of agreement will remain in place for CUPE members who are actively enrolled in a job-sharing arrangement at the time of signing of this agreement and will remain in effect for those members until the conclusion of that job-sharing arrangement. Any job-sharing arrangements established after the signing of this agreement will fall under the terms of Article XX.**

**THE PARTIES** hereto agree that Employees **at former District Health Authorities One through Seven** may be permitted to enter into a Temporary job sharing arrangement of a Full-Time position with the Employer under the following provisions.

:

**SECTION 1**

- 1.01 Job sharing will only be authorized where operational requirements permit and the provision of services is not adversely affected. In stating this, job sharing will not be unreasonably denied. In the event the Employer has certain concerns about a job sharing proposal, an Employer representative shall discuss the concerns with the job share applicant. As a result of the discussion, the job share applicant may choose to revise the application for job sharing with the advise of a Union official.
- 1.02 Job sharing partners shall be classified as Regular Part-Time term job share or Temporary Part-Time term job share Employees pursuant to the terms and conditions of the Agreement. With the cessation of a job sharing arrangement, the shared position will revert back to being a Full-Time position.
- 1.03 No Employee shall be required to enter into a job sharing arrangement.



### **Originating of Job Sharing Request**

- 1.04 An Employee shall submit a written proposal for job sharing to the Employee's immediate Manager. The proposal shall include, but not be limited to the duration and a description of the requested work/schedule allocation.
- 1.05 At least one Employee wishing to job share must be a CUPE Bargaining Unit member and is the incumbent of the Full-Time position to be shared. Both Employees must be suitably qualified and capable of carrying out the full time duties and responsibilities of the position shared. Both Employees must enter into the agreement voluntarily and be mutually agreeable to its conditions.
- 1.06 All specifics associated with the job sharing opportunity shall be posted in accordance with Article 15.03.
- 1.07 Where more than one Employee is interested in the posted job opportunity, the job sharing partner shall be chosen in accordance with Articles 15.02. No Employee outside the Bargaining Unit will be employed as a job sharing partner until all Employees in the Bargaining Unit have adequate time to apply for the job sharing opportunity(s).
- 1.08 The Employer may assess the practicality of recruitment outside of the Bargaining Unit, in the case where no Bargaining Unit Employee is interested in the job sharing partner opportunity.
- 1.09 The applicant Employee (the Employee who originated the job sharing request) will remain in the Employee's previous position and the recruitment process concludes if no suitable job sharing partner is found.

### **Cessation of Temporary Job Sharing Arrangements**

- 1.10 Upon the expiry of a temporary job sharing arrangement, the Employees will be returned to the same positions (if exists) or equivalent regular position as held prior to the temporary job share arrangement.
- 1.11 Each temporary job sharing arrangement shall remain in effect for the specified term or until the Employer or one or more of the job sharing partners provides thirty (30) days notice of his/her request to discontinue the job sharing arrangement or the Parties mutually agree to extend the arrangement.
- 1.12 A job sharing Employee shall provide thirty (30) days notice of the intent to leave the job sharing arrangement. When a job sharing partner wishes to discontinue the arrangement, the arrangement ceases and the other job sharing partner has the option to initiate a new temporary job share arrangement in accordance with Sections 1.04, 1.05 and 1.06 above.

- 1.13 A job share agreement will be terminated should the original Full-Time position be subject to a reduction in hours.

**Terms of Job Sharing Arrangements**

- 1.14 The position will be clearly identified as a temporary job sharing arrangement. Any new Employees hired to fill a vacancy created by two Employees entering into the temporary term job share arrangement shall be hired on a temporary basis.
- 1.15 The duration of the job share will be a set term, with a minimum of six (6) months and the maximum of twelve (12) months. Any party who wishes to terminate or extend a temporary job share arrangement shall give written notice at least thirty (30) days in advance. The job sharing arrangement will only be extended where the parties mutually agree.
- 1.16 A work schedule including days off will be developed with the Employees' Supervisor prior to commencement of the job share. The work schedule and percentage of the job share each Employee actually works will be mutually agreeable to all parties involved. Where no mutual agreement can be reached, the job sharing arrangement shall terminate.
- 1.17 The provisions of Article 21.06 apply to job sharing arrangements.
- 1.18 Job sharing Employees will be paid for hours worked during the pay period. Time worked in excess of a scheduled shift or in excess of the average bi-weekly hours (75 hours), will be compensated as overtime.
- 1.19 Employees sharing a position shall have the first chance at filling in when the other job sharing partner is absent. In the event, the job sharing partner does not wish to cover the other partner's absences, the Employer shall attempt to schedule other eligible employees. As required by operational demands, the job sharing partners agree to make themselves available to work any extended absences, leaves, or time off of their partner when required by the Employer provided forty-eight (48) hours notice is given. It is also expected that job sharing partners will make themselves reasonably available to work additional shifts as required by operational demands should the Employer be unable to schedule other eligible Employees. Such time shall not constitute overtime unless the Employee works in excess of the hours outlined in Article 18.01.
- 1.20 This Interim Job Sharing Agreement shall cease to have any effect when the current Collective Agreement between the **former** South Shore District Health Authority and the Canadian Union of Public Employees expires.



**MEMORANDUM OF AGREEMENT #25**

**OTHER REGULAR SHIFTS**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects CUPE members in the VAC at the Soldiers Memorial Hospital.**

**WHEREAS** the Parties have met to address issues relating to the existing four (4) hour shift and implementation of a new six (6) hour shift for Part-Time Employees in the VAC Unit at Soldiers Memorial Hospital;

**AND**

**WHEREAS** the Parties recognize that Article 17.01 (b) in the Collective Agreement allows for shifts of other lengths;

**NOW THEREFORE** the Parties hereby agree to the other regular shifts noted below and that no other provision of the Collective Agreement is altered by this Memorandum of Agreement:

- **Regular 4 hour shift**  
Four (4) hours shifts, inclusive of one (1) fifteen minute paid break.
- **Regular 6 hour shift**  
Six (6) hour shifts, exclusive of one (1) fifteen minute unpaid break and inclusive of one (1) fifteen (15) minute paid break.

**IN WITNESS THEREOF**, the parties hereto have executed this Agreement by hand of their duly authorized officers, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

FOR THE CANADIAN UNION OF  
PUBLIC EMPLOYEES LOCAL **8320 4150**

FOR THE EMPLOYER

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

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

**MEMORANDUM OF AGREEMENT#26**

**MANAGEMENT EMPLOYEES**

**BETWEEN:**

**~~PICTOU COUNTY HEALTH AUTHORITY~~  
NOVA SCOTIA HEALTH AUTHORITY**

**AND:**

**~~THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL~~  
THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**This MOA affects CUPE member Daniel Meagher.**

The employees named here shall be entitled to the provision as follows:

Daniel Meagher – **at the former** Pictou County Health Authority

Notwithstanding the provisions of Article 14.05, Management Employees appointed to his/her current management position subsequent to May 13, 1998 who, without a break in service, are successful in an application for a position in the Bargaining Unit shall be entitled to recommence seniority recognition within the Bargaining Unit and be credited for the periods of employment equivalent to time spent as members of the Bargaining Unit prior to their appointment to the management position. Additional seniority shall become effective on the date of reappointment to the Bargaining Unit position.

MEMORANDUM OF AGREEMENT #27

**PERSONAL CARE WORKERS (PCW'S) CURRENTLY EMPLOYED IN  
REGULAR PART TIME AND REGULAR FULL TIME POSITIONS IN THE  
ALCU UNIT AT YARMOUTH REGIONAL HOSPITAL**

BETWEEN:

~~SOUTH WEST NOVA DISTRICT HEALTH AUTHORITY~~  
NOVA SCOTIA HEALTH AUTHORITY

(The Employer)

AND

~~THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 835~~  
NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS

(The Unions)

**This MOA affects CUPE members who are employed as Personal Care Workers in the Alternate Level of Care Unit at the Yarmouth Regional Hospital.**

On a without prejudice basis

Recognizing that the following Personal Care Workers (PCW's) have regular part time or full time positions in the Alternate Level of Care Unit (ALCU) at Yarmouth Regional Hospital. **The parties recognize this list may need to be updated in bargaining.**

Sue Ogdan

Joan Muise

Terri MacAlpine - Nickerson

Judy Corporan

~~Alan Spinney~~

Karen Prime

Elizabeth (Liz) MacKay

Nancy Shaw

And given that the minimum requirement for working in these positions in the ALCU is "successful completion of the continuing care assistant course."

And given that the minimum requirement in other acute care units at YRH is "successful completion of the continuing care assistant course."

For future Continuing Care Assistant (CCA) vacancies that occur in the acute care units of YRH the Employer will waive the requirement of "successful completion of the continuing care assistant course" for the PCW's listed in this MOA only.

A PCW's identified in this MOA who is the successful candidate for a CCA position shall continue to receive the PCW rate of pay if it is higher than the top of the CCA scale.

If it is not then they shall be placed at the first step of the CCA scale that results in an increase.

The selection process for determining the successful candidate shall be as per the **CUPE** Collective Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement by the hand of their duly authorized officers, this ~~1st day of July, 2009~~.

**MEMORANDUM OF AGREEMENT #28**

**THE ABERDEEN HOSPITAL**  
**TWELVE HOUR SHIFT ROTATION – CORE LABORATORY**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**The following MOA affects CUPE members at the Aberdeen Hospital.**

**THE PARTIES** agree to the continuation of the twelve (12) hour shift schedule for the Core Laboratory Technologists (i.e. Haematology, Blood Bank, and Chemistry Sections) **at the Aberdeen Hospital.**

The clauses noted below, shall serve to clarify how the current Collective Agreement shall apply to the twelve (12) hour shift staff schedule.

**Hours of Work**

The standard hours of work in the master schedule shall average seventy-five (75) hours per two (2) week pay period comprised of eleven and one-quarter (11¼) paid hours per shift. In the event that seven and one-half (7½) or eleven and one-quarter (11¼) paid hours per shift have to be scheduled in order to complete the required number of hours in the master schedule, the schedule of the such shall be arranged by mutual agreement. Shifts requiring replacement Technologists due to vacation, sick leave and leave of absences that are known eight (8) weeks in advance are posted in the laboratory for a minimum period of two (2) weeks. Priority shall be given to the twelve (12) hour shift Technologists who volunteer for such. This shall allow twelve (12) hour Technologists to ensure that “smoothing bank hours” are completed within an eighteen (18) week time period. If there are further replacement twelve (12) hour shifts to be scheduled, such shall be completed with Part-Time and Casual Technologists. Core Laboratory eight (8) hour scheduled Technologists shall complete the twelve (12) hour shifts if Part-Time and Casual Technologists are not available for such.

Employees shall be regularly scheduled for an average of seven (7) days off in each two (2) week period, which unless mutually agreed upon otherwise, shall be given in as few segments as is possible in a regular rotation.

Employees who work twelve (12) hour shifts shall not normally be required to work more than four (4) consecutive shifts between days off.



## **Christmas Holidays**

Statutory Holidays throughout the year shall be scheduled by the twelve (12) hour staff except for the three (3) holidays at Christmas and New Year's (Christmas Day, Boxing Day and New Year's Day). All Core Laboratory Technologists Staff, except for Senior Technologists (RTII) shall share the above mentioned three (3) holidays including twelve (12) hours, eight (8) hour and Part-Time Technologists staff.

The "Christmas and New Year's" holiday shifts consists of the following six (6) shifts:

Christmas Day	19 00 hours December 24th to 07 00 hours December 25th
Christmas Day	07 00 hours December 25th to 19 00 hours December 25th
Boxing Day	19 00 hours December 25th to 07 00 hours December 26th
Boxing Day	07 00 hours December 26th to 19 00 hours December 26th
New Year's Day	19 00 hours December 31st to 07 00 hours January 1st
New Year's Day	07 00 hours January 1st to 19 00 hours January 1st

The six (6) holiday shifts outlined above are for rotation purposes only and holiday premiums shall be paid for the actual hours worked on the calendar holidays' dates.

Twelve (12) hour shift or eight (8) hour shift Employees shall not be required to work more than one (1), "Christmas, Boxing Day or New Year's" holiday shift in any one (1) year, notwithstanding the operational requirements of the Department. Furthermore, if a twelve (12) hour or eight (8) hour shift Employee is granted vacation for the "Christmas Period" and it is the said individual's turn to work Christmas Day, then such an individual shall be scheduled to work "Christmas Day" irrespective of the vacation granted.

The Christmas Day shifts, which are scheduled between 19 00 hours on December 24<sup>th</sup> and terminate at 19 00 hours on December 25<sup>th</sup>, shall be rotated equally among all Core Laboratory Staff, which shall include Part-Time and Specific Duty Technologists i.e. Team Leaders. The manager shall retain an accurate schedule record for each year and shall ensure that the Christmas Day shifts are equally distributed.

In the event of a twelve- (12) hour shift Employee's regular schedule consists of more than one (1) -scheduled shift from Christmas, Boxing or New Year's Day, the twelve- (12) hour shift Employee shall choose one (1) of the holiday shifts to work. It is understood that such a choice shall ensure "equal distribution" of shifts for the "Christmas Day" holiday shifts and is feasible for the operation of the Laboratory Department as determined by the manager.

## **Staffing of Twelve Hour Shift Schedule**

The master schedule is staffed based upon seniority.

Requests for "expressions of interest" to be scheduled on the twelve (12) hour shift roster shall be posted in the Laboratory Department for a minimum period of two (2) weeks. Full-Time

Core Laboratory Technologists who volunteer to be scheduled for the twelve (12) hour roster shall staff the twelve (12) hour shift schedule. The “expression of interest” applicants, i.e. volunteer Full-Time Laboratory Technologists, shall be scheduled on the twelve (12) hour roster based on the Technologists with the greatest seniority. In the event of insufficient applications from Full-Time Technologists to volunteer for twelve (12) hour shift rotation, the vacant schedule positions for the twelve (12) hour shift master roster shall be assigned to the least senior Full-Time Technologist, i.e. the most junior Core Laboratory Technologist, as recorded on the CUPE seniority list. Specific Duty Technologists, i.e. Team Leaders, shall be excluded from the twelve (12) hour shift master rotation.

In the event of Part-Time or Casual Core Laboratory Technologists not being available for replacement twelve (12) hour shifts, all Core Laboratory Technologists shall be placed on the twelve (12) hour roster to replace such. Replacement twelve (12) hour shifts shall occur due to vacations, sick leave and leaves of absences.

In the event that a vacancy becomes available on the eight (8) hour day shift roster, such would become available to twelve (12) hour shift Technologists, thus providing an opportunity for the twelve (12) hour shift staff to be scheduled for eight (8) hour work day shifts. Requests for “expressions of interest” for the eight (8) hour day shift rotation shall be posted for a minimum period of two (2) weeks in the Laboratory Department. The eight (8) hour shift position would be awarded to the Laboratory Technologist with the greatest seniority.

### **Amendment of the Twelve-hour Shift Rotation**

After the master rotation has been established and is in effect, the Employer and a majority of the Employees who are working the twelve (12) hour rotation shall mutually agree upon changes to the rotation which are not detailed in this Memorandum

Where changes to staff positions within the master rotation are necessary, the changes shall be made prior to February 1<sup>st</sup> and the master rotation will be effective as close to April 1<sup>st</sup> as operationally feasible.

### **Termination of Agreement**

This Memorandum of Agreement shall remain in effect unless one party gives the other party not less than sixty (60) calendar days’ written notice of its intention to terminate this Agreement. The new schedule shall not be posted until the notice period has elapsed.

Should either party indicate a desire to meet to discuss the termination of the twelve (12) hour rotation, a meeting shall occur as soon as possible. The parties agree to make every reasonable effort to resolve the problems and to address the concerns of the party giving notice to terminate this Agreement to the extent that an alternative action may be agreed.

**MEMORANDUM OF AGREEMENT #29**

**PERMANENT RESOURCE EMPLOYEE**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

This memorandum is intended to apply only to **CUPE 8920 Members** ~~employees~~ working as ~~LPNs, or those working~~ in positions for whom the Employer has required certification as a CCA, and specifically appointed to a position designated by the Employer and posted as Permanent Resource Employee. This provision is not intended to apply to situations where an employee is reassigned to work in different work areas or works additional, extra or relief shifts.

For the purposes of this Memorandum of Agreement, a “Permanent Resource Employee” means an Employee specifically designated, identified and appointed by the Employer as a Permanent Resource Employee to be used for the purpose of meeting unpredictable operational requirements on various units. It is recognized that, while a Permanent Resource Employee may have scheduled shifts, she/he may not know the specific unit on which she/he will be assigned until the start of the shift.

An Employee appointed by the Employer to a position as a Permanent Resource Employee shall be compensated with a premium in addition to the Employee’s regular hourly rate and in addition to other applicable premiums (eg. education, shift).

The number of Permanent Resource Employee positions shall be as determined by the Employer, but in no case shall exceed a total of ten percent (10%) of the classification. This number may be increased by mutual agreement of the Employer and the Union representatives.

The hourly rate of pay shall be based on the regular Employee rate as set out in Appendix ‘A’ and the applicable (one only) supplement shall be paid as follows:

1. During the first six (6) months worked in the position – an additional \$0.50 per hour to the regular Employee rate;
2. Between six (6) months worked and twelve (12) months worked in the position – an additional \$0.75 per hour to the regular Employee rate;
3. Between twelve (12) months worked and twenty-four (24) months worked in the position – an additional \$1.00 per hour to the regular Employee rate;

4. After twenty-four (24) months worked in the position – an additional \$1.25 per hour to the regular Employee rate.

This provision will be effective upon date of Ratification and will currently only apply to the float teams in **the former DHA #1 for the LPNs at South Shore, in DHA #6 for the CCAs and in the former DHA #7 in Antigonish for the Team Aides.**

Where vacancies are not posted under Article 15, opportunities to be a Permanent Resource Employee will be offered on the basis of seniority.

**MEMORANDUM OF AGREEMENT #30**

**3 HOUR SHIFT – EKMCHC / WKMHC**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**WHEREAS** the Parties have met to address the issue of the three (3) hour shift that exists for Part-Time Employees in the Laboratory Service of the Employer, being provided at Eastern Kings Memorial Community Health Centre (EKMCHC) and Western Kings Memorial Health Centre (WKMHC), occurring every morning from Monday to Friday, exclusive of holidays;

**AND**

**WHEREAS** the Parties recognize the disruptive effect that altering this shift length would have on the current structure of Laboratory operations and on the schedules of the incumbent Employees and the rest of the Laboratory staff;

**AND**

**WHEREAS** the Parties recognize that Article ~~17.01 (b)~~ in the Collective Agreement states that “for Part-Time Employees, the regular shifts shall not be less than 3.75 hours inclusive of a fifteen (15) minute break except where there is an agreement with the Union”;

**NOW THEREFORE** the Parties hereby agree to waive the provisions of Article ~~17.01 (b)~~ and allow for the continuance of the current three (3) hour shift length, inclusive of a fifteen (15) minute break, that exists in the Laboratory Service of the Employer being provided at EKMCHC and WKMHC.

**MEMORANDUM OF AGREEMENT #31**

**“PIO” CLASSIFICATIONS**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to NSGEU Public Health Addictions and Continuing Care Employees in the Eastern, Western and Northern Zones.**

1. Employees in **Public Health Addictions in former District Health Authorities the Eastern, Western and Northern Zones** granted present incumbency only (“PIO”) salary protection as a result of the implementation of the wage parity maintenance process in the April 1, 2004 to April 31, 2007 collective agreement will continue their PIO status through the term of the agreement.
2. Such Employees may advance, through the granting of increments in accordance with the collective agreement, to the maximum salary for the position and classification applicable immediately prior to the implementation of the wage parity maintenance process.
3. Such Employees will continue to receive PIO status for as long as they remain in the classification they were assigned as a result of the implementation of the wage parity maintenance process.

**MEMORANDUM OF AGREEMENT #32**

**RETENTION INCENTIVE**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to NSGEU Public Health Addictions and Continuing Care Employees in the Eastern, Western and Northern Zones.**

**(Note: Amend to reflect changes resulting from James Dorsey Arbitration decisions).**

Effective on the last day of the Collective Agreement (March 31, 2012):

Upon completion of twenty-five years of service with the Employer, all permanent Employees in eligible classifications will receive an additional salary increment of 3.5% greater than the highest rate in effect for the applicable classification.

A list of eligible classifications is as follows:

Community Home Visitor Coordinator  
Clinical Therapist  
Community Outreach Worker  
Health Educator  
Intake Worker  
Health Promoter (Public Health)  
Health Promotion Prevention Team Leader  
Nutritionist  
Planning and Development Officer  
Prevention and Education Officer  
Quality Management Coordinator  
Recreation Therapist  
Research and Data Analyst  
Treatment Team Leader  
Team Coordinator  
Care Coordinator  
PAO 1  
PAO 2  
PAO 3  
PAO 4  
Youth Wellness Coordinator





**MEMORANDUM OF AGREEMENT #33**

**RE: Devolution of Continuing Care From the Department of Health to the District Health Authorities – June 5, 2009**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to NSGEU Public Health Addictions and Continuing Care Employees in the Eastern, Western and Northern Zones.**

Whereas Continuing Care Employees devolved from the Department of Health to **the former** District Health Authorities (DHAs 1 through 8) effective June 5, 2009.

And Whereas each **former** District Health Authority (DHA 1 through 8) has its own Memorandum of Agreement with respect to the Devolution.

And Whereas the parties to each Memorandum of Agreement are **now** the Province of Nova Scotia, the **Nova Scotia Health Authority** ~~respective District Health Authority~~ and the NSGEU.

And Whereas the content of the Memorandum of Agreement for all **former** District Health Authorities (DHA 1 through 8) is identical.

And Whereas the text of the Memorandum of Agreement is reproduced in this collective agreement for historical reference only and does not form part of the collective agreement.

And Whereas the text of the Memorandum of Agreement is attached hereto.

## MEMORANDUM OF AGREEMENT

**RE: DEVOLUTION OF CONTINUING CARE FROM THE DEPARTMENT OF HEALTH TO THE FORMER DISTRICT HEALTH AUTHORITIES**

Between:

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF NOVA SCOTIA THROUGH THE AGENCY OF THE PUBLIC SERVICE COMMISSION**

(hereafter the "Province")

and

**THE, EMPLOYER (DISTRICT HEALTH AUTHORITY), A BODY CORPORATE ESTABLISHED UNDER THE HEALTH AUTHORITIES ACT S.N.S. 2000, C.6**

(hereafter the "Employer")

and

**THE NOVA SCOTIA GOVERNMENT AND GENERAL EMPLOYEES UNION**

(hereafter the "Union")

Whereas:

On January 17, 2008, the Government announced its decision to begin the process of integrating continuing care services within the District Health Authorities and

This involves a transition of the Department of Health's Continuing Care functions and Employees to the **former** District Health Authorities, and

In respect of the Employees of the Department of Health who are listed on Schedule A hereto and who are represented by the Union and who deliver or support the delivery of continuing care programs and the Parties hereto have agreed to transfer their employment from the Province to the Employer by way of this Agreement.

Now therefore it is agreed as follows:

### **1. Definitions**

- a) Agreement means the Memorandum of Agreement between the Province, the Union and the Employer including any schedule hereto.
- b) Bargaining Unit means the Bargaining Unit as defined in the Collective Agreement which unit is commonly referred to as the "fifth unit", amended as follows:

Bargaining Unit means all regular and temporary full-time and part-time Employees, and casual Employees as provided by this agreement engaged in providing addiction /

drug dependency and public health programs and who deliver or support the delivery of continuing care programs, but excluding those persons represented by other bargaining agents, those persons included in a bargaining unit of Employees of the Employer engaged in providing services other than addiction / drug dependency and public health programs or the delivery or support of the delivery of continuing care programs and those persons excluded by paragraphs (a) and (b) of subsection (2) of Section 2 of the Trade Union Act.

- c) Collective Agreement means the Collective Agreement between the Employer and the Union which applies to the Bargaining Unit and which is in effect as of the Devolution Date.
- d) Devolution Date means the date upon which the Employees of the Province commence being Employees of the Employer which date will be confirmed by the resigning of this Agreement by the Province, the Employer and the Union.
- e) Employee(s) means an Employee of the Province engaged in delivering or supporting the delivery of continuing care programs who is listed in Schedule “A” hereto and who becomes an Employee of the Employer on the Devolution Date.

## **2. Effective Date**

This Agreement shall have effect on and after the Devolution Date.

## **3. Voluntary Recognition**

- a) The Employer recognizes the Union as the exclusive bargaining agent for all of the Employees of the Employer in the Bargaining Unit and the Employer and the Union agree that this Agreement constitutes a voluntary recognition within the meaning of section 30 of the *Trade Union Act*;
- b) The Employer agrees to post, on and after the Devolution Date, a copy of this Agreement in a conspicuous place or places where it is most likely to come to the attention of Employees and to continue the posting of the Agreement for a minimum period of 30 days.

## **4. Continuity of Employment**

The employment of all Employees listed in Schedule A shall continue without break or interruption and, subject to any agreement between the Employer and the Union, all seniority rights of these Employees shall continue unaffected by the change in their employment from the Province to the Employer.

## **5. Rights and Obligations**

- a) The Employer and the Union agree that on and after the Devolution Date the Collective Agreement will apply to the Employees subject only to this Agreement and to such variation of the Collective Agreement as is agreed to herein or may later be agreed to between the Employer and the Union.
- b) The Employer agrees all accrued rights to pay, overtime pay, sick leave, public service awards, holidays, pensions, vacation, time off in lieu of overtime, compensatory time off for compensation when such time off is not possible, public service award advances, leaves of absence, maternity leave, pregnancy leave, adoption leave, leave for birth of child, parental leave or other existing leave arrangements, all rights to return to work from any leave, sickness, workers' compensation or injury on duty, vacation or holidays, granted or agreed prior to the effective date of this Memorandum of Agreement are preserved unaffected by the change in employment from the Province to the Employer. After the Devolution Date such Employees shall accrue such rights in accordance with the Collective Agreement unless otherwise stated herein.
- c)
  - (i) Employees in a matching classification presently in the Collective Agreement shall be placed on the existing wage scale of that classification at the next higher step. If there is no next higher step, the Employee shall be "PIO'd" at his or her hourly rate of pay so long as the Employee continues to work in his or her present classification.
  - (ii) Employees in a classification not presently in the Collective Agreement, other than Staff Nurses, will maintain their classification and wage scale in effect as of the Devolution Date.
  - (iii) Employees in the Staff Nurse classification shall be paid according to the wage scale attached as Appendix "B".
- d) An Employee who has earned, by having 288 months of service as of the Devolution Date, a greater vacation entitlement than that provided in the Collective Agreement shall retain that entitlement. Employees will be exempt from Article 18.09 (expiry of vacation accumulation) until a new Collective Agreement is in effect.
- e) Education Premiums in Article 35.17 of the Collective Agreement shall apply to those Employees who are Staff Nurses, and on a "present incumbent only" basis to Continuing Care Coordinators who are Registered Nurses and presently paid the educational premiums available to Staff Nurses, so long as they continue to work in their present classification.
- f) Any "grandfathered" sick leave banks shall be used by the Employees after the Devolution Date only in accordance with the Collective Agreement.

- g) The Province and the Union agree that on and after the Devolution Date the Province, in respect of the Employees, shall have no further obligation under The Civil Service Master Agreement.
- h) Employees who retire with an actuarially-reduced pension will receive the retirement allowance pursuant to Article 31 of the Collective Agreement.
- i) The Province agrees to secure an Order-in-Council, if necessary, to provide that the Employees will be able to continue their public service pension as Employees in the Bargaining Unit.
- j) If necessary to ensure that the Employees in the Bargaining Unit are covered by the Public Service Long-Term Disability Plan, the Employer and the Union agree to jointly request the Trustees of the Plan to include the Employer and the Employees under that Plan.
- k) The Employer and the Union agree that this Agreement shall be incorporated into and become part of the Collective Agreement.

**6. Existing Grievances etc.**

- a) All grievances, classification appeals, adjudications, interest arbitrations and judicial review proceedings which arose before the Devolution Date shall continue unaffected by the change in employment from the Province to the Employer with such modification to process as may be required by the Collective Agreement, and with the Employer continuing as the Employer in the place and stead of the Province.
- b) All classification disputes which have been referred to a Classification Appeal Tribunal under the Civil Service Master Agreement before the Devolution Date, but which have not begun shall proceed to the Appeal Tribunal (unless earlier resolved between the Union and the Employer) and the Employer shall continue as the Employer before the Tribunal in the place and stead of the Province.

**7. Recognition of Employee Service and Seniority**

- a) Subject to any agreement between the Union and the Employer, all periods of service of an Employee in the Civil Service and periods of employment recognized as service by the Province before the Devolution Date shall be deemed service with the Employer for all purposes and all seniority rights of Employees shall be preserved and shall continue unaffected by the change in employment from the Province to the Employer.
- b) Seniority of Employees as of the Devolution Date is defined as the length of continuous employment dating from the last date of appointment to the Civil Service.

- c) The Employees will be placed on the merged Public Health and Addictions Services seniority list for the Employer.
- d) As of the Devolution Date, an Employee who is a “Term” Employee under the Civil Service Master Agreement shall be considered a “Temporary Employee” under the Collective Agreement, except that such Temporary Employees who reach three or more years of accumulated service shall have layoff/recall rights as provided in Article 34 of the Collective Agreement.

**8. Work Schedules, Vacation Schedules and Shift Arrangements**

- a) Until changed in accordance with the Collective Agreement all hours of work, work schedules, vacation schedules, and shift arrangements of the Employees in effect immediately before the Devolution Date shall continue unaffected by the change in employment from the Province to the Employer.
- b) ~~The Employees shall be included in Group A for the purpose of Article 16 of the Collective Agreement.~~

**9. Re-Signing of Memorandum**

All parties hereto agree to re-sign the Agreement on the Devolution Date.

**MEMORANDUM OF AGREEMENT #34**

**RE: DEVOLUTION OF CONTINUING CARE FROM THE DEPARTMENT OF HEALTH TO THE FORMER DISTRICT HEALTH AUTHORITIES – SEPTEMBER 26, 2011**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to NSGEU Public Health Addictions and Continuing Care Employees in the Eastern, Western and Northern Zones.**

Whereas Continuing Care Employees devolved from the Department of Health to **the former** District Health Authorities (DHAs 3, 4, 7 & 8) effective September 26, 2011.

And Whereas **former** District Health Authorities 3, 4, 7, & 8 has its own Memorandum of Agreement with respect to Devolution.

And Whereas the parties to each Memorandum of Agreement are **now** the Province of Nova Scotia, the ~~respective District~~ **Nova Scotia** Health Authority and the NSGEU.

And Whereas the content of the Memorandum of Agreement for **the former** District Health Authorities 3, 4, 7, & 8 is identical.

And Whereas the text of the Memorandum of Agreement is reproduced in this collective agreement for historical reference only and does not form part of the collective agreement.

And Whereas the text of the Memorandum of Agreement is attached hereto.

**MEMORANDUM OF AGREEMENT**

**RE: DEVOLUTION OF CONTINUING CARE FROM THE DEPARTMENT OF HEALTH TO THE FORMER DISTRICT HEALTH AUTHORITIES**

Between:

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF NOVA SCOTIA THROUGH THE AGENCY OF THE PUBLIC SERVICE COMMISSION**

(hereafter the "Province")

and

**THE, EMPLOYER (*DISTRICT HEALTH AUTHORITY*), A BODY CORPORATE ESTABLISHED UNDER THE HEALTH AUTHORITIES ACT S.N.S. 2000, C.6**

(hereafter the "Employer")

and

**THE NOVA SCOTIA GOVERNMENT AND GENERAL EMPLOYEES UNION**

(hereafter the "Union")

Whereas:

Effective June 5th, 2009 the Government began the process of integrating continuing care services within the District Health Authorities; and

On or about September, 2011 a further transfer of Employees to the District Health Authorities will take place; and

In respect of the Employees at the Department of Health and Wellness who are listed on Schedule A hereto, who are represented by the Union and who deliver or support the delivery of continuing care programs, the Parties hereto have agreed to transfer their employment from the Province to the Employer by way of this Agreement;

Now therefore it is agreed as follows:

**1. Definitions**

- a) Agreement means the Memorandum of Agreement between the Province, the Union and the Employer including any schedule hereto.
- a) Bargaining Unit means the public health and addiction services Bargaining Unit as defined in the Collective Agreement which unit is commonly referred to as the "fifth



unit”, as amended by Memorandum of Agreement, signed June 5<sup>th</sup>, 2009 regarding the devolution of continuing care.

- b) Collective Agreement means the Collective Agreement between the Employer and the Union which applies to the Bargaining Unit and which is in effect as of the Devolution Date.
- c) Devolution Date means the date upon which the Employees of the Province cease being Employees of the Employer.
- d) Employee means an Employee of the Province engaged in delivering or supporting the delivery of continuing care programs who is listed in Schedule “A” hereto and who becomes an Employee of the Employer on the Devolution Date.

## **2. Effective Date**

This Agreement shall have effect on and after the Devolution Date.

## **3. Voluntary Recognition**

- a) The Employer recognizes the Union as the exclusive bargaining agent for all of the Employees of the Employer in the Bargaining Unit and the Employer and the Union agree that this Agreement constitutes a voluntary recognition within the meaning of section 30 of the *Trade Union Act*;
- b) The Employer agrees to post, on and after the Devolution Date, a copy of this Agreement in a conspicuous place or places where it is most likely to come to the attention of Employees and to continue the posting of the Agreement for a minimum period of 30 days.

## **4. Continuity of Employment**

The employment of all Employees listed in Schedule A shall continue without break or interruption and, subject to any agreement between the Employer and the Union, all seniority rights of these Employees shall continue unaffected by the change in their employment from the Province to the Employer.

## **5. Rights and Obligations**

- a) The Employer and the Union agree that on and after the Devolution Date the Collective Agreement will apply to the Employees subject only to this Agreement and to such variation of the Collective Agreement as is agreed to herein or may later be agreed to between the Employer and the Union.
- b) The Employer agrees all accrued rights to pay, overtime pay, sick leave, public service awards, holidays, pensions, vacation, time off in lieu of overtime,

- compensatory time off for compensation when such time off is not possible, leaves of absence, maternity leave, pregnancy leave, adoption leave, leave for birth of child, parental leave or other existing leave arrangements, all rights to return to work from any leave, sickness, workers' compensation or injury on duty, vacation or holidays, granted or agreed prior to the effective date of this Memorandum of Agreement are preserved unaffected by the change in employment from the Province to the Employer. After the Devolution Date such Employees shall accrue such rights in accordance with the Collective Agreement unless otherwise stated herein.
- c) The name, classification, pay scale step, seniority and service dates of the Employees shall be as indicated in Appendix "A" attached. The Employees shall not be entitled to negotiated increases retroactive prior to the Devolution Date.
  - d) An Employee who has earned, by having 288 months of service as of the Devolution Date, a greater vacation entitlement than that provided in the Collective Agreement shall retain that entitlement. Employees will be exempt from Article 18.09 (expiry of vacation accumulation) until a new Collective Agreement replaces the 2006-2009 Collective Agreement.
  - e) Any "grandfathered" sick leave banks shall be used by the Employees after the Devolution Date only in accordance with the Collective Agreement.
  - f) The Province and the Union agree that on and after the Devolution Date the Province, in respect of the Employees, shall have no further obligation under The Civil Service Master Agreement.
  - g) Employees who retire with an actuarially-reduced pension will receive the retirement allowance pursuant to Article 31 of the Collective Agreement.
  - h) The parties agree that the Employees will continue their public service pension as Employees in the Bargaining Unit.
  - i) If necessary to ensure that the Employees in the Bargaining Unit are covered by the Public Service Long-Term Disability Plan, the Employer and the Union agree to jointly request the Trustees of the Plan to include the Employer and the Employees under that Plan.
  - j) The Employer and the Union agree that this Agreement shall be incorporated into and become part of the Collective Agreement.

**6. Existing Grievances etc.**

- a) All grievances, classification appeals, adjudications, interest arbitrations and judicial review proceedings which arose before the Devolution Date shall continue unaffected by the change in employment from the Province to the Employer with such

modification to process as may be required by the Collective Agreement, and with the Employer continuing as the Employer in the place and stead of the Province.

- b) All classification disputes which have been referred to a Classification Appeal Tribunal under the Civil Service Master Agreement before the Devolution Date, but which have not begun shall proceed to the Appeal Tribunal (unless earlier resolved between the Union and the Employer) and the Employer shall continue as the Employer before the Tribunal in the place and stead of the Province.

**7. Recognition of Employee Service and Seniority**

- a) Subject to any agreement between the Union and the Employer, all periods of service of an Employee in the Civil Service and periods of employment recognized as service by the Province before the Devolution Date shall be deemed service with the Employer for all purposes and all seniority rights of Employees shall be preserved and shall continue unaffected by the change in employment from the Province to the Employer.
- b) Seniority of Employees as of the Devolution Date is defined as the length of continuous employment dating from the last date of appointment to the Civil Service.
- c) The Employees will be placed on the merged Public Health and Addictions Services seniority list for the Employer.
- d) As of the Devolution Date, an Employee who is a “Term” Employee under the Civil Service Master Agreement shall be considered a “Temporary Employee” under the Collective Agreement, except that such Temporary Employees who reach three or more years of accumulated service shall have layoff/recall rights as provided in Article 34 of the Collective Agreement.

**8. Work Schedules, Vacation Schedules and Shift Arrangements**

- a) Until changed in accordance with the Collective Agreement all hours of work, work schedules, vacation schedules, and shift arrangements of the Employees in effect immediately before the Devolution Date shall continue unaffected by the change in employment from the Province to the Employer. Existing Modified Work Week arrangements shall continue subject to the terms of the Collective Agreements and without prejudice to any reviews presently underway.
- b) ~~The Employees shall be included in Group A for the purpose of Article 16 of the Collective Agreement.~~

**MEMORANDUM OF AGREEMENT #35**

**RE: DEVOLUTION OF CCRAS**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to NSGEU Public Health Addictions and Continuing Care Employees in the Eastern, Western and Northern Zones.**

Whereas **former** District Health Authorities 2, 4, & 8 has its own Memorandum of Agreement with respect to transferred Employees working as of June 5, 2009 as Continuing Care Referral Assistants.

And Whereas the parties to each Memorandum of Agreement are **now** the Province of Nova Scotia, the ~~respective District~~ **Nova Scotia** Health Authority, and the NSGEU.

And Whereas the content of the Memorandum of Agreement for **former** District Health Authorities 2, 4, & 8 is identical.

And Whereas the text of the Memorandum of Agreement is reproduced in this collective agreement for historical reference only and does not form part of the Collective Agreement.

And Whereas the text of the Memorandum of Agreement is attached hereto.

## MEMORANDUM OF AGREEMENT

### RE: DEVOLUTION OF CONTINUING CARE FROM THE DEPARTMENT OF HEALTH TO THE DISTRICT HEALTH AUTHORITIES

Between:

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF NOVA SCOTIA THROUGH THE AGENCY OF THE PUBLIC SERVICE COMMISSION**

(hereafter the "Province")

and

**THE, EMPLOYER (DISTRICT HEALTH AUTHORITY), A BODY CORPORATE ESTABLISHED UNDER THE HEALTH AUTHORITIES ACT S.N.S. 2000, C.6**

(hereafter the "Employer")

and

**THE NOVA SCOTIA GOVERNMENT AND GENERAL EMPLOYEES UNION**

(hereafter the "Union")

Whereas:

On June 5, 2009, a Memorandum of Agreement was signed by the Province of Nova Scotia, the Employer and the Union in relation to the transfer of certain Employees from the Provincial civil service to the Employer; and

The parties wish to make further provision for the transferred Employees working as of June 5, 2009 as Continuing Care Referral Assistants;

Now therefore it is agreed as follows:

1. The Employer will establish the Continuing Care Referral Assistant (CCRA) as a classification in its collective agreement with the same salary it enjoyed within the Civil Service at the time of transfer.
2. All CCRAs hired by the Employer after the date of transfer will be paid the CCRA rate.
3. Incumbent CCRAs who transferred from the civil service will receive the LPN rate that existed on the date of transfer, on a PIO'd basis. PIO meaning they will get general economic increases, but not any special LPN adjustments or premiums. They will remain classified as CCRAs, with a PIO'd rate. Any adjustment would be retroactive to the date of transfer.

**LETTER OF UNDERSTANDING #5**

**12 HOUR SHIFTS FOR UNIFOR MEMBERS**

~~Cape Breton District Health Authority (DHA 8)~~

**AND**

~~THE NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND  
GENERAL WORKERS UNION OF CANADA (CAW - CANADA)~~

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to Unifor members at the Nova Scotia Health Authority.**

The parties agree that the following provisions shall apply to employees working 12 hour shifts.

**Section 1**

The following provisions shall replace the numbered equivalent in the Collective Agreement:

- 9.06 (a) Except where otherwise provided under Article 9.01 (d), time worked in excess of the regular shift of eleven and one-quarter (11.25) or more hours shall be paid at the rate of one and one-half times (1.5x) the Employee's regular rate of pay for the first four (4) continuous hours of such overtime worked and at the rate of two times (2x) the Employee's regular rate of pay for the overtime hours worked in excess of four (4) continuous hours. Except where otherwise provided under Article 9.01 (d), time worked in excess of seventy-five (75) hours per bi-weekly pay period shall be paid at the rate of one and one-half times (1.5x) the Employee's regular rate of pay.

- 9.12 Employees will be provided with a meal voucher where cafeteria services are available or, where such services are not available, a meal allowance of eight dollars (\$8.00) after having worked overtime in excess of four (4) continuous hours beyond a regularly scheduled eleven and one quarter (11.25) hour shift.
- 10.03 (a) If an employee works an eleven and one quarter (11.25) shift on the calendar date of a holiday listed in Article 10.01, the employee will be compensated at the rate of one and one-half times the employee's regular hourly rate for the hours worked. The method of compensation shall be pay or time off to be determined by the Employee.
- 10.08 Employees required to work beyond the regular eleven and one quarter (11.25) hours shift hours for a shift commencing on the calendar date of a Holiday shall receive compensation at the rate of two times (2 x) the Employees regular hourly rate of pay for all hours worked beyond the shift.
- 11.01 (b) Employees shall be entitled to accumulate sick leave credits at the rate of eleven and one quarter (11.25) hours for each one hundred and sixty two point five (162.5) regular hours paid. Employee shall not be entitled to paid sick leave during their probationary period. After the probationary period, the sick leave accumulated during the probationary period will be credited to the Employee.
- (c) Sick leave shall accumulate to a maximum of eleven hundred and twenty five (1125) hours.
- 12.01 Each year of service for the application of this Article shall be a period of twelve (12) months effective on the employee's date of hire. Vacation credits shall accumulate to the employee on the following basis:
- (a) Effective the date of hire, vacation shall accumulate at the rate of one (1) hour of vacation credit for each seventeen-point-three-three (17.33) regular hours paid to a maximum of one hundred twelve point five (112.5) hours.
- (b) Effective on the commencement of the fifth (5th) year of service, vacation shall accumulate at the rate of one (1) hour of vacation credit for each thirteen (13.00) regular hours paid to a maximum of one hundred and fifty (150) hours.
- (c) Effective on the commencement of the fifteenth (15th) year of service, vacation shall accumulate at the rate of one (1) hour of vacation credit for each ten-point-four-zero (10.40) regular hours paid to a maximum of one hundred and eighty seven point five 187.5 hours.
- (d) Effective on the commencement on the twenty-fifth (25<sup>th</sup>) year of service vacation shall accumulate at the rate of one (1) hour of vacation credit for each 8.66 regular hours paid to a maximum of two hundred and twenty-five (225) hours.
- (e) Any employee currently receiving any greater benefit under this Article will not be reduced.

## **Section 2**

The following provisions shall be in addition to the numbered equivalent in the Collective Agreement:

- 9.01 (a)        The Employer shall provide two (2) fifteen (15) minute rest periods to employees on the (8) hour shift and three (3) fifteen (15) minutes rest periods to employees on a twelve (12) hour shift.

Termination of a twelve (12) hour shift rotation shall normally require an advance notice of sixty (60) calendar days by either party.



**MEMORANDUM OF AGREEMENT #36**

**JOB SHARING**

**BETWEEN:**

**~~Cape Breton District Health Authority (DHA 8)~~**

**AND**

**~~THE NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND  
GENERAL WORKERS UNION OF CANADA (CAW - CANADA)~~**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to Unifor members at the Nova Scotia Health Authority.**

**JOB SHARING DEFINITION: WHERE TWO EMPLOYEES SHARE A REGULAR ROTATION OF ONE FULL TIME POSITION-**

**The provisions of this memorandum of agreement will remain in place for those Unifor members who are actively enrolled in a job-sharing arrangement at the time of signing of this agreement and will remain in effect for those members until the conclusion of that job-sharing arrangement. Any job-sharing arrangements established after the signing of this agreement will fall under the terms of Article XX.**

- (1) Job sharing will only be authorized where operational requirements permit and the provision of services is not adversely affected.
- (2) Except for the cost of benefits provided for under the Collective Agreement, there shall be no added cost to the Employer resulting from any job sharing arrangement
- (3) With the cessation of a job sharing arrangement, the shared position will revert back to being a full time position. If management decides to end a job sharing position, 30 days notice is normally required, except in extra-ordinary circumstances.
- (4) **POSTING:** When an employee applies to job share and if management agrees, the available part of the position must be posted as a temporary job sharing agreement position, it must clearly indicate that it is covered under this job sharing agreement. The job sharing employees and/or management shall have 495 hours in which to cancel this job sharing position, at which time both would return to their former positions.
- (5) **HOURS OF WORK:** Scheduling will represent the division of a regular full time employee rotation. Shifts will be distributed as equitably as possible between two employees, based on the division of the full-time schedule. Employees may arrange the shifts between themselves, if desired, final schedule must be approved by Supervisor/Manager.
- (6) **EXTRA SHIFTS:** Employees who voluntarily reduce their hours of work to enter into a job sharing position have agreed to reduce their regular hours. Therefore, they are not eligible to pickup extra shifts until the shifts have been offered to the available permanent part time, temporary part time and casual employees.
- (7) Should a job sharing partner wish to discontinue the agreement, 30 days notice is normally required, except in the case of exceptional circumstances. The Employer shall replace the job sharing partner in accordance with Section # 4 above.

Where no replacement job sharing partner is found the following applies:

- (A) Where the employee who has decided to leave the job sharing agreement was the original regular full-time incumbent in the position, then the position is posted as a regular full-time position.
- (B) Where the employee who has decided to leave the job sharing agreement was the employee who applied to share the position with the original regular full-time employee, then the original incumbent is returned to regular full-time status.
- (8) Any reduction in hours of the original full-time position being shared will result in the termination of a job share position.
- (9) The position will be clearly identified as a temporary job sharing arrangement. Any new employees hired to fill a vacancy created by two employees entering into the temporary term job share arrangement shall be hired as a temporary employee.
- (10) **TERMINATION OF JOB SHARING AGREEMENT:** The Memorandum shall be in place for a 1 year trial, with a formal evaluation 9 months into the Agreement. This Memorandum may be canceled at any time, provided 30 day notice at the request of management or Unifor ~~union~~. If canceled, the employees shall return to their former positions.

**ALL PROVISION OF THE ~~CAW 4600~~ COLLECTIVE AGREEMENT WILL APPLY.**

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement by hand of their duly authorized officers, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**CAPE BRETON DISTRICT  
HEALTH AUTHORITY:**

**~~National Automobile, Aerospace,  
Transportation and General Workers  
Union of Canada (CAW-Canada),  
LOCAL 4600:~~**

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**MEMORANDUM OF AGREEMENT #37**

**RE: ASSIGNMENT OF FULL (SEVEN AND ONE- HALF (7.5) HOUR SHIFTS BLOOD  
COLLECTION, CAPE BRETON REGIONAL HOSPITAL**

**BETWEEN:**

**~~Cape Breton District Health Authority (DHA 8)~~**

**AND**

**~~THE NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND  
GENERAL WORKERS UNION OF CANADA (CAW - CANADA)~~**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to Unifor members at the Nova Scotia Health Authority.**

Whereas the Unions and Employer are party to a Collective Agreement in effect April 1, 2009 2014 to October 31, 2017 2014, the Parties agree to the following modifications to Article 9.05 (f) with respect to the assignment of shifts:

**Shifts that become available prior to the posting of the schedule:**

- (i) Available seven and one-half (7.5) hour shifts will be assigned to part-time employees working in phlebotomy according to seniority and on declared availability;
- (ii) If the most senior employee is working a three and three-quarter (3.75) hour shift, then s/he will be moved up to the seven and one-half (7.5) hour shift and the three and three-

quarter (3.75) shift will be assigned to the next senior available employee. If the next most senior employee isn't scheduled to work that day, they will be offered the three and three-quarter (3.75) hour shift;

(iii) If gaps still exist in the schedule, available shifts will be offered to casual employees.

**Shifts that become available after the posting of the schedule:**

(iv) Relief shifts (seven and one-half (7 .5) hours) that become available at least forty-eight (48) hours prior to the commencement of the relief shift will be offered by seniority;

(v) If the most senior employee is working a scheduled three and three-quarter (3.75) hour shift, then s/he will be offered the seven and one-half (7.5) hour shift, and the three and three-quarter (3.75) hour shift will be offered to the next available employee. If the next most senior employee is not scheduled to work that day, they will be offered the three and three-quarter (3.75) hour shift;

(vi) Remaining shifts will be offered to Casual employees;

(vii) Where relief shifts become available with less than forty-eight (48) hours notice, such relief shifts will be offered to available Part-time and Casual employees on an equitable basis.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement by hand of their duly authorized officers, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**CAPE BRETON DISTRICT  
HEALTH AUTHORITY:**

**National Automobile, Aerospace,  
Transportation and General Workers  
Union of Canada (CAW-Canada),  
LOCAL 4600:**

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**MEMORANDUM OF AGREEMENT #38**

**ADDITIONAL SHIFTS**

**BETWEEN:**

**~~Cape Breton District Health Authority (DHA 8)~~**

**AND**

**~~THE NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND  
GENERAL WORKERS UNION OF CANADA (CAW - CANADA)~~**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to Unifor members at the Nova Scotia Health Authority.**

30.01 All Part-Time employees shall indicate to the Employer in writing on the form annexed as Appendix "C" (or any revised form provided by the Employer) whether or not the employee is interested in the assignment of Additional Shifts beyond her or his designation as a percentage of full-time hours and their availability for such work. Only when the Part-Time Employee has expressed an interest, the Part-Time Employee may be assigned to Additional Shifts at their home department or, by mutual agreement between the employee and the Employer, at any other department.

Additional shifts will be awarded to available Part-Time employees on the basis of seniority within their home department.



Any changes to the availability of the Part-Time Employee must be requested in writing; such request is subject to approval by the Employer. Upon approval, the revised availability will come into effect for the next applicable posted schedule.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement by hand of their duly authorized officers, this \_\_\_\_ day of \_\_\_\_\_, 2012.

**CAPE BRETON DISTRICT  
HEALTH AUTHORITY:**

**National Automobile, Aerospace,  
Transportation and General Workers  
Union of Canada (CAW-Canada),  
LOCAL 4600:**

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**MEMORANDUM OF AGREEMENT #39**

**DEFERRED SALARY LEAVE PLAN**

~~Cape Breton District Health Authority (DHA 8)~~

~~AND~~

~~THE NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND  
GENERAL WORKERS UNION OF CANADA (CAW - CANADA)~~

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This deferred salary leave plan remains in effect for Unifor Members currently enrolled in a deferment plan or on an active deferred leave. Any Unifor Members who enter into deferred salary leave plans after the signing of this agreement will do so under Article XX of this Collective Agreement.**

**(a) *Purpose***

- (i) The Deferred Salary Leave Plan is established to afford Employees the opportunity of taking a self-funded leave of absence not to exceed twelve (12) consecutive months.
- (ii) When the leave of absence is taken for the purpose of permitting the full-time attendance of the Employee at a designated educational institution (within the meaning of subsection 118.6 (i) of the *Income Tax Act*) the leave shall not be for less than three (3) consecutive months and in any other case not less than six (6) consecutive months.

**(b) *Terms of Reference***

- (i) It is the intent of both the Union and the Employer that the quality and delivery of service to the public be maintained.

- (ii) A suitable replacement for the Employee on leave will be obtained where required, and the incumbents filling any position(s) temporarily vacated as a result of such leave will be subject to the provisions of the Collective Agreement.
- (iii) Approval of applications under this Plan is subject to operational requirements and will not be unreasonably denied. Any permitted discretion allowed under this Plan will not be unreasonably exercised.

**(c) *Eligibility***

Any Regular Employee is eligible to participate in the Plan except a Casual Employee.

**(d) *Application***

- (i) An Employee must make written application to his/her Chief Executive Officer or his/her delegate at least three (3) calendar months in advance, requesting permission to participate in the Plan. A shorter period of notice may be accepted if deemed appropriate by the CEO or his/her delegate. Entry date into the Plan for deductions must commence at the beginning of a pay period.
- (ii) Written acceptance or denial of the request, with explanation, shall be forwarded to the Employee within two (2) calendar months of receipt of the written application.
- (iii) If after operational requirements are considered there is a conflict between two or more Employees, that conflict will be resolved on the basis of seniority.

**(e) *Leave***

- (i) The period of leave as provided in the Income Tax Regulations will be a period from six (6) to twelve (12) consecutive months except in the case of educational leave where the minimum period is three (3) months.
- (ii) On return from leave, the Employee will be assigned to his/her same position unless:
  - (a) such position no longer exists, in which case, the Employee will be governed by the appropriate provisions of the Collective Agreement between CAW and the applicable Employer, or
  - (b) the Employee has accepted alternate employment with the Employer (eg. a promotion).
- (iii) Sub-section 6801 (i) (v) of the Income Tax Regulations states that after the leave the Employee is to return to his/her regular employment with the Employer or an Employer that participates in the same or a similar arrangement after the leave of absence for a period that is not less than the period of the leave of Absence.

**(f) *Payment Formula and Leave of Absence***

The payment of salary, benefits and the timing of the period of leave shall be as follows:

- (i) During the deferral period of the Plan, preceding the period of the leave, the Employee will be paid a reduced percentage of his/her salary. The remaining

percentage of salary will be deferred and placed in a trust account. The accumulated amount plus the interest earned shall be retained for the Employee in trust by the Employer to finance the period of leave. The money will not be accessible to the Employee until the leave period except as provided in Section (h).

- (ii) Income Tax and Canada Pension Plan contributions are to be withheld from the gross salary less the deferred amounts during the deferral period and from the deferred amounts when paid to the Employee during the period of leave. Employment Insurance premiums are to be based on the Employee's gross salary during the period of the deferral and no premiums are to be withheld from the deferred amounts when paid.
- (iii) The calculation of interest under the terms of this Plan shall be done monthly (not in advance). The Employer will consult with the financial institution maintaining the trust account to provide a rate of interest which is reflective of the nature of this plan. (eg. averaging the interest rates in effect on the last day of each calendar month for: a true savings account, a one (1) year term deposit, a three (3) year term deposit and a five (5) year term deposit). The rates for each of the accounts identified shall be those quoted by the financial institution maintaining the trust account. Interest shall be based upon the average daily balance of the account and credited to the Employee's account on the first day of the following calendar month. Even though the interest is accrued and is not paid to the Employee until the period of leave, it must be reported as income on the Employee's T4 and is subject to tax withholdings in the taxation year it is earned during the deferral period.
- (iv) A yearly statement of the value of the Employee's trust account specifying the deferred amount and interest earned will be sent to the Employee, by the Employer.
- (v) The maximum length of the deferral period (the term during which the Employee has pay withheld to fund the leave period) will be six (6) years and the maximum deferred amount will be 33 1/3% of annual salary. The maximum length of any contract under the Plan will be seven (7) years.
- (vi) The Employee may arrange for any length of deferral period in accordance with the provisions set out under (f)(v).
- (vii) All deferred salary plus accrued interest shall be paid to the Employee at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Employee and the Employer.

**(g) *Benefits***

- (i) Deferral of salary will not alter the Employee's employment status. While the Employee is enrolled in the Plan prior to the period of leave, any benefits related to salary level shall be structured according to the salary the Employee would have received had he/she not been enrolled in the Plan.
- (ii) An Employee's benefits will, at the his/her option, and subject to the specific provisions of the Plan(s) text, be maintained by the Employer during the Employee's leave of absence, however, all premium costs for such benefits shall be paid by the Employee during the leave.

- (iii) While on leave, any benefits related to salary level shall be structured according to the salary the Employee would have received in the year prior to taking the leave had he/she not been enrolled in the Plan.
- (iv) Subject to the provisions of the Pension Plan text, Pension Plan contributions shall continue during the leave period with the Employee and Employer each contributing its share and the period of leave shall be a period of pensionable service.
- (v) Pension Plan deductions shall be made on the salary the Employee would have received had he/she not entered the Plan or gone on leave.
- (vi) Sick leave will not be earned during the period of leave, however, accumulated sick leave to the commencement of the leave period will accrue to the Employee upon his/her return from the leave.
- (vii) The period of leave will be a period of service for the accumulation rate for retirement allowance and vacation.
- (viii) Vacation credits will not be earned during the period of leave; however, vacation earned up to the date of the deferred leave but unable to be taken prior to the date of the commencement of the leave period, will accrue to the Employee upon the Employee's return from the leave.
- (ix) Throughout the period of the leave of absence the Employee shall not receive any salary or wages from the Employer, or from any other person or partnership with whom the Employer does not deal at arm's length, other than
  - (A) the amount by which the Employee's salary or wage under the arrangement was deferred;
  - (B) the reasonable fringe benefits that the Employer usually pays into or on behalf of the Employee.

**(h) *Withdrawal***

- (i) An Employee may withdraw from the Plan in unusual or extenuating circumstances, such as, but not limited to, financial hardship, serious illness or disability, family death or serious illness, or termination of employment. Withdrawal must be submitted in writing, detailing the reason(s) therefore, as soon as possible prior to the commencement of the leave.
- (ii) An Employee who is laid-off or has his/her employment terminated during the deferral period may withdraw from the Plan or leave the accumulated contributions plus interest in the fund pending the exhaustion of recall rights or possibility of reinstatement. In such case the Employer will continue as trustee for the deferred fund notwithstanding any termination of the employment relationship.
- (iii) In the event of withdrawal, the Employee shall be paid a lump sum equal to any monies deferred plus accrued interest. Repayment shall be made as soon as possible but not later than sixty (60) calendar days of withdrawal from the Plan.

(iv) Should an Employee die while participating in the Plan, any monies accumulated plus interest accrued at the time of death shall be paid to the Employee's estate as soon as possible, but not later than two (2) pay periods following notice being given to the Employer.

(i) ***Written Contract***

(i) All Employees will be required to sign the approved contract (annexed hereto) before enrolling in the Plan. The contract will set out all other terms of the Plan in accordance with the provisions set out herein.

(ii) Once entered into, the contract provisions concerning the percentage of salary deferred and the period of leave may be amended by mutual agreement between the Employee and Employer subject to the Section f (v) of this Plan.



\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
CEO or Delegate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Human Resources

\_\_\_\_\_  
Date



**MEMORANDUM OF AGREEMENT #40**

**EMPLOYEES WHO WORK ON THE MOBILE MAMMOGRAPHY UNIT**

**BETWEEN:**

~~Cape Breton District Health Authority (DHA 8)~~

**AND**

~~THE NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND  
GENERAL WORKERS UNION OF CANADA (CAW - CANADA)~~

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to Unifor members at the Nova Scotia Health Authority.**

The Parties hereto agree to the following terms and conditions as a revision of the Collective Agreement in effect between April 1, ~~2009~~ **2014** to October 31, ~~2014~~ **2017**. The terms and conditions referred to in this document cover members of the bargaining unit while working in the Mobile Mammography Unit.

1. Employees will be paid \$1.00 per hour premium for every hour actually worked on the Mobile Unit and for those paid hours directly associated with work on the Mobile Unit.

When working outside the Complex:

2. Mileage will be paid in accordance with the Employer's travel policy when the employee is required to use their personal vehicle away from their home site.

3. Employees will be entitled to one (1) long distance phone call per day when traveling with the Unit.
4. Employees will be provided with a meal allowance in accordance with the Employer's travel policy.
5. Where overnight accommodation is authorized, employees may claim incidental expenses to a limit of \$4.00 per day.
6. Employees may have separate accommodations when away on the Mobile.
7. Employees will be provided with a cell phone for work related purposes when travelling outside the Cape Breton Health Care Complex.

**Staffing the Mobile Mammography Unit:**

Technologists from the Diagnostic Mammography Unit are encouraged to rotate with the staff from the Mobile Breast Screening Service in order to gain experience in all aspects of mammography. Technologists from Diagnostic Mammography who do not wish to participate in this rotation will be excluded from this request, or opt out at any time from the rotation.

Any Technologist assigned to the Mobile Breast Screening Unit shall be placed on a trial period for twelve (12) months commencing on the date that the unit is operational. Conditional on satisfactory service, such trial shall become permanent after the period of twelve (12) months.

This Memorandum of Agreement shall remain in effect unless one party gives to the other party not less than sixty (60) calendar days' notice of its intention to terminate this Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement by hand of their duly authorized officers, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**CAPE BRETON DISTRICT  
HEALTH AUTHORITY:**

**~~National Automobile, Aerospace,  
Transportation and General Workers  
Union of Canada (CAW-Canada),  
LOCAL 4600:~~**

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**MEMORANDUM OF UNDERSTANDING #41**

**UNIFOR PART-TIME EMPLOYEES – AVAILABILITY**

**BETWEEN:**

**~~Cape Breton District Health Authority (DHA 8)~~**

**AND**

**~~THE NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND  
GENERAL WORKERS UNION OF CANADA (CAW – CANADA)~~**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA applies to Unifor members at the Nova Scotia Health Authority.**

**~~(Article 30) – CAW Unifor Collective Agreement~~**

Name: \_\_\_\_\_ Dept/Program: \_\_\_\_\_

Position/Classification: \_\_\_\_\_ Site: \_\_\_\_\_

**Article 39 requires each regular part-time employee to indicate their availability and commitment to perform Additional Shifts for the Employer.**

**To fulfill the requirement of Article 30, please enter the following information:**

**A. Your current Full Time Equivalent (“FTE”) status is \_\_\_\_\_ (\_\_\_\_\_ hours bi-weekly).**

**Select B or C below**

**B.** \_\_\_\_\_ I am available to work up to an additional \_\_\_\_\_ scheduled hours per pay period.

Total Regular Scheduled Hours (ie. as per FTE Status) Plus Maximum Available Hours \_\_\_\_\_ *(Not to exceed 75 hours per bi-weekly pay period)*

**OR**

**C.** \_\_\_\_\_ I am not available to work additional hours beyond my FTE status.

**Article 30 requires each regular part-time employee to indicate their availability to perform Relief Shifts for the Employer.**

**D.** \_\_\_\_\_ After the posted schedule, I am available for Relief Shifts.

**I understand my Employer can assign me to work the hours set out in Sections B at straight time rates except where overtime is required as per Article 31.01 (d). My Employer can also offer me Relief Shifts after the schedule has been posted under Section D.**

**Any periods of unavailability for the Part-Time Employee must be requested in writing; such request is subject to approval by the Employer. Upon approval, the revised availability will come into effect for the next applicable posted schedule.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Employer  
per \_\_\_\_\_

\_\_\_\_\_  
Date

**CC: Employee**

NOTE: This form is subject to revision by the Employer

**MEMORANDUM OF AGREEMENT #42**

**UNIFOR RETIREE BENEFITS**

**BETWEEN:**

~~Cape Breton District Health Authority (DHA 8)~~

**AND**

~~THE NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND  
GENERAL WORKERS UNION OF CANADA (CAW - CANADA)~~

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**The retiree benefits outlined in this appendix will remain in effect for any Unifor members who retired under the terms of this appendix before the date of signing of this agreement. All Unifor members who retire on or after the date of signing of this collective agreement will be provided with retiree benefits as outlined in Article XX of this Collective Agreement.**

Effective the date of ratification, the Employer agrees to provide a monthly amount towards the monthly premium cost equal to 65% of the cost of the premiums in effect as of the date of ratification of the current NSAHO Retiree Health Plan for those employees who retire on or after April 1, 2006 and who meet the eligibility requirements as outlined below.

The payment will be provided to supplement the monthly premium payment of the retiree for each month that the retiree is enrolled in the NSAHO Retiree Health Plan up to and including the month that the retiree reaches the age of 65. When the retiree reaches the age of 65 and becomes eligible for Pharmacare coverage, the Employer supplement will cease and the retiree will be responsible for the full cost of the premiums if he/she chooses to remain in the plan at that time.

Persons who retired between April 1, 2006 and the signing date of this Collective Agreement and opted at retirement to participate in the NSAHO Retiree Health Plan will be reimbursed for the contributions set out above.

Persons who retired between April 1, 2006 and the signing date of this Collective Agreement and opted at retirement not to participate in the NSAHO Retiree Health Plan, will be notified of the availability of an Employer contribution toward premiums. Such retirees will have 60 days from the date such notification is sent by the Employer to apply to participate in the plan. Participation will be subject to the retiree meeting the eligibility requirements of the plan. Employer contributions will commence upon the retiree's acceptance into the plan.

#### Eligibility

To be eligible for the Employer supplement, an employee must be enrolled in the NSAHO employee Health Plan prior to retirement, meet the eligibility requirements of the NSAHO Retiree Health Plan and must meet the following criteria:

1. The employee must retire with an unreduced pension in accordance with the terms of the NSAHO Pension Plan; and
2. The employee must have at least fifteen (15) years of service with the Employer at the time of retirement.

At retirement the employee must elect to enroll in the NSAHO Retiree Health Plan and elect single or family coverage in accordance with the terms and eligibility of the plan. This supplement to the premiums of the NSAHO Retiree Benefit Plan is only available to employees who are actively employed on or after April 1, 2006.

**MEMORANDUM OF AGREEMENT #43**

**RE: UNIFOR MEMBERS RURAL SITE EMPLOYEES WITH RESPONSIBILITIES ON  
TWO SITES**

~~Cape Breton District Health Authority (DHA 8)~~

**AND**

~~THE NATIONAL AUTOMOBILE, AEROSPACE, TRANSPORTATION AND  
GENERAL WORKERS UNION OF CANADA (CAW - CANADA)~~

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This MOA affects Unifor members at the NSHA.**

1. Effective April 1, 2009 and each year on a go forward basis. The **Employer** ~~District~~ will provide an additional two weeks pay to be placed in the employees' time in lieu bank, in recognition for time spent traveling between sites as defined by their position. The hours accumulated in the time in lieu banks may be used to substitute regular hours for approved time off only, no payouts will be permitted.
2. The two weeks time in lieu is incumbent upon the employee working full time hours for the year, hours worked on a part time basis will be paid on a prorated basis.
3. This Agreement will be applicable to 4 positions only:



OT between Inverness and Cheticamp Employee:  
OT between Neils Harbour and Baddeck Employee:  
Pharmacy Tech Neils Harbour and Baddeck Employee:  
Social Worker Neils Harbour and Baddeck Employee:

4. This Agreement is for Present Incumbents Only, should any of these individuals leave their positions or if any of the positions become designated to one site only, the terms and conditions of this agreement shall no longer apply.
5. The employees would have to arrive and depart from their work sites at the normal start and end shift times, or other hours as agreed to by the facility manager.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by hand of their duly authorized officers, this \_\_\_\_ day of \_\_\_\_\_, 2012.

~~CAPE BRETON DISTRICT  
HEALTH AUTHORITY:~~

~~National Automobile, Aerospace,  
Transportation and General Workers  
Union of Canada (CAW-Canada),  
LOCAL 4600:~~

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**MEMORANDUM OF AGREEMENT #44**  
**NSNU DEFERRED SALARY LEAVE PLAN**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**This deferred salary leave plan remains in effect for NSNU Members currently enrolled in a deferment plan or on an active deferred leave. Any NSNU Members who enter into deferred salary leave plans after the signing of this agreement will do so under Article XX of this Collective Agreement.**

**(a) *Purpose***

- (i) The Deferred Salary Leave Plan is established to afford Nurses the opportunity of taking a self-funded leave of absence not to exceed twelve (12) consecutive months.
- (ii) When the leave of absence is taken for the purpose of permitting the full-time attendance of the Nurse at a designated educational institution (within the meaning of subsection 118.6 (i) of the *Income Tax Act*) the leave shall not be for less than three (3) consecutive months and in any other case not less than six (6) consecutive months.

**(b) *Terms of Reference***

- (i) It is the intent of both the Unions and the Employer that the quality and delivery of service to the public be maintained.
- (ii) A suitable replacement for the Nurse on leave will be obtained where required, and the incumbents filling any position(s) temporarily vacated as a result of such leave will be subject to the provisions of the collective agreement.
- (iii) Approval of applications under this Plan is subject to operational requirements and will not be unreasonably denied. Any permitted discretion allowed under this Plan will not be unreasonably exercised.

**(c) *Eligibility***

Any Regular (i.e., not applicable to a Casual Nurse) Nurse is eligible to participate in the Plan.

**(d) *Application***

- (i) A Nurse must make written application to his/her Chief Executive Officer or his/her delegate at least three (3) calendar months in advance, requesting permission to participate in the Plan. A shorter period of notice may be accepted if deemed appropriate by the CEO or his/her delegate. Entry date into the Plan for deductions must commence at the beginning of a pay period.
- (ii) Written acceptance or denial of the request, with explanation, shall be forwarded to the Nurse within two (2) calendar months of receipt of the written application.
- (iii) If after operational requirements are considered there is a conflict between two or more Nurses, that conflict will be resolved on the basis of Seniority.

**(e) *Leave***

- (i) The period of leave as provided in the Income Tax Regulations will be a period from six (6) to twelve (12) consecutive months except in the case of educational leave where the minimum period is three (3) months.
- (ii) On return from leave, the Nurse will be assigned to his/her same position unless:
  - (a) such position no longer exists, in which case, the Nurse will be governed by the appropriate provisions of the collective agreement between NSNU and the applicable employer, or
  - (b) the Nurse has accepted alternate employment with the employer (eg. A promotion)
- (iii) Sub-section 6801 (i) (v) of the Income Tax Regulations states that after the leave the Nurse “is to return to his/her regular employment with the employer or an employer that participates in the same or a similar arrangement after the leave of absence for a period that is not less than the period of the leave of absence.”

**(f) *Payment Formula and Leave of Absence***

The payment of salary, benefits and the timing of the period of leave shall be as follows:

- (i) During the deferral period of the Plan, preceding the period of the leave, the Nurse will be paid a reduced percentage of his/her salary. The remaining percentage of salary will be deferred and placed in a trust account. The accumulated amount plus the interest earned shall be retained for the Nurse in trust by the Employer to finance the period of leave. The money will not be accessible to the Nurse until the leave period except as provided in Section (h).

- (ii) Income Tax and Canada Pension Plan contributions are to be withheld from the gross salary less the deferred amounts during the deferral period and from the deferred amounts when paid to the Nurse during the period of leave. Employment Insurance premiums are to be based on the Nurse's gross salary during the period of the deferral and no premiums are to be withheld from the deferred amounts when paid.
- (iii) The calculation of interest under the terms of this Plan shall be done monthly (not in advance). The Employer will consult with the financial institution maintaining the trust account to provide a rate of interest which is reflective of the nature of this plan. (eg. Averaging the interest rates in effect on the last day of each calendar month for: a true savings account, a one (1) year term deposit, a three (3) year term deposit and a five (5) year term deposit). The rates for each of the accounts identified shall be those quoted by the financial institution maintaining the trust account. Interest shall be based upon the average daily balance of the account and credited to the Nurse's account on the first day of the following calendar month). Even though the interest is accrued and is not paid to the Nurse until the period of leave, it must be reported as income on the Nurses's T4 and is subject to tax withholdings in the taxation year it is earned during the deferral period.
- (iv) A yearly statement of the value of the Nurse's trust account specifying the deferred amount and interest earned will be sent to the Nurse, by the employer.
- (v) The maximum length of the deferral period (the term during which the Nurse has pay withheld to fund the leave period) will be six (6) years and the maximum deferred amount will be 33 1/3% of annual salary. The maximum length of any contract under the Plan will be seven (7) years.
- (vi) The Nurse may arrange for any length of deferral period in accordance with the provisions set out under (f)(v).
- (vii) All deferred salary plus accrued interest shall be paid to the Nurse at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Nurse and the Employer.

**(g) Benefits**

- (i) Deferral of salary will not alter the Nurse's employment status. While the Nurse is enrolled in the Plan prior to the period of leave, any benefits related to salary level shall be structured according to the salary the Nurse would have received had he/she not been enrolled in the Plan.
- (ii) A Nurse's benefits will, at his/her option, and subject to the specific provisions of the Plan(s) text, be maintained by the Employer during the Nurse's leave of absence, however, all premium costs for such benefits shall be paid by the Nurse during the leave.

- (iii) While on leave, any benefits related to salary level shall be structured according to the salary the Nurse would have received in the year prior to taking the leave had he/she not been enrolled in the Plan.
- (iv) Subject to the provisions of the Pension Plan text, Pension Plan contributions shall continue during the leave period with the Nurse and Employer each contributing its share and the period of leave shall be a period of pensionable Service.
- (v) Pension Plan deductions shall be made on the salary the Nurse would have received had he/she not entered the Plan or gone on leave.
- (vi) Sick leave will not be earned during the period of leave, however, accumulated sick leave to the commencement of the leave period will accrue to the Nurse upon his/her return from the leave.
- (vii) The period of leave will be a period of Service for the accumulation rate for retirement allowance and vacation.
- (viii) Vacation credits will not be earned during the period of leave; however, vacation earned up to the date of the deferred leave but unable to be taken prior to the date of the commencement of the leave period, will accrue to the Nurse upon the Nurses' return from the leave.
- (ix) Throughout the period of the leave of absence the Nurse shall not receive any salary or wages from the Employer, or from any other person or partnership with whom the Employer does not deal at arm's length, other than
  - (A) the amount by which the Nurse's salary or wage under the arrangement was deferred;
  - (B) the reasonable fringe benefits that the Employer usually pays into or on behalf of the Nurse.

**(h) *Withdrawal***

- (i) A Nurse may withdraw from the Plan in unusual or extenuating circumstances, such as, but not limited to, financial hardship, serious illness or disability, family death or serious illness, or termination of employment. Withdrawal must be submitted in writing, detailing the reason(s) therefore, as soon as possible prior to
- (ii) A Nurse who is laid-off or has his/her employment terminated during the deferral period may withdraw from the Plan or leave the accumulated contributions plus interest in the fund pending the exhaustion of recall rights or possibility of reinstatement. In such case the employer will continue as trustee for the deferred fund notwithstanding any termination of the employment relationship.
- (iii) In the event of withdrawal, the Nurse shall be paid a lump sum equal to any monies deferred plus accrued interest. Repayment shall be made as soon as possible but not later than sixty (60) calendar days of withdrawal from the Plan.

- (iv) Should a Nurse die while participating in the Plan, any monies accumulated plus interest accrued at the time of death shall be paid to the Nurse's estate as soon as possible, but not later than two pay periods following notice being given to the employer.

**(i) *Written Contract***

- (i) All Nurses will be required to sign the approved contract (annexed hereto) before enrolling in the Plan. The contract will set out all other terms of the Plan in accordance with the provisions set out herein.
- (ii) Once entered into, the contract provisions concerning the percentage of salary deferred and the period of leave may be amended by mutual agreement between the Nurse and Employer subject to the section f (v) of this Plan.

**APPENDIX "D"**

**DEFERRED SALARY PLAN APPLICATION AND CONTRACT**

**NURSE NAME:**

\_\_\_\_\_

**ORGANIZATION:**

\_\_\_\_\_

**NURSE I.D.:**

\_\_\_\_\_

**JOB TITLE/CLASS AND STEP/BIWEEKLY SALARY:**

\_\_\_\_\_

I have read the terms and conditions of the Deferred Salary Plan and hereby agree to enter the Plan subject to said terms and conditions.

**APPLICATION**

(i) I wish to enroll in the Deferred Salary Plan with salary deferral commencing with the \_\_\_\_\_ to \_\_\_\_\_ pay period and continue for a \_\_\_\_ year period.  
(y/m/d) (y/m/d)

(ii) I shall take my leave of absence from \_\_\_\_\_ to \_\_\_\_\_.  
(y/m/d) (y/m/d)

**FINANCIAL ARRANGEMENTS**

The financing of my participation in the Deferred Salary Plan shall be according to the following schedule:

(i) I wish to defer a percentage of each of my salary payments for the next \_\_\_\_ years in accordance with this schedule:

Months _____%	Months _____%	Months _____%
Months _____%	Months _____%	Months _____%.

(ii) Annually, the Employer shall provide me with a statement of the status of my account.

(iii) All deferred salary plus interest held in trust shall be paid to the Nurse at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Nurse and the Employer.

**ADDITIONAL COMMENTS**

**CONTRACT APPROVAL**

\_\_\_\_\_  
Nurse's Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
CEO or Delegate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Human Resources

\_\_\_\_\_  
Date



**MEMORANDUM OF AGREEMENT #45**

**NSNU JOB SHARE**

**BETWEEN:**

**NOVA SCOTIA HEALTH AUTHORITY**

**(The Employer)**

**AND:**

**THE NOVA SCOTIA COUNCIL OF HEALTH CARE UNIONS**

**(The Unions)**

**The provisions of this memorandum of agreement will remain in place for those NSNU members who are actively enrolled in a job-sharing arrangement at the time of signing of this agreement and will remain in effect for those members until the conclusion of that job-sharing arrangement. Any job-sharing arrangements established after the signing of this agreement will fall under the terms of Article XX.**

**ARTICLE 27: JOB SHARING**

**1. ~~27.00~~** Nurses may be permitted to enter into a job sharing arrangement of a Full-Time position with the Employer, whereby the job sharing partners combine regular hours of work to fulfill the requirements of the position. Casual Nurses shall be permitted to participate in a job share arrangement but not be permitted to initiate the proposal for a job share arrangement.

**2. ~~27.01~~** Job sharing partners shall be classified as Temporary Part-Time Nurses pursuant to the terms and conditions of the Agreement.

**Originating of Job Sharing Request**

**3. ~~27.02~~** A Full-Time Nurse must complete a written job sharing schedule application and submit this to the Nurse's Immediate Manager for approval. This proposal shall include, but not be limited to, the following:

- (a)** Duration - for a specified duration (not to exceed one (1) year).
- (b)** A description of the requested work/schedule allocation and the arrangement of hours of work and the full-time equivalent designation to fulfill the requirements of the shared position.
- (c)** Where operational requirements permit, a job sharing proposal shall not be unreasonably denied. In the event the Employer has certain concerns about a job sharing proposal, an

Employer Representative shall discuss the concerns with the job sharing applicant. As a result of the discussion, the job share applicant may choose to revise the application for job sharing.

### **Recruitment for Job Sharing Partner**

**4. ~~27.03~~** All specifics associated with the job sharing opportunity shall be posted at the site where the job sharing opportunity is originating, ~~in accordance with Article(s) 12.00, 12.02 through 12.09 (inclusive)~~. If there is no Nurse from the site interested in the job sharing opportunity, it shall be posted on a Bargaining Unit wide basis.

**5. ~~27.04~~** Where more than one Nurse is interested in the job opportunity, the job sharing partner shall be chosen in accordance with ~~Article 12.11~~.

**6. ~~27.05~~** Should no Bargaining Unit Nurse be interested in the job sharing partner opportunity, the Employer will assess the practicality of recruitment outside of the Bargaining Unit. 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.

**7. ~~27.06~~** If no suitable job sharing partner is found, the applicant Full-Time Nurse (the Nurse who originated the job sharing request) will remain in the Nurse's previous position and the recruitment process concludes.

### **Notice to Discontinue**

**8. ~~27.07~~** Upon the expiry of a job sharing arrangement, the Nurses will be returned to the same or equivalent Regular Positions as held prior to the job share arrangement.

**9. ~~27.08~~** Each job sharing arrangement shall remain in effect for the specified term or until the Employer or one or more of the job sharing partners provides thirty (30) days notice of their request to discontinue the job sharing arrangement or the Parties mutually agree to extend the arrangement. In the event that the Nurses and the Immediate Manager agree to extend the term of a Temporary Job Share for a further specified duration (not to exceed one (1) year), the Union members of the Bargaining Unit Grievance and Labour Management will be so informed.

**10. ~~27.09~~** Should a job sharing partner wish to discontinue the arrangement, the Employer shall replace the job sharing partner in accordance with Articles 27.03 and 27.04 above. Where no replacement job sharing partner is found, then the Nurse will be returned to the same or equivalent position held prior to the job share arrangement.

### **Terms of Job Sharing Arrangements**

**11. ~~27.10~~** The job sharing partners shall propose the arrangement of hours of work to fulfill the requirements of the shared Full-Time position in accordance with the terms of the Agreement. These terms may change throughout the period of the job sharing arrangement and will be subject to Employer approval. The Employer shall not unreasonably deny such changes.

**12. ~~27.11~~** Job sharing Nurses will be paid for hours worked during the pay period.

**13. ~~27.12~~** A job sharing partner, including those who have not indicated an increase in availability under Article 7.20, may be required to be available on forty-eight (48) hours notice, to work any absences of their partner when a qualified alternate replacement is not available. Such time worked after the forty-eight (48) hours notice period shall not constitute overtime.

**Applicability**

**14. ~~27.13~~** This Article shall apply to all Nurses currently in job sharing arrangements.

**15. ~~27.14~~** However, Regular Part-Time Nurses currently filling permanent job sharing arrangement shall abide by the following:

- (a) With thirty (30) days notice, the Employer may discontinue a permanent job sharing arrangement. In this event, the Regular Part-Time Nurse(s) in the job sharing arrangement on a permanent basis will maintain part-time status and be assigned to a position(s) of equivalent hours. The Employer will make every reasonable effort to continue job sharing arrangements.
- (b) A job sharing Nurse shall provide thirty (30) days notice of the intention to leave the job sharing arrangement. The Employer shall attempt to replace the departing job sharing partner(s). Where no replacement job sharing partner is available, the Employer will provide the remaining job sharing partner(s) with a part-time position of equivalent hours.