

COLLECTIVE AGREEMENT

BETWEEN

ROYAL CITY MANOR

- AND -

THE BRITISH COLUMBIA NURSES' UNION

TERM OF AGREEMENT

SEPTEMBER 1, 2007 – NOVEMBER 30, 2010



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## ARTICLE 1 — DEFINITIONS

**Bargaining Unit** is the unit comprised of all employees of the Employer described in Article 4.01: Union Recognition.

**Calendar year** means a period of twelve (12) consecutive months commencing on the first (1st) of January.

**Certification** means the Certification awarded by the Labour Relations Board of British Columbia (or any succeeding Legislative body) to the British Columbia Nurses' Union.

**Common-Law Spouse** means one of two (2) people who have co-habitated as spousal partners for a period of not less than six (6) months.

**Demotion** means a move from one position to another position with a lower salary.

**Discipline** means any verbal or written warning of censure, reprimand or adverse report.

**Employee** means any person covered by the Certification awarded by the Labour Relations Board of British Columbia (or any succeeding Acts) to the British Columbia Nurses' Union.

**Employer** means Royal City Manor.

**Evening Shift** means a shift in which the major portion occurs between 1530 and 2330 hours.

**Increment Step** means the annual graduation of hourly/monthly wages within a classification as set out in Article 47: Wage Payment and Schedules.

**Night Shift** means a shift in which the major portion occurs between 2330 hours and 0730 hours.

**Registered Nurse** means a nurse who is a graduate of an approved nursing program recognized by the College of Registered Nurses of B.C. or the College of Registered Psychiatric Nurses' of B.C., and who is either:

- (i) currently licensed with one of the Colleges; or
- (ii) in receipt of a temporary licence from one of the Colleges prior to licensure; or
- (iii) in receipt of an interim permit from one of the Colleges prior to registration.

**Promotion** means a move from one position to another position with a higher salary.

**Regular Pay, Normal Pay, or Salary** means the pay step in the pay scale applicable to an employee exclusive of all allowances and premium payments.

**Shift** means the normal working hours scheduled for each employee which occur in any twenty-four (24) hour period.

**Shift Pattern** means the combination of days worked and days off.

**Sickness** means sickness and non-compensable accidents.

**Steward** means an employee, within the Employer's service, elected or appointed by the Union or its members to represent the Union and its members.

**Transfer** means a move from one position to another position with the same salary.

**Union** means the British Columbia Nurses' Union (B.C.N.U.).

**Union Representative** means a paid employee of the Union.

**Year** means a period from any given date in one month to the immediately preceding date twelve (12) months later.

## **ARTICLE 2 — PREAMBLE**

### **2.01 Purpose of Agreement**

The purpose of this Agreement is to maintain a harmonious relationship between the Employer, its employees, and the Union, and to set forth those terms and conditions of employment affecting employees covered by the Agreement.

### **2.02 Resident Care**

The parties to this Agreement share a desire to provide quality resident care, to maintain professional standards and to promote the well-being and increased efficiency of employees, so that the residents will be well and effectively served.

## **ARTICLE 3 — EMPLOYER'S RIGHTS**

### **3.01**

The Union acknowledges that the Management and direction of employees in the Bargaining Unit is retained by the Employer, except as this Agreement otherwise specifies.

### **3.02**

Employees shall be governed by written policies adopted by the Employer as publicized on bulletin boards or by general distribution, provided such policies are not in conflict with the provisions of this Agreement.

## **ARTICLE 4 — UNION RECOGNITION, RIGHTS AND SECURITY**

### **4.01 Union Recognition**

- A) The Employer recognizes the Union as the exclusive bargaining agent for all employees for whom the Union has been certified, and this agreement applies to those employees who are included within the Bargaining Unit for which the Union is the certified bargaining agent.
- B) The Employer agrees not to contract out Bargaining Unit work to any outside agency or individual that will result in the layoff of employees within the Bargaining Unit.

- C) To the extent that Licensed Practical Nurses are utilized within their scope of practice in nursing homes, the Employer undertakes that the utilization of LPN's will not be the cause of layoffs of RN's.

#### **4.02 Scope of Agreement**

This Agreement applies to all employees of the Employer who are included within the Bargaining Unit for which the Union is the certified bargaining agent.

#### **4.03 Bulletin Board**

The Employer will provide space on bulletin boards for the use of the Union.

#### **4.04 Individual Agreement**

The Employer agrees not to enter into any agreement or contract with the employees covered by this Agreement individually or collectively which in any way conflicts with the terms and provisions of this Agreement.

#### **4.05 New Employee Orientation**

At the time of hire, the Employer will provide the new employee with a copy of the Collective Agreement and the names of the Stewards.

The Employer and the Union desire every employee to be familiar with the provisions of this Agreement and the employee's rights and obligations under it. For this reason, within four (4) months from the date of signing of this Agreement, the Employer shall provide sufficient copies of the Agreement for distribution to employees.

#### **4.06**

The Employer will provide the Union with a monthly list of new and terminated employees (if applicable at that month) and the list shall specify the status of the employees.

#### **4.07 Union Representative Visits**

The Union representative shall inform the Employer of their presence prior to meeting with employees to conduct Union business at the Employer's premises. The visit of the Union representative will not interfere with the normal operations of the home, and that representative will contact the Employer in this regard.

#### **4.08 Stewards**

The Employer agrees to recognize two (2) employees who are designated as Stewards by the Union to act on behalf of employees.

#### **4.09**

The names of the Stewards will be supplied to the Employer by the Union and the Employer will be advised by the Union, in writing, of any changes in that list.

#### **4.10**

Stewards will be entitled to reasonable time while on duty, without loss of salary and benefits, to perform duties that include, but are not limited to the following:

- i) Investigating complaints of an urgent matter, and
- ii) Investigating grievances, and

- iii) Assisting employees in presenting a grievance in accordance with the grievance procedures, and
- iv) Supervising ballot boxes and other related functions during ratification votes, and
- v) Attending meetings called by management; and
- vi) Accompanying employees at meetings of a disciplinary nature, and
- vii) Meeting with new employees as a group during the orientation program.

#### **4.11**

The Stewards must obtain consent of the Supervisor prior to leaving the work station. Such consent will not be unreasonably withheld. The Stewards will make every endeavour to complete their business in as short a time as possible and will advise the Supervisor, if present, of their return to the work station.

#### **4.12**

The Stewards will not unduly interrupt normal operations of the home.

#### **4.13**

Employees shall have the option of having a shop steward present during meetings of a disciplinary nature with the Employer. The exercise of this option shall not result in undue delay in the holding of such meetings.

#### **4.14 Union Shop**

- A) From February 8, 1993, employees covered by the certificate of bargaining authority, who are members of the Union, shall maintain membership in good standing as a condition of continuing employment.

All employees who are covered by the certificate of bargaining authority shall, as a condition of continuing employment, authorize a deduction from their pay cheques of the amount of Union dues, levies, and assessments payable to the Union by a member of the Union.

- B) From February 8, 1993, all employees who are brought within the Bargaining Unit, including newly-hired employees, shall become members of the Union within thirty (30) calendar days after their initial date of employment in the Bargaining Unit and shall maintain membership in good standing as a condition of continuing employment.

Such employees shall, as a condition of continuing employment, authorize the deduction from their pay cheques of the amount of the initiation fee, Union dues, levies, and assessments payable to the Union by a member of the Union. This deduction shall commence when the Employer is notified by the Union to commence such deductions.

- C) Upon receipt by the Employer of written advice from the Union, employees who fail to maintain the authorization for a deduction from their pay cheques of the amount of initiation fees, Union dues, levies, and assessments, as required in A) and B) above, shall be terminated by the Employer from their employment, if directed so through a legal entity such as the Labour Relations Board or Court.

#### **4.15 Union Induction**

The Employer agrees to sign into the Union all new employees whose jobs are in the Bargaining Unit, in accordance with the Union Membership provisions of Article 4.14.

The Union shall supply the Employer with a sufficient supply of membership forms and dues authorization forms for this purpose.

#### **4.16 Union Check-Off**

The Employer agrees to deduct the amount of the Union dues, levies, assessments, and initiation fees payable by an employee in the Bargaining Unit and remit such deductions to the Union by the end of the month following the month of deduction. The Employer will provide the Union with a list of employees from whom the deductions were made and the amount deducted from each employee. It is the obligation of the Union to keep the Employer informed of the amounts to be deducted.

The Employer shall supply each employee, without charge, a receipt for income tax purposes, shown on the T4 slip, in the amount of the deductions paid to the Union by the employee during the taxation year. The receipts shall be provided to the employee prior to March 1st of the succeeding year.

#### **4.17 Unpaid Leave—Union Business**

- A) Subject to the operational requirements of the home and on reasonable notice in writing, unpaid leave of absence will be granted to one employee who is elected or appointed by the Union for the purpose of conducting official Union business.
- B) Unpaid leave of absence will be granted to members of the Union's Negotiating Committee for time spent, including travelling time, preparation for negotiations, and thereafter for meetings with representatives of the Employer during negotiation, including mediation and arbitration of the Collective Agreement.
- C) On reasonable notice in writing, unpaid leave of absence will be granted to an employee who is a member of the Union and who is:
  - i) a member of the Provincial Union Council, where such leave may be granted for purposes of attending regular or special meetings of the Council and shall include reasonable travel time
  - ii) either elected or appointed as a recognized Delegate to represent the Union, and/or region, at annual or special conventions of the Union
- D) Employees on leave of absence pursuant to (A), (B) and (C) above, shall have their salaries and benefits maintained for scheduled work days, provided the Union reimburses the Employer in full for the costs of maintaining such salaries and benefits.

#### **4.18 Paid President**

An employee who holds the position of full-time president with the Union shall be granted leave of absence without pay for the period during which the employee holds the position.

Such leave will not affect the employee's seniority, increment anniversary date, service for the purpose of vacation leave, sick leave, and special leave accumulation. The Employer will continue to pay premiums for medical, dental, extended health, group life and long-term disability for the first three (3) months of the leave and the British Columbia Nurses' Union will reimburse the Employer for the cost of these benefits.

It is further agreed that in the event the employee becomes disabled during this three (3) month period and is not covered by paid sick leave, the employee shall continue to be covered on the Employer's long-term disability plan providing the Employer is reimbursed by the Union for the cost of this benefit.

The employee shall be entitled to return to the employee's former position with the Employer, and shall be provided with an adequate period of orientation upon return to work.

The employee shall not be subject to discipline by the Employer for activities related to work on behalf of the Union.

## **ARTICLE 5 — NO CESSATION OF WORK**

### **5.01**

During the life of this Agreement, the Employer agrees that it will not direct the lockout of employees, and the Union and the employees agree that there will be no strikes.

### **5.02**

Subject to the requirements of the appropriate legislation, if any employee employed under the terms of this Collective Agreement refuses in good conscience to cross a legal picket line established by other employees, the employee will not be subject to disciplinary action by the Employer and will be considered to be absent without pay.

## **ARTICLE 6 — UNION/MANAGEMENT COMMITTEE**

### **6.01**

A Union/Management Committee shall be established consisting of two (2) Employer Representatives and two (2) Union appointed representatives. The Chair of the Committee shall alternate between an Employer representative and a representative of the Union. The Committee will not have the power to bind the Union or the Employer, but will make recommendations to the Union and the Employer on any matter referred to it by the principals to the Agreement. The Committee will not have jurisdiction over any matter contained in this Agreement.

### **6.02**

The Committee will meet once a month to discuss matters of mutual concern including quality of resident care, safe nursing practice, continuing education, and job-training that may arise from technological change. Terms of reference for the Committee and an acceptable reporting format will be mutually agreed upon by the Committee. By mutual agreement, the Committee may access outside resources.

### **6.03**

Copies of the Union/Management Committee meeting minutes shall be forwarded to the Executive Director and to the BCNU.

## **ARTICLE 7— GRIEVANCE PROCEDURE**

### **7.01 Discussion of Differences**

It is recognized that grievances may arise during the life of this Agreement concerning the interpretation, application, operation, or alleged violation of the Collective Agreement, including the question of whether the matter is arbitrable. The Parties recognize the importance of timeliness in dealing with disputes and will attempt to resolve these grievances through the following process, and the employee(s) will continue to work in accordance with the Agreement until the difference is resolved.

### **7.02 Grievance Procedure**

Grievances shall be resolved in the following manner:

#### **Step 1**

The Employer and the Union agree that every effort shall be made to settle the dispute at the local level. The aggrieved employee, with or without the Steward, shall discuss the matter with the

immediate supervisor and shall request a resolution of the matter from the supervisor. If the supervisor fails to resolve the matter to the satisfaction of the employee, or fails to respond to the employee's request for resolution within seven (7) calendar days, the employee shall inform the supervisor that the matter is proceeding to Step 2.

### **Step 2**

If an employee's grievance is not resolved at the Step 1 discussion and the employee wishes to proceed to Step 2 of the grievance procedure, the employee must do so no later than twenty-one (21) calendar days after the date the employee receives the Employer's decision at Step 1.

The employee shall submit the grievance, in writing, including a statement of the remedy sought, and with the steward shall meet the representative designated by the Employer with the authority to handle grievances at Step 2, to discuss the grievance.

The Employer's written response will be provided to the employee within seven (7) days of the Step 2 grievance hearing.

If the grievance is not satisfactorily settled under Step 2, then the Steward will notify the Union within fourteen (14) calendar days of receipt of the written response to the grievance.

### **Step 3**

The Union will, within a further twenty (21) calendar days of this notification from the Steward, discuss the grievance with the Executive Director or designated representative.

Within fourteen (14) days of the Step 3 meeting, the Employer's designated representative shall respond in writing to the Union. Should the grievance be denied, written reasons for denial shall be given.

Failing settlement at Step 3, the grievance may be referred to Industry Troubleshooter, Expedited Arbitration and/or Arbitration, by either Party, within ninety (90) days of the Employer's written decision.

## **7.03 Dismissal / Suspension for Alleged Cause**

Employees dismissed or suspended for alleged cause shall receive from the Employer written notice setting out the reason(s) for dismissal or suspension. Such notice is to be provided to the employee within forty-eight (48) hours of the dismissal or suspension, and a copy shall be forwarded to the Union within ten (10) days.

## **7.04**

In the case of a grievance involving the dismissal or suspension of an employee, Steps 1 and 2 of the Grievance Procedure may be omitted.

## **7.05 General Application Dispute**

If a difference arises of a general nature between the Employer and the Union concerning the interpretation, application, operation or alleged violation of this Agreement, which does not specifically involve an employee, a written grievance will be submitted within fourteen (14) calendar days of either the Employer or the Union becoming aware of the matter giving rise to the difference will be submitted, as the case may be, by the Employer to the Union or by the Union to the Employer, and Step 3 of Article 7.02 shall apply.

## **7.06**

If, within two (2) months of receiving a response or a response being due at Step 3, a grievance has not been committed to a third party for resolution, either Party may enquire, in writing, by registered letter, as to the status of such grievance. If, within fourteen (14) calendar days of receipt of such letter, the grievance has not been advanced to a third party, the grievance will be deemed to be abandoned.

## **7.07 Deviation From Grievance Procedure**

The Employer agrees that after a grievance has been initiated by the employee or Union at Step 2 of the grievance procedure, the Employer or its representatives shall not initiate any discussion or negotiation with respect to the grievance either directly or indirectly with the aggrieved employee without the consent of the Union.

## **7.08 Industry Troubleshooter**

Where a difference arises between the Parties relating to the dismissal, discipline or suspension of an employee, or to the interpretation, application, operation or alleged violation of this Agreement, including any question as to whether a matter is arbitrable during the term of this Collective Agreement, a Troubleshooter agreed-to between the Parties and selected from the list contained at Article 7.14 (K) shall, at the request of either Party, investigate the difference and make written recommendations to resolve same within seven (7) days of the request.

Failing settlement under this provision, the grievance may be referred to Arbitration.

## **7.09 Arbitration**

- A) By mutual agreement, the Parties may elect for a single Arbitrator in place of the Arbitration Board established under this Article 7.09. Selection of the Arbitrator shall be done by the Parties in a similar manner as set out in Article 7.10 below.
- B) The Union will notify the Employer of its intent to arbitrate and its appointee to the Arbitration Board. The Employer will, within seven (7) calendar days, notify the Union of its appointee to the Arbitration Board.

## **7.10**

The two appointees will, within seven (7) calendar days, attempt to select a third person to act as Chairperson. If the two appointees fail to agree upon a Chairperson within this seven (7) day period, either Party may request the Director of the British Columbia Arbitration Bureau to make the appointment.

## **7.11**

The parties will develop a list of arbitrators to be used per Article 7.09. If a list is not developed by mutual agreement, then an arbitrator will be appointed pursuant to the appropriate provisions of the Labour Relations Code.

## **7.12**

The Employer shall grant leave without loss of pay to an employee called as a witness by an Arbitration Board or by the Employer.

## **7.13**

Each Party will be responsible for the expenses of its appointee. The expenses of the Chairperson or the single arbitrator will be shared equally between the parties.

#### **7.14 Expedited Arbitration**

- A) Those grievances agreed to be suitable for Expedited Arbitration shall be scheduled to be heard on the next available arbitration date. Expedited Arbitration dates shall be agreed to by the Parties and shall be scheduled monthly, or as otherwise mutually agreed to by the Parties.
- B) The location of the hearing is to be agreed to by the Parties.
- C) As the process is intended to be informal, lawyers will not be used to represent either Party.
- D) All presentations are to be short and concise and are to include a comprehensive opening statement. The Parties agree to make limited use of authorities during their presentations.
- E) Prior to rendering a decision, the arbitrator may assist the Parties in mediating a resolution to the grievance. If this occurs, the cost will be borne in accordance with Section 103 of the Labour Relations Code.
- F) Where mediation fails, or is not appropriate, a decision shall be rendered as contemplated herein.
- G) The decision of the arbitrator is to be completed on the agreed-to form and mailed to the Parties within three (3) working days of the hearing.
- H) All decisions of the arbitrator are to be limited in application to that particular dispute and are without prejudice. These decisions shall have no precedential value and shall not be referred to by either Party in any subsequent proceeding.
- I) All settlement of proposed Expedited Arbitration cases made prior to hearing shall be without prejudice.
- J) The Parties shall equally share the costs of the fees and expenses of the arbitrator.
- K) The Expedited Arbitrators, who shall act as sole arbitrators, shall be one of Emily Burke, Joan Gordon, John Hall or Judy Korbin, or any other as agreed to by the Parties.
- L) The Expedited Arbitrator shall have the same power and authority as an Arbitration Board established under the provisions of Article 7.09 above.
- M) It is understood that it is not the intention of either Party to appeal a decision of an Expedited Arbitration.

#### **7.15 Time Limits**

Whenever a time limit is stipulated in the grievance/arbitration procedure, it may be extended by mutual consent of the parties. However, should the Union fail to present a grievance at any step within the time limits set out in the procedure, the grievance shall be deemed to be abandoned.

## **ARTICLE 8 — DEFINITION OF EMPLOYEE STATUS AND BENEFIT ENTITLEMENT**

### **8.01**

For the purpose of this Article, “regularly scheduled” means any combination of shifts scheduled in advance and issued by the Employer.

Employees, at the commencement of their employment and on change of status, will be advised in writing into which of the following categories they are assigned.

### **8.02 Regular Full-Time Employees**

Regular full-time employees are those who are scheduled to work the hours of work and shift patterns as provided in Article 19 of this Agreement.

### **8.03 Benefit Entitlement - Regular Full-Time Employees**

Regular full-time employees accumulate seniority and are entitled to all benefits of this Agreement.

### **8.04 Regular Part-Time Employees**

Regular part-time employees are those who are regularly scheduled to work a minimum of fifteen (15) hours or equivalent per week, but less than the full hours as provided in this Agreement.

### **8.05 Benefit Entitlement -Regular Part-Time Employees**

Regular part-time employees accumulate seniority and are entitled to salary and benefits of this Agreement on a proportionate basis of the hours they work to the hours of a full-time employee, with the exception of medical, extended health, dental plan coverage, long term disability, and group life insurance premiums, which will be paid on the same basis as for the regular full-time employees.

### **8.06 Casual Employees**

Casual employees are those hired on an as-and-when-needed basis.

### **8.07 Casual Employees -Wage Entitlement**

- i) Casual employees shall be paid in accordance with the wage schedule.
- ii) Casual employees shall move to the next increment step upon completion of 1,826.25 hours worked with the Employer.
- iii) Prior experience –
  - (a) A casual employee hired having less than one (1) year’s experience (1,826.25 hours) shall be placed on the first step of the increment scale.
  - (b) A newly-hired casual employee shall receive credit for previous hours of experience on the basis of a one-to-one (1:1) ratio and shall be placed on the wage progression scale in accordance with one (1) increment step for each 1,826.25 hours of service. Previous experience is accorded where the nursing experience is relevant (as determined by the Employer) and provided not more than two (2) years have elapsed since such experience was obtained.
- iv) A regular employee who terminates employment and is re-employed by the same Employer as a casual employee within thirty (30) days shall retain the same

increment step attained as a regular employee and be credited with the appropriate hours worked at that step.

- v) When a casual employee applies for and receives a regular position in the same home in which the employee has been employed, the employee shall either retain the same increment step attained as a casual or be placed at the increment step which recognizes previous experience in accordance with Article 52 - Portability Provisions for New Hires”, whichever is higher, and shall advance to the next increment step pursuant to Article 9 – Anniversary Date and Increments.

### **8.08 Casual Employees - Benefit Entitlement**

Casual employees shall be paid the same wages, premiums and benefits under this Collective Agreement without discrimination unless specifically exempted or subject to some other provision specifically dealing with casual employees.

### **8.09 Casual Employees - Vacation Pay and Statutory Holidays**

Casual employees shall receive 12.2 per cent of their straight-time pay, excluding all premiums, on each pay cheque in lieu of vacations and statutory holidays.

### **8.10**

Casual employees will be entitled to accumulate seniority on an hourly basis and in accordance with Article 10.03 - Seniority.

- A) Casual employees shall be called to work in order of seniority. Acceptance of such work shall be the employee’s choice. The seniority list developed four times yearly (Article 10.05) shall be the list used for casual call-in. The seniority list shall be provided within 10 days of the quarterly deadline, namely March 31, June 30, September 30 and December 31.
- B) Where a casual employee is called for a casual assignment which would attract overtime, they must so advise the Employer. If the shift that coverage is needed or will result in an overtime condition for the casual employee, then the Employer will after completion of the telephone call-in procedure in D), call regular staff first, in order of seniority, with the option of overtime. Where the overtime condition is declined by regular staff, the Employer will offer overtime to the casual employee.
- C) Where the Employer is seeking casual employees for blocks of work less than thirty (30) calendar days duration, the Employer may post these blocks at the worksite and invite casuals to indicate their preferences for the work available. Work assignments shall be made in accordance with seniority as per B) above.
- D) **Telephone Call-In:**
  - i) The Employer shall be obligated to call a casual employee only for those days and shifts for which the employee has indicated she/he is available pursuant to 8.12.
  - ii) The Employer shall call by telephone only those casual employees on the register at a number provided by the employee. The Employer shall commence by calling the most senior employee in the register who meets the criteria specified in D) (i). The Employer shall permit the telephone to ring a minimum of eight (8) times. Plus will give 5 minutes for the employee to respond if a message is left.

- iii) All such calls shall be recorded in a log book showing the signature of the person making the call, the employee called, the position they are being called to fill, the time the call was made, whether the employee accepts or declines the invitation to work or fails to answer the telephone. In the event of a dispute, the Union shall have reasonable access to the log book and shall be entitled to make copies.

#### **8.11**

Casual employees have access to the grievance and arbitration procedures.

#### **8.12 Casual Employees - New Availability**

Casual employees shall by the fifteenth (15th) of each month give to the Employer their availability for the next month.

#### **8.13 Casual Employees - Off-Duty Rights**

When calls are made by the Employer for casual employees to report to work, the acceptance of such work shall be at the employee's discretion. Where a casual employee has not accepted such work for a period longer than three (3) months, or six (6) shifts that the casual has said she/he is available in the three (3) month period, the Employer and the Union shall meet to discuss the bona fides of the refusal and the continued employment of the employee.

#### **8.14 Casual Employees - Health and Welfare Coverage**

All casual employees who have completed 180 hours with the Employer shall receive 53¢ per hour in lieu of benefits. The employee may then choose to obtain benefits by purchasing them through the Employer's plan or through different means.

### **ARTICLE 9 — ANNIVERSARY DATE AND INCREMENTS**

#### **9.01**

A regular employee's initial date of current employment as a regular employee will be the employee's anniversary date for the purpose of determining benefits and for the purpose of determining increment anniversary dates.

#### **9.02**

A regular employee will be entitled to increments based on calendar length of service, subject to Article 30-Leave-Unpaid.

### **ARTICLE 10 — SENIORITY**

#### **10.01**

The principle of seniority, as defined in this Article, is recognized by the Employer.

#### **10.02**

Seniority for regular full-time and regular part-time employees is defined as the length of the employee's continuous employment from the date of commencement of regular employment, plus any seniority accrued while working as a casual employee of the Employer.

### **10.03**

A regular employee who terminates employment and is re-hired by the same Employer as a casual employee within thirty (30) calendar days shall retain the employee's seniority accrued as a regular employee.

### **10.04 Seniority - Maintained and Accumulated**

Seniority shall be maintained and accumulated under the following conditions:

- A) absence due to an occupational illness or accident recognized as such by the Workers' Compensation Board and as provided for in this Agreement;
- B) absence due to maternity / parental / adoption leave as provided for in this Agreement;
- C) absence due to any paid leave for the period of leave;
- D) absence due to the conduct of Union business;
- E) absence due to layoffs, for the first twenty (20) work days;
- F) absence due to a general unpaid leave of absence, for the first twenty (20) work days;
- G) long-term disability.

For time periods in excess of those expressed above, seniority shall be maintained but not accumulated.

### **10.05**

During the months of January and July of each calendar year, the Employer will post the seniority of employees covered by this Collective Agreement, and forward a copy to the Union within thirty (30) days. (also refer to Article 8.10 A).

The seniority list shall contain the following information:

- A) name;
- B) status (regular full-time, regular part-time, casual);
- C) position; and
- D) seniority.

### **10.06**

- A) An employee accepting a position of a continuous nature which is with the same Employer, but outside of the Bargaining Unit, shall retain seniority accumulated up to the date of leaving the Bargaining Unit, for a period of ninety (90) calendar days.
- B) An employee temporarily substituting in an excluded position, or within another bargaining unit, shall continue to accumulate seniority.

## ARTICLE 11 — PROBATIONARY PERIOD

### 11.01

All regular and casual employees will be probationary during their first three (3) months of employment, or one hundred and eighty (180) hours of employment, whichever is greater. Upon completion of their probationary period, the employee will be credited with seniority dating from the first day of employment. Probationary employees may be dismissed if they are found to be unsuitable, providing the factors involved in suitability could reasonably be expected to affect work performance.

### 11.02

By mutual agreement between the Employer and the Union, the probationary period may be extended.

## ARTICLE 12 — TERMINATION OF EMPLOYMENT

### 12.01 Employee Termination

After completion of the probationary period, a regular employee is required to give twenty-eight (28) calendar days written notice of termination to the Employer.

A regular employee who fails to give twenty-eight (28) calendar days notice of termination shall be paid earned vacation entitlement less two per cent (2%). For example, an employee entitled to ten per cent (10%) shall be paid eight per cent (8%).

### 12.02 Layoff

In the event of a reduction in the workforce, regular employees shall be laid off in reverse order of seniority, providing that there are available employees with greater seniority who are qualified and willing to do the work of the employees laid off.

The Employer shall give regular employees the following written notice of layoff, with a copy to the Union Steward, or normal pay in lieu of notice as follows:

#### A) Regular Full-Time Employees

- i) less than two (2) years service but more than one (1) year—twenty-eight (28) calendar days notice, or regular pay for twenty (20) work days;
- ii) minimum of two (2) year's—forty (40) calendar days notice, or regular pay for thirty (30) work days.

#### B) Regular Part-Time Employees

Regular part-time employees require the same notice as in A), however, pay in lieu of notice shall be calculated as follows:

$$\frac{\text{hours paid per month} * (\text{excluding overtime})}{152.19} \times \text{**work days in lieu of notice}$$

\* Includes leave without pay up to twenty (20) work days. Reference Article 30: Leave-Unpaid.

\*\* Entitlement as in 12.02 A)(i) or A)(ii) above.

#### C)

- i) Service with a previous Employer shall not be included as service for the purposes of this Article; and
- ii) The period of notice must coincide with scheduled work shifts and must not coincide with vacation.

- D) The notice of layoff will identify the employee's benefits under Articles 12.03 – 12.06 inclusive, and the options available to the employee, which shall include:
- first consideration for vacant positions whether or not they have been posted,
  - the right to bump a junior employee provided the employee is qualified to do the job of the junior employee,
  - the opportunity to accept casual work as it becomes available,
  - full layoff with the right to recall, or
  - waiver of recall and voluntary termination with severance, if applicable.
- E) When notice of displacement or layoff has been issued, the laid off employee and representatives of the Union and the Employer will meet to review the affected employee's available options. The affected employee's options must be exercised within ten (10) working days of receipt of written notification of layoff by written notice to the Executive Director.
- F) In the event an employee is working under a medically-documented accommodation arrangement and is subject to displacement or bump arising from a workforce reduction, representatives of the Union and the Employer will meet to review the employee's prevailing medical status and discuss possible work alternatives to maintain a reasonable level of accommodation for the affected employee, and/or identify options for the senior affected employee.
- G) Employees on an approved leave of absence and who are served notice of a workforce reduction may elect to exercise their options while on leave or upon return to work. If the employee elects to make their choice on return to work, the choice will be based on the seniority lists current at that time, in accordance with this Article 12.
- H) A laid off regular employee who elects to take casual work in accordance with D) above, will be accorded first opportunity for casual work ahead of those employees on the casual roster, up to the laid off regular employee's pre-layoff FTE status. Thereafter, the affected employee will be offered casual work in accordance with the employee's seniority placement in the overall casual roster.

### **12.03 Recall**

Employees on layoff will be recalled to work of an ongoing nature on the basis of last-off, first-on, provided that the employees being recalled have the capabilities and qualifications to perform the work available. Employees shall receive seven (7) calendar days notice of recall by registered mail to their last known address.

Laid off employees failing to report to work of a regular nature within seventeen (17) calendar days of the date of sending the written notice will be considered as having abandoned their right to re-employment. An exception would be where the employee is obligated to give more than seventeen (17) calendar days notice to the employee's current employment, or where the employee can provide satisfactory reason for not reporting within the seventeen (17) day period.

Satisfactory reason is in the opinion of the Employer and will not be considered after thirty (30) days of the date of recall.

#### **12.04 Benefit Entitlement Upon Layoff**

- A) Regular employees with one (1) year or more of service who are laid off shall accrue benefits for twenty (20) work days and shall have their benefits maintained for the balance of a one (1) year period of time.
- B) Employees with less than one (1) year of service but who have completed their probationary period and are laid off shall not accrue benefits but shall have their benefits maintained for one (1) year.
- C) Probationary employees who are laid off shall not accrue benefits but shall have their benefits maintained for sixty (60) working days.
- D) Employees who are laid off beyond a one (1) year period as per A) and B) above, or sixty (60) working days as per C) above shall be deemed to be terminated.
- E) For the first twenty (20) work days, as per A) above, the Employer shall continue to pay premiums under the Medical Plan, Extended Health Care Plan, Dental Plan, Group Life Insurance Plan, and Long Term Disability. For the balance of a one (1) year period or the time periods expressed in B) and C) above, whichever is applicable, employees who remain laid off may continue to be insured under the above-named plans upon payment of the appropriate premiums to the Employer at such times as may be required pursuant to the said plans.

#### **12.05 Laid Off Employees**

- A) Should vacancies occur following layoff, those employees on layoff will be recalled to these positions in order of seniority providing they have the capabilities and the qualifications to perform the duties of the vacant position. If no employee on layoff possesses the required capabilities and qualifications, the vacant position will be posted pursuant to Article 14.01.
- B) Any recall shall not result in a promotion, unless agreed upon between the Union and the Employer.
- C) No new employee nor casual employee shall be hired to fill regular positions, until those laid off have been given first option of recall.

#### **12.06**

Employees on a leave of absence are not subject to layoff until completion of such leave, unless the leave is longer than six (6) months.

### **ARTICLE 13 — PERFORMANCE APPRAISALS AND PERSONNEL FILES**

#### **13.01 Performance Appraisals**

The Employer may carry out a performance appraisal of an employee at any time, but not less than once annually. When an appraisal is carried out, the employee will have ten (10) days to determine whether to agree or disagree with the appraisal and sign the appraisal. An appraisal is grievable only if the employee has signed as disagreeing.

#### **13.02**

All record of any disciplinary action shall be removed from the employee's file and destroyed eighteen (18) months after the date of the incident, provided that no further disciplinary action has occurred in the

intervening period. Record of suspensions will remain in the employee's file for a period of eighteen (18) months following the expiry of the suspension.

### **13.03 Personnel File**

#### **A) Employee Access**

Employees are entitled to read and review their personnel files and, without limiting the generality of the foregoing, shall be entitled to inspect their performance evaluations, written censures, letters of reprimand and other adverse reports. Upon request, employees shall be given copies of all such pertinent documents. The Employer further agrees that no personal files or document on employees shall be kept outside of the personnel file, apart from payroll or health services files.

#### **B) Union Representative or Steward Access**

A Union representative or Steward shall, upon written authority of the employee, be entitled to read and review an employee's personnel file, in order to facilitate the investigation of a grievance. Upon request, the Union representative or Steward shall be given copies of all such pertinent documents.

#### **C) Confidential Nature of Personnel File**

All documents within an employee's personnel file are considered to be confidential and shall remain within the sole jurisdiction and purview of the Employer and employee, unless otherwise stipulated in this Agreement.

### **13.04**

Any employee who disputes any censure, reprimand, or adverse report may have recourse through the grievance procedure, and the eventual resolution thereof shall become part of the employee's personal record, with such amendments or deletions that may be requisite.

## **ARTICLE 14 — VACANCY POSTING .**

### **14.01 Postings**

The Employer shall post notice of all nursing department vacancies describing the position, the date of commencement, a summary of the job description and the required qualifications.

### **14.02**

The Employer agrees to post notices for at least seven (7) days in advance of selection with a copy of the notice to the Steward. The Employer shall notify absent employees, at the last known phone number and address, notifying them of the vacancy posting.

### **14.03 Temporary Appointments**

A) The Employer may make a temporary appointment, without posting, to a vacant position provided such position is one in which the former incumbent has terminated employment with the Employer. The temporary appointment shall not exceed six (6) calendar weeks, unless the Union and the Employer mutually agree to extend this time limit.

B) The Employer may make a temporary appointment to a position in which the present incumbent has been granted a leave of absence. Where such leave of absence is for a period in excess of two (2) calendar months, the Employer shall post a notice relative to the nursing vacancy. Such temporary employment shall not exceed twelve (12) months, unless the Union and the Employer mutually agree to extend this time limit. The Employer shall advise the Union of such long-term appointments.

- C) A regular employee who is assigned to, or on the employee's own volition, fills a temporary appointment, shall return to the employee's former position and pay rate without loss of seniority and accrued perquisites when the temporary appointment ends.
- D) Where an appointment is for four (4) months or more, the employee, if casual, will have her status changed to regular for the duration of the time worked in the temporary position and will have all the benefits of a regular employee and will revert to casual status at the end of the assignment. Internal regular employees will return to their previous status and external candidates will return to their pre-employment status. Employees in these positions will be given a minimum of ten (10) calendar days notice of any change to the projected end date of the position.

#### **14.04**

The Employer shall also consider applications from those regular employees who are absent from their normal places of employment, and who have filled in an application form before such absence, stating the jobs they would be interested in applying for should a vacancy or new job occur during their absence.

#### **14.05**

The Employer shall notify the successful and unsuccessful candidate(s) prior to posting the name(s) of the successful candidate(s). The Employer shall post the name(s) of the successful candidates within seven (7) calendar days of making the appointment.

### **ARTICLE 15 — FILLING OF VACANCIES OR NEW POSITIONS**

#### **15.01 First Consideration**

The Employer agrees that when a vacancy occurs or a new position is created within the BCNU Bargaining Unit, the Employer shall give employees in the Bargaining Unit within the home, provided there are no employees currently on layoff, first notice and first consideration in filling the vacancy or new position. Each employee who applies for the vacancy or new position shall be given equal opportunity to demonstrate fitness for the position by formal interview and/or assessment. Where an employee within the BCNU Bargaining Unit is not appointed to fill the vacancy or a new position, the employee shall be given an explanation within seven (7) calendar days of the appointment of the successful candidate as to why the employee's application was not accepted.

#### **15.02 Change of Position**

In the promotion, transfer, or demotion of employees covered by this Agreement, efficiency, qualification and competency will be the primary consideration as they relate to the new position, and where such requirements are relatively equal, seniority will be the determining factor.

#### **15.03 Qualifying Period**

- A) If a regular employee is promoted or transferred to a position, then that employee shall be considered a qualifying employee in the new position for a period of ninety (90) calendar days.
- B) If a regular employee is promoted or transferred to a position either within or outside the certification and is found during the qualifying period to be unsatisfactory, the employee shall be returned to her/his previously held position.

- C) If a regular employee is promoted to a position, either within or outside the certification, and finds the position to be unsatisfactory, the employee shall be returned to her/his previously held position.

#### **15.04 Returning to Formerly Held Position**

##### **A) From Outside of the Bargaining Unit**

The returning employee who was promoted outside of the certification shall return without loss of seniority and accrued benefits and shall be slotted at the increment step to which the employee would have been entitled had the promotion not occurred. These terms and conditions apply for a period of ninety (90) calendar days from the date the employee commences work in the new position. (Reference Article 10.06: Employment in Excluded Positions and Within Other Bargaining Units.)

##### **B) From Within the Bargaining Unit**

A regular employee promoted or transferred within the certification and returning to the formerly held position shall do so without loss of seniority or accrued benefits.

##### **C) Other Employees Affected**

Any other employees who were promoted or transferred as a result of the promotions or transfers as stated above, shall be returned to their formerly held positions under the same terms and conditions as in B) above.

#### **15.05 Orientation and Training**

The parties to the Collective Agreement recognize the value of orientation programs for employees and that the responsibility for providing such programs lies with the Employer. The Employer agrees to provide such orientation in a manner it deems appropriate to employees new to the home.

Orientation may include:

- A) fire and disaster plan;
- B) organization structure;
- C) relevant policies and procedures;
- D) physical layout of the home and unit; and
- E) duties of the position.

### **ARTICLE 16 — JOB DESCRIPTIONS**

#### **16.01**

During the life of this Collective Agreement, the Employer shall prepare job descriptions for all classifications covered by the Certificate of Bargaining Authority. Job descriptions should contain the job title, name of the department, title of the immediate supervisor, wage level of the job, a summary statement of the job, a list of duties, and the date prepared. Such job descriptions will be presented in writing to the Union. Employees shall have access to a copy of the current job descriptions. If the Union fails to object in writing within twenty-eight (28) calendar days of receipt of the job descriptions from the Employer, the job descriptions will be considered as established.

## **ARTICLE 17 — TECHNOLOGICAL CHANGE**

### **17.01 Notice**

Three (3) months before the introduction of any technological change, the Employer will notify the Union in writing of the contemplated change.

### **17.02 Technological Policy**

The Employer agrees to take all reasonable steps so that no employee shall lose employment because of technological change. Normal turnover of employees to the extent that it arises during the period in which technological change occurs, shall be utilized to absorb employees who otherwise would be displaced because of the technological change.

### **17.03 Wages on Reassignment**

An employee reassigned to a lower rated position because of the introduction of technological change, automation, or new methods of operations shall continue to be paid at the employee's current wage rate until the wage rate in the new position equals or exceeds it.

### **17.04**

Any dispute arising in relation to adjustment to technological change shall be discussed between the Employer and the Union. If subsequent to this discussion a dispute still exists, then either Party may refer the matter to arbitration for final and binding conclusion as prescribed in Article 8: Grievance Procedure.

### **17.05 Layoff Due to Technological Change**

When it is necessary to reduce staff due to technological change, the layoffs shall be done in accordance with the provisions of Article 12.02: Layoff & 12.03: Recall.

## **ARTICLE 18 — NURSING STAFF WORK SCHEDULES**

### **18.01**

The Employer shall develop a mutually agreeable master work schedule and assign regular employees to a position on the master work schedule.

Work schedules will be written in ink and shall be posted at least ten (10) calendar days in advance and will be for a minimum of five (5) weeks. Should the Employer change the work schedule and not give ten (10) calendar days notice of the change, then the employee will be paid at the rate of time-and-one-half (1½ x) for the first two (2) hours worked and double-time (2 x) thereafter for all hours worked on the first day of the shift change.

### **18.02**

- A) Nursing staff work schedules, whenever possible, will be determined by mutual agreement between the Employer and the employees. If mutual agreement cannot be reached, the employees may request the Union to assist them in developing mutually agreeable schedules.
- B) A regular employee will not be scheduled to work more than six (6) consecutive days, unless requested by the employee and agreed by the Employer.

Work schedules may take the form of either two (2) shift or single (1) shift rotations. This provision may be waived by mutual agreement between the Employer and the employee(s). This provision does not apply to shifts accepted by regular part-time employees in addition to their regularly scheduled work days.

- C) Regular part-time employees may request, in writing, to have two (2) consecutive designated days off in a seven (7) calendar day period, averaged over the length of rotation, excluding statutory holidays.

### **18.03 Shift Changes**

Except by mutual agreement between the Employer and the employee concerned, each regular employee will receive two (2) clear off-duty shifts when changing shifts, and at least forty-eight (48) hours off-duty after completing the employee's last night shift.

### **18.04**

- A) Regular full-time employees will not be required to work three (3) different shifts in any seven (7) consecutive day period posted in their work schedules, unless the home's operational circumstances require such an arrangement or unless the arrangement is by request of the employee. Employees scheduled to work three (3) different shifts for other than emergent circumstances will be paid time-and-one-half (1½ x) for each day worked in the third shift change of the three (3) shifts noted above, unless this arrangement is requested by the employee.
- B) If a regular full-time employee is scheduled to work three (3) different shifts in any seven (7) consecutive day period, and if the employee works on a statutory holiday as the third shift change of the three (3) different shifts then, unless this arrangement is requested by the employee, the employee will be paid at the rate of one-and-one-half times (1½ x) the appropriate statutory holiday rate for all hours worked on the statutory holiday.
- C) Regular employees who are required to work three (3) different shifts as a result of emergent circumstances shall be paid the applicable overtime rate for each day worked in the third shift change of the three (3) different shifts noted above.

### **18.05 Voluntary Shift Exchange**

When home operational requirements permit, employees may exchange shifts among themselves provided:

- A) Prior approval of such exchange is given by the employee's immediate supervisor; and
- B) An employee moving to the exchanged shift is entitled to all benefits of this Collective Agreement which would normally be afforded to an employee working that shift. The Employer shall not incur any additional costs over and above those expenses which would have resulted had the exchange not taken place.

## **ARTICLE 19 — HOURS OF WORK, MEAL PERIODS, REST PERIODS**

### **19.01 Hours of Work**

The work week shall not exceed the hours greater than the work cycle which for purposes of computation, the average work week is thirty-five (35) hours , exclusive of meal periods, or a mutually agreed equivalent.

### **19.02**

The daily hours of work for each employee will be consecutive.

### **19.03 Meal Periods**

- A) A meal period of at least thirty (30) continuous minutes, away from the workplace, shall be provided by the Employer. Such a meal period shall be provided at intervals that result in no employee working longer than five (5) consecutive hours without an eating period.
- B) Should an employee who has not been designated to be available for work during the employee's meal period be recalled to duty during the meal period, the additional time off equal to the unused portion of the meal break shall be provided later in the shift. Should the additional continuous time off not be granted, then overtime rates of time-and-one-half ( $1\frac{1}{2}$  x) the regular rate shall prevail for the total of the meal period.
- C) The maximum overtime rates of pay for meal periods shall be time-and-one-half ( $1\frac{1}{2}$  x), irrespective of the rates expressed in Article 20: Overtime.
- D) Employees receiving payments under this Article shall also receive shift premiums and special allowances.

### **19.04 Rest Periods**

Employees working a full shift will receive one rest period of fifteen (15) minutes in each half of the shift. Employees working less than a full shift, but a minimum of four (4) hours, will receive one fifteen (15) minute rest period.

## **ARTICLE 20 — OVERTIME**

### **20.01 Overtime Definition**

Overtime means the time spent by an employee in service of the Employer in excess of the normal daily full shift hours or weekly full shift hours as set out in the Hours of Work provisions in this Collective Agreement.

### **20.02**

Overtime will be paid to employees at the rate of time-and-on-half ( $1\frac{1}{2}$  x) for the first two (2) hours in excess of seven and one-half ( $7\frac{1}{2}$ ) hours in one (1) day. It is agreed that the first fifteen (15) minutes in excess of seven and one-half ( $7\frac{1}{2}$ ) hours will not be claimed as overtime unless an employee works sixteen (16) minutes or longer.

Double time (2 x) will also be paid for work on a designated day off, provided this is time in excess of that normally required during that work week.

### **20.03**

Overtime will be paid to employees at the rate of double-time (2 x) for all hours in excess of nine and one-half ( $9\frac{1}{2}$ ) hours in one day.

### **20.04**

The Employer may request an employee to work a reasonable amount of overtime. Should an employee believe that the Employer is requesting the employee to work more than a reasonable amount of overtime, or that the request for overtime may compromise the safety of the employee, or standards of practice, the employee shall initiate the process in Article 51 – Professional Responsibility Clause.

## **ARTICLE 21 — SHIFT PREMIUM / WEEKEND PREMIUM**

Shift and weekend premiums are payable for evening shifts, night shifts and weekend work regardless of the status of the employee, whether full-time, part-time or casual.

### **21.01 Evening & Night Premiums**

A shift premium will be paid for all hours worked by employees on evening and night shifts at the following rates:

- A) Evening shift premium at eighty-five cents (\$0.85) per hour and night shift premium of two dollars (\$2.00)

### **21.02 Weekend Premiums**

An employee shall be paid a weekend premium for all hours worked between 2300 hours Friday and 2300 hours Sunday at the rate of one dollar and forty cents (\$1.40) per hour.

## **ARTICLE 22 — CALL-BACK AND USE OF EMPLOYEE VEHICLE**

### **22.01 Call-Back**

Employees called-back to work on their regular time off shall receive a minimum of two (2) hours overtime pay at the applicable overtime rate, or shall be paid at the applicable overtime rate for the time worked whichever is greater.

### **22.02 Call-Back Travel Allowance**

These employees shall receive a transportation allowance based on the cost of taking a taxi from their home to the Employer's place of business and return or, if the employee normally drives his/her automobile to work, an allowance of thirty cents (30¢) per kilometer from the employee's home to the Employer's place of business and return. Minimum allowance shall be two dollars and fifty cents (\$2.50).

## **ARTICLE 23 — RELIEF IN HIGHER-RATED POSITION**

### **23.01**

An employee designated by the Employer to relieve in a higher-rated position excluded from the Bargaining Unit will be paid ten per cent (10%) per hour more than employee's existing rate of pay. Acceptance of the temporary assignment in a higher-rated position shall be at the discretion of the employee.

## **ARTICLE 24 — RESPONSIBILITY PAY**

### **24.01**

Nurses assigned by the Employer to be in-charge of the home shall be paid a premium of seventy-five cents (\$0.75) per hour.

## **ARTICLE 25 — HEALTH PROGRAM**

### **25.01**

The parties agree to cooperate in the promotion of safe work habits and safe working conditions, and to adhere to the provisions of the Workers' Compensation Act and other applicable legislation.

### **25.02 Joint Occupational Health and Safety Committee**

The Employer and the Union recognize the role of the Joint Occupational Health and Safety Committee in promoting a safe and healthful workplace.

The parties agree that a Joint Occupational Health and Safety Committee shall be established in the home covered by this Collective Agreement. The Committee shall govern itself in accordance with the provisions of the Industrial Health and Safety Regulations made pursuant to the Workers' Compensation Act. The Committee shall be as between the Employer and the Union, with equal representation, and with each Party appointing its own representatives. Representatives of the Union shall be chosen by the Union membership or appointed by the Union.

The Union further agrees to actively pursue with the other health care unions' employee representatives or alternatively with other Royal City Manor department representatives, a Joint Union Committee for the purposes of this Article.

The Employer agrees to provide or cause to be provided to employer members of the Joint Occupational Health and Safety Committee adequate training and orientation to the duties and responsibilities of committee members to allow the incumbents to fulfil those duties competently.

The Union agrees to provide or cause to be provided to Union members of the Joint Occupational Health and Safety Committee adequate training and orientation to the duties and responsibilities of committee members to allow the incumbents to fulfil those duties competently. Such training and orientation shall take place within six (6) months of taking office.

### **25.03 Medical Examinations**

An employee may be required by the Employer, at the request of and at the expense of the Employer, to take a medical examination by a physician of the employee's choice. Employees may be required to take skin tests, x-ray examinations, vaccinations, inoculations, and other immunizations (with the exception of rubella vaccinations when the employee is of the opinion that a pregnancy is possible), unless the employee's physician has advised, in writing, that such a procedure may have an adverse affect on the employee's health. Such testing will be done, if possible, by a "free" health care provider.

### **25.04**

Pregnant employees may request to be transferred from their current duties if, in the opinion of the employee's physician, the pregnancy may be at risk. If such a transfer is not feasible, the pregnant employee, if she so requests, will be granted an unpaid leave of absence until the maternity leave commences.

### **25.05**

Where the Employer identifies high risk areas which expose nurse to infectious or communicable diseases for which there are protective immunizations available, such immunizations shall be provided at no cost to the employee.

Employees who may be exposed in the course of their employment to Hepatitis B shall be entitled to receive the Hepatitis B vaccine free of charge.

### **25.06**

When the Employer is aware that a resident has a history of aggressive behaviour, the Employer will make such information available to the employee. In-service education and/or instruction in caring for an aggressive resident will continue to be provided by the Employer pursuant to Article 48.

## **ARTICLE 26 — NON-DISCRIMINATION**

### **26.01 Non-Discrimination**

- A) The Employer and the Union subscribe to the principles of the Human Rights Act of British Columbia.
- B) The Employer and the Union agree that there shall be no discrimination, interference, restriction or coercion exercised or practised with respect to any employee for reason of membership or activity in the Union.
- C) The Union and the Employer recognize the right of employees to work in an environment free from sexual harassment, and the Employer shall take such actions as are necessary with respect to any person engaging in sexual harassment in the workplace.

## **ARTICLE 27 — LEAVE—PROFESSIONAL ASSOCIATION MEETINGS**

### **27.01**

Leave of absence with pay may be granted for professional meetings not exceeding one (1) week, subject to the approval of the Employer. The Employer will make every endeavour to grant such leave of absence.

## **ARTICLE 28 — EMPLOYER BUSINESS**

### **28.01**

Employees required by the Employer to attend meetings or hearings on behalf of the Employer will continue to receive the applicable rate of pay for the time periods required.

The provisions of the Agreement shall apply to the time periods as required above. The Employer shall reimburse the employees for all expenses incurred by the employees during these time periods.

## **ARTICLE 29 — LEAVE—PUBLIC OFFICE**

### **29.01**

Employees will be granted unpaid leave of absence to enable them to run in a Municipal, Provincial or Federal Election if nominated and, if elected, to serve one term of office.

## **ARTICLE 30 — LEAVE—UNPAID**

### **30.01**

An employee granted unpaid leave(s) of absence totalling less than twenty-one (21) working days in any calendar year will continue to accumulate all benefits. Any excess over twenty (20) working days in any calendar year will be deducted from length of service in the computation of benefits and for increment progression purposes, unless otherwise mutually agreed upon by the Union and the Employer.

Employees granted leave of absence for Union business pursuant to Article 4.17 shall be exempt from the provisions of this Article.

### **30.02**

An employee may request unpaid leave of absence for any purpose. Requests for such leave of absence will be made in writing to the Director of Nursing/Care (or designated representative) and may be granted at the Employer's discretion. Reasonable notice of at least eight (8) days will be given to minimize

dislocation of staff. The Employer will indicate to the employee, in writing, the acceptance or refusal of such request within a reasonable period of time.

### **30.03**

Leave of absence will not affect annual increments when granted for education purposes, maternity leave and adoption leave.

## **ARTICLE 31 — LEAVE—ELECTIONS**

### **31.01**

Employees who are eligible to vote in a Federal or Provincial election or referendum shall be entitled to four (4) consecutive hours free from work during the hours the polls are open to cast their vote. If in order to satisfy this provision an employee must absent themselves from work, they shall suffer no loss of salary for the scheduled hours away from work.

## **ARTICLE 32 — LEAVE—MATERNAL, ADOPTION, PARENTAL**

### **32.01**

#### **A) Maternity Leave**

A regular employee shall be granted fifty-two (52) weeks maternity leave of absence without pay. Such leave may commence eleven (11) weeks prior to the week in which her predicted week of confinement occurs or any time thereafter at the request of the employee. In no case shall an employee be required to return to work sooner than six (6) weeks following the birth or the termination of her pregnancy, unless a shorter time is requested by the employee and granted by the Employer.

#### **i) Benefits**

- (a) For the first twenty (20) work days of such leave, the employee shall be entitled to the benefits under Article 30 — Leave - Unpaid.
- (b) For the balance of an seventeen (17) week period (i.e., seventeen (17) weeks less twenty (20) work days), the service of an employee who is on maternity leave shall be considered continuous for the purpose of any pension, medical, or other plan beneficial to the employee, and the Employer shall continue to make payment to the plans in the same manner as if the employee was not absent.

#### **B) Parental Leave**

Within the fifty-two (52) week leave period granted under Article 32.01 A), weeks eighteen (18) through fifty-two (52) inclusive will be considered parental leave. Parental leave will normally commence immediately following maternity leave unless agreed to by the Employer for reasons such as premature birth or a hospitalized infant.

#### **i) Benefits**

For weeks eighteen (18) through fifty-two (52) inclusive, the service of an employee who is on parental leave shall be considered continuous for the purpose of any pension, medical, or other plan beneficial to the employee, and the Employer shall continue to make payment to the plans in the same manner as if the employee was not absent.

### **C) Parental Leave - Special Circumstances**

- i) An employee is entitled to up to six (6) additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, she is unable to return to work when her leave ends under A) above.

A request for special circumstances leave pursuant to Article 32.01C)(i) must, if required by the Employer, be accompanied by a medical practitioner's certificate stating the expected or actual birth date or the date the pregnancy terminated or stating the reasons for requesting additional leave under this subsection.

- ii) If the new born child will be or is at least six months of age at the time the child comes under the care of the mother, and a medical practitioner certifies that an additional period of parental care is required because the child suffers from a physical, psychological or emotional condition, the natural mother may apply for additional parental leave without pay. Five (5) weeks additional leave may be taken.
- iii) An employee's combined entitlement to leave under subsections A), B), and C) of Article 32.01 is limited to sixty-three (63) weeks.

#### **iv) Benefits**

For additional leaves arising from subsections C)(i) or (ii) above, the service of an employee shall be considered continuous for the purpose of any pension, medical, or other plan beneficial to the employee, and the Employer shall continue to make payment to the plans in the same manner as if the employee was not absent.

### **D) Additional Leave**

Any further leave granted beyond the period of 32.01 A), B) or C), thirty-seven (37) week period for special circumstances will be unpaid leave without any benefits.

- E) Medical complications of pregnancy, including complications during an unpaid leave of absence for maternity reasons, preceding the period stated by the Employment Insurance Act, shall be covered by sick leave credits providing the employee is not in receipt of maternity benefits under the Employment Insurance Act or any wage loss replacement plan.
- F) An employee shall make every effort to give twenty-one (21) days' notice prior to the commencement of maternity leave of absence, and at least twenty-one (21) days' notice of her intention to return to work prior to the termination of the leave of absence.
- G) The Employer may require the employee to provide a doctor's certificate indicating the employee's general condition during pregnancy and the expected date of confinement.
- H) The Employer shall not terminate an employee or change a condition of her employment because of the employee's pregnancy or her absence for maternity reasons.

## **32.02 Natural Father**

### **A) Parental Leave**

Within fifty-two (52) weeks of the birth of his child, a natural father may apply for up to thirty-seven (37) weeks parental leave without pay.

i) **Benefits**

- (a) For the first twenty (20) work days of such leave, the employee shall be entitled to the benefits under Article 30 — Leave - Unpaid.
- (b) For weeks five (5) through thirty-seven (37) inclusive, the service of an employee who is on parental leave shall be considered continuous for the purpose of any pension, medical, or other plan beneficial to the employee, and the Employer shall continue to make payment to the plans in the same manner as if the employee was not absent.

**B) Parental Leave Beyond Thirty-Seven (37) Weeks - Special Circumstances**

Upon request, a regular employee shall be granted up to five (5) additional weeks of parental leave without pay if a medical practitioner certifies that an additional period of parental care is required because the child suffers from a physical, psychological or emotional condition. The maximum parental leave is forty-two (42) weeks.

i) **Benefits**

For weeks thirty-eight (38) through forty-two (42) inclusive, the service of an employee who is on parental leave shall be considered continuous for the purpose of any pension, medical, or other plan beneficial to the employee, and the Employer shall continue to make payment to the plans in the same manner as if the employee was not absent.

**C) Additional Leave**

Any further leave granted beyond the normal thirty-seven (37) week period, or the forty-two (42) week period for special circumstances, will be unpaid leave without any benefits.

**32.03 Adoptive Parents**

**A) Adoption Leave**

Upon request, a regular employee shall be granted thirty-seven (37) weeks adoption leave of absence without pay. The employee shall furnish proof of adoption.

i) **Benefits**

- (a) For the first twenty (20) work days of such leave, the employee shall be entitled to the benefits under Article 30 — Leave - Unpaid.
- (b) For the balance of thirty-seven (37) week period (i.e., thirty-seven (37) weeks less twenty (20) work days), the service of an employee who is on adoption leave shall be considered continuous for the purpose of any pension, medical, or other plan beneficial to the employee, and the Employer shall continue to make payment to the plans in the same manner as if the employee was not absent.

**B) Parental Leave**

In the event both adoptive parents are employees of the Board, any adopting parent who did not apply for adoption leave of absence without pay may, on four (4) weeks notice, and within fifty-two (52) weeks from the date of taking custody, apply for up to thirty-seven (37) weeks parental leave without pay.

i) **Benefits**

- (a) For the first twenty (20) work days of such leave the employee shall be entitled to the benefits under Article 30 (Leave - Unpaid).
- (b) For weeks five (5) through thirty-seven (37) the service of an employee who is on parental leave shall be considered continuous for the purpose of any pension, medical, or other benefit plans available to the employee, and the Employer shall continue to make payment to the plans in the same manner as if the employee was not absent.

C) **Parental Leave Beyond Thirty-Seven (37) Weeks - Special Circumstances**

Upon request, a regular employee shall be granted up to five (5) weeks additional parental leave without pay if a medical practitioner or agency that placed the child certifies that an additional period of parental care is required because the child suffers from a physical, psychological or emotional condition - five (5) weeks additional may be taken up to a maximum of combined parental leave and parental leave (special circumstances) of forty-two (42) weeks for each adoptive parent who is an employee of the employer.

i) **Benefits**

For weeks thirty-eight (38) through thirty-seven (37) inclusive, the service of an employee who is on parental leave shall be considered continuous for the purpose of any pension, medical, or other plan beneficial to the employee, and the Employer shall continue to make payment to the plans in the same manner as if the employee was not absent.

D) **Additional Leave**

Any further leave granted beyond the normal thirty-seven (37) week period, or the forty-two (42) week period for special circumstances, will be unpaid leave without benefits.

**32.04 Return to Employment**

An employee resuming employment after a maternity, adoption, or parental leave of absence shall be reinstated in all respects to her previous position or to a comparable position, with all increments to wages and benefits to which she would have been entitled during the period of her absence.

**32.05 Bridging of Service**

If a regular employee terminates as a result of a decision to raise a dependent child or children residing with the employee, and is subsequently re-employed, upon application, she shall be credited with length of service accumulated at the time of termination.

The following conditions shall apply:

- A) The employee must have completed three (3) years of service with the Employer.
- B) The resignation must indicate that the reason for termination is to raise a dependent child or children.
- C) The break in service shall be for no longer than three (3) years and during that time the employee must not have been engaged in remunerative employment for more than six (6) months cumulative.
- D) The employee must serve a three (3) month probationary period.

- E) An employee returning to work under this clause shall retain her former increment level and years of service for vacation purposes.

## **ARTICLE 33 — ANNUAL VACATION**

### **33.01 Vacation Entitlement**

Regular full-time employees are entitled to vacation leave at their regular rate of pay on the following basis:

Regular employees shall be entitled to a vacation when the qualifying year(s) of service are attained before January 1, as follows:

- 20 work days after 1 year of continuous service
- 20 work days after 2 years of continuous service
- 20 work days after 3 years of continuous service
- 20 work days after 4 years of continuous service
- 21 work days after 5 years of continuous service
- 22 work days after 6 years of continuous service
- 23 work days after 7 years of continuous service
- 24 work days after 8 years of continuous service
- 25 work days after 9 years of continuous service
- 26 work days after 10 years of continuous service
- 27 work days after 11 years of continuous service
- 28 work days after 12 years of continuous service
- 29 work days after 13 years of continuous service
- 30 work days after 14 years of continuous service
- 31 work days after 15 years of continuous service
- 32 work days after 16 years of continuous service
- 33 work days after 17 years of continuous service
- 34 work days after 18 years of continuous service
- 35 work days after 19 years of continuous service
- 36 work days after 20 years of continuous service
- 37 work days after 21 years of continuous service
- 38 work days after 22 years of continuous service
- 39 work days after 23 years of continuous service
- 40 work days after 24 years of continuous service
- 41 work days after 25 years of continuous service
- 42 work days after 26 years of continuous service
- 43 work days after 27 years of continuous service
- 44 work days after 28 years of continuous service
- 45 work days after 29 years of continuous service
- 46 work days after 30 years of continuous service

\*Anniversary year is the year in which the employee's anniversary date of employment falls.

### 33.02

Regular part-time employees are entitled to vacation leave on a pro-rata basis as follows:

$$\frac{\text{all eligible hours}^*}{\text{annualized hours}} \times \text{vacation entitlement} \times \text{regular} \\ (1826.25)$$

\* Excludes any paid overtime. Includes leave without pay up to twenty (20) work days.

### 33.03

Vacation leave must be taken in the calendar year earned.

### 33.04 Partial Year of Service

During the first partial calendar year of service, regular employees earn vacation at the rate of:

$$\frac{\text{all eligible hours}^*}{\text{annualized hours}} \times \text{vacation entitlement} \times \text{regular pay} \\ (1826.25)$$

\* Excludes any paid overtime. Includes leave without pay up to twenty (20) work days.

### 33.05

Employees who have completed their probationary period are entitled to vacation leave at their regular rate of pay. All vacation not taken by December 31 will be paid out at the employee's regular rate of pay.

### 33.06 Vacation Scheduling

- A) Subject to operational requirements, vacations may be scheduled for any time during the calendar year.
- B) Vacation time may be divided, (subject to below) and employees may, prior to the scheduling of vacations, request to have their vacation scheduled in accordance with either the principle of seniority or on a rotating basis. Where a consensus of employees cannot be reached as above, vacations will be scheduled according to seniority on the basis that the employees with the most seniority will have the first choice of vacation times. Employees failing to exercise their rights within the vacation selection time posted by the Employer will forfeit their seniority rights in respect to choice of vacation time.
- C) The selection of vacation and the posting of the approved vacation schedule shall be completed by March 31<sup>st</sup> each year or any other date mutually agreed to.
- D) Vacation requests received outside of the above vacation selection time will be approved on a first-come, first-served basis, subject to operational requirements. The Employer shall provide a response to requests in a timely manner.

### 33.07 Terminating Employees

- A) Employees who terminate part way through a calendar year and who have not taken annual vacation will have vacation entitlement paid out on the basis of:

$$\frac{\text{all eligible hours}^*}{\text{annualized hours}} \times \text{vacation entitlement} \times \text{regular pay} \\ (1826.25)$$

\* Excludes any paid overtime. Includes leave without pay up to twenty (20) work days.

- B) Employees who terminate part way through a calendar year and who have taken more days of vacation than earned according to the formula above will have unearned vacation taken repaid to the Employer.

## **ARTICLE 34 — STATUTORY HOLIDAYS**

### **34.01 Statutory Holiday Entitlement**

Each regular employee will receive a day-off, on or for each of the following statutory holidays and any other general holiday proclaimed by the Federal or Provincial Government:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
British Columbia Day	

### **34.02**

A regular full-time employee will receive regular pay for each day off for the aforementioned statutory holidays.

### **34.03**

Regular part-time employees will receive the following pay for the aforementioned statutory holidays:

$$\frac{\text{all eligible hours}^*}{\text{annualized hours}} \times 11 \text{ statutory holidays} \times \text{regular pay}$$

(1826.25)

\* Excludes any paid overtime. Includes leave without pay up to twenty (20) work days.

### **34.04 Work on Statutory Holidays**

If an employee is requested to work on a statutory holiday, other than a Super Stat, the employee will be paid at the rate of double time (2 x) for the first seven and one-half (7½) hours and will receive another day off with pay as a statutory holiday. The rate of double time (2 x) will be paid for a shift when one-half (½) or more than one half (½) of the hours fall within 0001 hours and 2400 hours on the named day. In such cases, the rate of double time (2 x) shall be paid for the total hours worked.

#### **Superstats**

Employees who are required to work on Christmas Day or Labour Day or Good Friday shall be paid at the rate of double-time and one-half (2½ x) for the first seven and one-half (7½) hours worked and shall receive another day off with pay as a statutory holiday. The rate of double-time and one-half (2½ x) shall be paid for the full shift when one-half (½) or more than one-half (½) of the hours worked fall within 0001 and 2400 hours on the named day. In such cases, the rate of double-time and one-half (2½ x) shall be paid for the total hours worked.

### **34.05 Statutory Holiday Falling Within a Vacation**

If one of the above-named holidays occurs on an employee's regular day-off or during their vacation period, the employee shall receive an additional day-off in lieu.

## **ARTICLE 35 — LEAVE—SICK**

### **35.01 Accumulation**

- A) Regular full-time employees shall receive one and one-half (1.5) working days sick leave credits for each month of service. These sick leave credits shall have no cash value per se.
- B) Sick leave credits, if not used, shall accumulate to a maximum of one hundred and ten (110) work days.

### **35.02 Payment**

- A) Regular full-time employees shall receive their regular pay for each day of sick leave credit used.
- B) Regular part-time employees shall receive their regular pay for scheduled work hours lost.

### **35.03 Proof of Sickness**

- A) Sick leave with pay is only payable because of sickness or injury and employees who are absent from duty because of sickness may be required by the employer to prove sickness. Failure to meet this requirement can be cause for disciplinary action. Repeated failure to meet this requirement can lead to dismissal. A doctor's certificate may be requested for each leave of more than two (2) consecutive work days.
- B) The Employer may request an employee to seek a second medical opinion in the situation of a non-physical illness which duration is greater than ten (10) consecutive work days.

The second opinion will be obtained by a physician who is appointed jointly by the employee's physician and a physician representing the Employer.

The employee shall specify whether the physician giving the second opinion will be female or male.

The Employer shall bear all costs related to this request.

### **35.04 Benefits Accrue**

When an employee is on paid sick leave, all benefits of this Agreement shall continue to accrue.

### **35.05 Notice Required**

Employees must give reasonable notice to the Employer prior to the commencement of their shift of any anticipated absence from duty because of sickness and employees must notify the Employer prior to their return to work.

### **35.06 Expiration of Sick Leave Credits**

Employees who are absent due to sickness beyond their accumulated sick leave credits shall be placed on an unpaid leave of absence until they are in receipt of long term disability benefits. (References are Article 36.05: Long Term Disability Plan and Appendix "A".)

### **35.07 Leave - Workers' Compensation**

#### **A) Entitlement to Leave**

An employee shall be granted Workers' Compensation leave with pay, in the event that the Workers' Compensation Board (WCB) determines that the employee has established a claim (time loss benefits) and they are unable to perform their duties by reason of the compensable injury which occurred while employed by the Employer. The term claim will not include any form of WCB allowance or pension, and this section will not be operative while an employee is receiving such a different form of payment from WCB arising from this claim.

#### **B) Reimbursement to Employer**

The employee shall pay to the Employer any amount received for loss of wages in settlement of any claims.

#### **C) Benefit Entitlement**

When an employee is on a WCB claim, all benefits of the Agreement will continue to accrue. However, an employee off work on a WCB claim shall receive wages and benefits equalling but not exceeding their normal entitlement had they not suffered a compensable injury. For the first twenty (20) work days on claim, an employee will accrue paid holidays and vacation credits. Once the claim exceeds twenty (20) work days, paid holidays and vacation credits will not accrue. However, unused vacation credits accrued prior to the claim shall not be lost as a result of this clause.

#### **D) Approval of Claim**

When an employee is granted sick leave with pay and Workers' Compensation leave is subsequently approved for the same period, it shall be considered, for the purpose of the record of sick leave credits, that the employee was not granted sick leave with pay.

#### **E) Continuation of Employment**

Employees qualifying for Workers' Compensation coverage shall be continued on the payroll and shall not have their employment terminated during the compensable period, except for just cause.

#### **F) Emergency Appointments**

Absence from work to attend emergency medical or dental appointments and medical appointments arising from a work related accident covered by Workers' Compensation shall be paid for from the employee's accumulated sick leave.

### **35.08 Enforceable Legal Claim**

If an employee has received sick leave with pay and has a legally enforceable claim to compensation or damages for earnings lost during the said period from any third party other than the employee's own insurer under a contract of insurance, the employee shall, at the request of the Employer, take all steps reasonably necessary to enforce the said claim at the Employer's expense. If the employee receives any payment of accounts of earnings as a result of such claim, the employee shall pay to the Employer, so much of the said payment as related to the sick leave pay received by the employee for the said period and upon so doing, shall receive sick leave credit for the number of days represented by such payment.

### **35.09 Appointments**

- A) Subject to the operational requirements of the home, and upon at least eight (8) days notice, absence from work to attend other than emergency medical or dental appointments shall be paid for from accumulated sick leave, when the employee is unable to arrange the appointment for her/his normal off duty hours.

- B) When an employee's doctor refers the employee to a specialist, any necessary travel time, to a maximum of three (3) work days, for the employee to visit such specialist shall be paid for and deducted from sick leave credits.

### **35.10 Sick or Injured Prior to Vacation**

In the event an employee is sick or injured prior to the commencement of her/his vacation, such employee shall be granted sick leave and the vacation period so displaced shall be added to the vacation period if requested by the employee and agreed to by the Employer, or the time shall be credited for use at a later date.

### **35.11 Voluntary Treatment**

While in voluntary attendance at a full-time treatment program for substance abuse, a regular employee shall, on proof of enrolment, be entitled to sick leave with pay to the extent that sick leave credits are available. Article 35.06 shall apply upon expiration of sick leave credits, should additional leave be requested.

## **ARTICLE 36 — MEDICAL, EXTENDED HEALTH, DENTAL COVERAGE, AND LONG TERM DISABILITY INSURANCE PLAN**

### **36.01 Medical Plan**

- A) Eligible employees, spouses (including common-law), and dependents shall be covered by the British Columbia Medical Services plan or carrier approved by the British Columbia Medical Services Commission. The Employer shall pay one hundred per cent (100%) of the monthly premium.
- B) An eligible employee who wishes to have coverage for other than dependents may do so provided the Medical Plan is agreeable and the extra premium is paid by the employee through payroll deduction.
- C) Membership shall be a condition of employment for eligible employees who shall be enrolled for coverage following the completion of three (3) months employment.
- D) Membership in the basic Medical Plan is a condition of employment for regular employees who are not members in any other plan.

### **36.02 Dental Plan**

- A) The Dental Plan shall cover eligible employees, their spouses (including common-law spouse), and dependent children, provided they are not enrolled in another Plan.
- B) The Dental Plan shall cover one hundred per cent (100%) of the costs of the basic Plan "A", sixty per cent (60%) of the extended Plan "B", and fifty per cent (50%) of the extended Plan "C". An employee is eligible for orthodontic services under Plan "C" after twelve (12) months participation in the Plan. Orthodontic services are subject to a lifetime maximum payment of one thousand eight hundred and fifty dollars (\$1,850.00) per patient with no run-offs for claims after termination of employment.
- C) The Employer shall pay one hundred per cent (100%) of the monthly premium.

### **36.03 Extended Health Care Plan**

- A) The Extended Health Care Plan shall cover eligible employees, their spouses (including common-law spouses), and dependent children, provided they are not enrolled on another plan.
- B) The Extended Health Care Plan shall include:
  - i) Expenses incurred for the purchase and maintenance of a hearing aid up to a maximum of five hundred dollars (\$500.00) per person in each four (4) year period, effective May 1, 2002.
  - ii) Vision care coverage providing a two hundred and twenty-five (\$225.00) annual benefit for each child and a two hundred and twenty-five (\$225.00) biennial benefit for each adult, effective May 1, 2002.
- C) The Employer shall pay 100% of the monthly premium.

### **36.04 Group Life Insurance Plan**

- A) Regular employees who are not in any other plan shall become members of the group life insurance plan as a condition of employment.
- B) Effective June 1, 2002 the plan shall provide basic life insurance in the amount of one hundred thousand dollars (\$100,000.00) and standard twenty-four (24) hour accidental death and dismemberment insurance, up to and including age sixty-five (65). Thereafter, the amount of coverage shall decrease to fifty thousand dollars (\$50,000.00). Group insurance coverage shall cease for employees at the age of seventy (70).

Upon termination of employment, including retirement, coverage shall continue without premium payment for a period of thirty-one (31) days during which time the conversion privilege may be exercised; that is, the individual covered may convert all or part of the employee's group life insurance to any whole life, endowment, or term life policy normally issued by the insurer and at the insurer's standard rates at the time, without medical evidence.

- C) The Employer shall pay on hundred per cent (100%) of the monthly premium for the group life insurance plan.

### **36.05 Long Term Disability Insurance Plan**

- A) Regular employees shall become members of the long term disability plan as a condition of employment.
- B) The plan shall provide employees with two-thirds (2/3) salary continuation until age sixty-five (65), in the event of a disability, to a maximum of three thousand five hundred dollars (\$3,500) per month.
- C) The Employer shall pay one hundred per cent per cent (100%) of the monthly premium.

### **36.06**

Coverage under the provision in Article 36.02, 36.03, 36.04, and 36.05 shall commence on the first day of the calendar month immediately following the completion of three (3) months employment as a regular employee.

### **36.07 Retirement Plan**

The Employer shall provide a retirement plan as outlined in Appendix “C”.

## **ARTICLE 37 — LEAVE—BEREAVEMENT**

### **37.01**

All regular employees shall be entitled to three (3) work days leave, with pay, for attending a funeral in the event of a death of a member of her/his immediate family, which shall be limited to spouse (including common-law), child, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or a relative permanently residing in the employee's household or with whom the employee permanently resides.

### **37.02**

Up to two (2) additional work days, with pay, will be granted to regular employees for the making of funeral arrangements for a spouse, child, parent, brother or sister of the employee.

### **37.03**

Up to two (2) additional days with pay will be granted to regular employees when out-of-town travel is required and is approved by the Employer.

### **37.04**

Bereavement leave need not be taken on consecutive days.

## **ARTICLE 38 — EMPLOYMENT INSURANCE**

**38.01** Eligible employees will be covered by the Employment Insurance Act, or succeeding Acts.

## **ARTICLE 39 — LEAVE—COURT DUTY**

### **39.01**

- A) Regular employees who are required by law to serve as jurors or subpoenaed as witnesses in any court shall be granted a leave of absence, with pay, equal to the time required for the employee's court attendance(s).
- B) A regular employee in receipt of regular pay and benefits while at court shall remit to the Employer any witness or jury fees received for days that the employee is normally scheduled to work, providing these do not exceed the employee's regular pay. Travelling and meal allowances paid by the Court and not by the Employer shall not be remitted.
- C) Regular employees who work evening or night shifts who are required by law to serve as jurors or subpoenaed as witnesses in any court, shall, at the employee's request, be relieved of their assigned shifts and shall be compensated pursuant according to the length of the court duty.

### **39.02**

Court Duty Leave does not apply to employees who are accused, plaintiffs or defendants.

## **ARTICLE 40 — LEAVE - OTHER**

### **40.01 Special Leave**

- A) Special leave shall be granted for serious illness of the employee's spouse or child residing with the employee and when no one at the employee's home other than the employee is available to care for the sick person and provided that the employee has made every effort to provide alternative care - up to four (4) days annually with no carry forward into the next year.
  
- B) Employees may apply for up to five (5) days leave of absence annually, one (1) day of which shall be paid, to attend to family responsibilities not otherwise covered by this Collective Agreement, with no carry forward into the next year.

## **ARTICLE 41 — WORKER'S COMPENSATION**

### **41.01**

All employees will be covered by the provisions of the Workers' Compensation Act.

## **ARTICLE 42 — EXEMPT AND SAVE HARMLESS**

### **42.01**

The Employer will insure:

- A) To exempt and save harmless employees from any liability action arising from the proper performance of her/his duties for the Employer;
  
- B) To assume all costs, legal fees, and other expenses arising from any such action.

## **ARTICLE 43 — PAY DAYS**

### **43.01 Pay Days**

Employees working the following shifts shall be paid by cheque no later than:

<i>Day shift</i>	On pay day.
<i>Afternoon shift</i>	On the day immediately prior to the pay day, if available.
<i>Night shift</i>	Coming off the shift the morning of pay day, if available.

When a pay day falls on an employee's scheduled day off, the Employer agrees to issue the employee's cheque on the last shift worked prior to pay day, provided the cheque is available.

If the Employer implements direct deposits, employees will have access to their pay stubs during the normal operating hours of the business office. The employee's pay shall be deposited in the bank, trust company, or credit union of the employee's choice, on the appropriate pay day. It is understood that, pursuant to the Employment Standards Act, an employee must agree to direct deposit before the Employer implements such a system.

### **43.02**

Upon request, pay for an annual vacation to which an employee is entitled shall be paid in one payment to the employee the last pay day before the beginning of the employee's annual vacation.

### **43.03 Statement of Wages**

On each pay day, an employee will receive a written statement indicating the following:

- A) In the case of an hourly paid employee, the hourly rate and hours worked;
- B) The hours worked by the employee for which payment of wages is made at the overtime wage rate, and the overtime wage rate;
- C) The amount of each deduction from the earnings of the employee and the purpose of each deduction;
- D) The amount being received by the employee.

## **ARTICLE 44 — UNIFORMS**

### **44.01**

All employees will be expected to dress appropriately for the job they are doing.

### **44.02**

After completion of the probationary period, the company will provide each permanent employee with two uniforms. After the first full year of employment, and annually thereafter, the company will provide one uniform for each employee.

### **44.03**

In lieu of providing a uniform, the company may choose to pay sixty dollars (\$60.00) upon providing proof of purchase of that uniform.

## **ARTICLE 45 — FOOD AND PARKING**

### **45.01**

The company shall provide free parking for employees.

### **45.02**

The company shall provide free meals to employees on the days they are working.

## **ARTICLE 46 — AMENDMENTS**

### **46.01**

If either the Employer or the Union wishes to propose amendments to this Agreement, the Party proposing such amendments will notify the other Party in writing of this intent within the last four (4) months prior to the expiry date of the Agreement.

## **ARTICLE 47 — WAGE PAYMENT AND SCHEDULES**

### **47.01**

Wages will be paid each employee in accordance with and based upon the wage schedule provided in this Collective Agreement.

### **47.02**

All rates of pay and benefits under this Collective Agreement shall be applied according to their respective effective dates, as provided in this Agreement. Former employees of the Employer who are entitled to pay and benefits described above, shall receive them provided they leave a forwarding address for this purpose.

#### **47.03**

All retroactive payments will be made within thirty (30) days of notice of ratification of the collective agreement.

### **ARTICLE 48 — EFFECTIVE AND TERMINATING DATES**

#### **48.01 Expiration of Agreement**

This Agreement covers the period from **September 1, 2007, to and including November 30, 2010**, and shall remain in force and be binding upon the Parties thereafter until a new Agreement has been ratified.

#### **48.02 Commencement of Bargaining**

Where either Party has given notice under Article 46, the parties shall, within thirty (30) days after the notice was given, commence collective bargaining.

#### **48.03 Effective Date of Agreement**

All provisions of this Agreement shall be effective **September 1, 2007**, unless otherwise specified in this Agreement.

#### **48.04**

The operation of Subsection 2 of Section 50 of the Labour Code of British Columbia (or any succeeding Acts) is specifically excluded from this Agreement.

### **ARTICLE 49 — STAFF DEVELOPMENT PROGRAMS**

#### **49.01 Transfer of Function**

Where the Employer has agreed to a transfer of function, it will be the responsibility of the Employer to provide in-service programs/training to all nurses required to perform the function.

Employees required to attend such programs will be paid at the applicable rate of pay.

#### **49.02 In-Service Programs**

The parties of this Collective Agreement recognize the value of in-service education both to the employee and the Employer.

- A) The Employer reserves the right to identify specific in-service programs deemed compulsory.
- B) Employees required to attend such programs will be paid at the applicable rate of pay.
- C) In-service education programs on managing aggressive behaviour of residents will be provided.

#### **49.03 General Education Program**

- A) An employee shall be granted leave with pay to take courses at the request of the Employer. The Employer shall bear the full cost of the course, including tuition fees and course required books, necessary travelling and subsistence expenses.
- B) A regular employee shall be granted leave from scheduled work shifts without loss of pay, and reasonable expenses, to take courses where the Employer has approved an employee request to take such courses or where the Employer has offered such courses to the

employees on an optional basis. The Employer's approval shall not be unreasonably withheld. For regular full-time and part-time employees, the employer shall provide two (2) days professional development annually, subject to prior approval of the course(s) by the employer.

**C) Leave on Day-Off**

Should alterations of the normally scheduled work day be made by the Employer so that an employee's educational day-off falls on an off-duty day, the employee shall be paid for that day and be given an additional day-off.

**ARTICLE 50 — FUNDED BEDS**

The Union may request a wage and benefit reopener when there are forty (40) government funded beds in the home.

**ARTICLE 51 — PROFESSIONAL RESPONSIBILITY CLAUSE**

In the interest of safe patient care and safe nursing practice, the parties agree to the following problem solving process to address employee concerns relative to patient care including:

- A) nursing practice conditions
- B) safety of patients and nurses
- C) workload

**51.01**

The employee with a concern will discuss the matter with her immediate supervisor with the objective of resolving the concern. At her request the employee may be accompanied by a steward.

**51.02**

If the matter is not resolved to her satisfaction, the employee may complete a Professional Responsibility Report Form within seven (7) calendar days of her discussion with her immediate supervisor. The employee retains the original and forwards copies to the Union designate on the professional responsibility committee and the Director of Nursing/Care.

**51.03**

A Professional Responsibility committee shall be established.

Composition of the Committee:

- A) Standing Members:
  - i) one member appointed by the employees
  - ii) one member appointed by the Employer
- B) Ad Hoc Members:
  - i) the nurse with the concern
  - ii) Union designate
  - iii) immediate Supervisor
  - iv) Executive Director

**51.04**

The standing members shall alternate the chair on a six (6) month rotating basis.

## **51.05**

Meetings of the committee shall be held at the call of the Chair within fourteen (14) calendar days of receipt of the Professional Responsibility Report Form. The committee shall make every effort to resolve the matter.

## **51.06**

If the matter is not resolved to her satisfaction, the employee shall then proceed to have the concern addressed through the grievance procedure outlined in Article 7.02.

## **ARTICLE 52 — PORTABILITY PROVISIONS FOR NEW HIRES**

For newly-hired employees, prior experience is recognized and is accorded the following treatment:

### **A) Wage Increment Step**

For documented prior nursing experience which is recent and relevant, as determined by the employer, the new employee is placed on the prevailing wage progression grid at the step reflecting one increment for each completed 1,826.25 hours of experience.

### **B) Qualification Differentials**

For documented educational qualifications attained prior to commencing employment with the employer, the new employee shall be paid the appropriate differential premium(s) in accordance with Article 53.

### **C) Vacation Plateau**

- i) For documented prior nursing experience which is recent and relevant, as determined by the employer, the new employee is placed on the vacation grid in accordance with cumulative hours of continuous service at prior employers, subject to a maximum placement at the six (6) week plateau, i.e. thirty (30) work days.
- ii) Placement on a vacation plateau is utilized to compute and accrue future vacation time and vacation pay, in the second and subsequent years of continuous employment.
- iii) On commencing employment there is no accrued bank of vacation pay in the initial calendar year of service, however for a partial year of service ending on the January 1st cut-off date, the employee may take pro-rated vacation time in the succeeding year in accordance with Article 33.
- iv) The employee's vacation time is red-circled at the plateau in effect as of the date of hire, and remains the same until such time as the employee's accumulated continuous years of service after the date of hire results in progression to the next succeeding plateau (for example, a new hire placed on the twenty-five (25) work day plateau would progress to twenty-six (26) work days after completing ten (10) continuous years of service with Royal City Manor).

## **ARTICLE 53 — QUALIFICATION DIFFERENTIALS**

### **53.01 Special Clinical Preparation**

A regular employee with special clinical preparation of not less than six (6) months approved by the Employer, and who is employed in the special service for which the employee is qualified, shall be paid an additional fifty dollars (\$50.00) per month if the employee has utilized the course within four (4) years prior to employment.

### **53.02 CHA/CNA and BCIT Courses**

A regular employee who has successfully completed the CHA/CNA course Nursing Unit Administration and/or CHA Hospital Department Management Course and/or BCIT certificate program in Health Care Management, and is employed in a capacity utilizing the course(s) shall be paid an additional twenty-five dollars (\$25.00) per month.

### **53.03 Registered Psychiatric Nurse**

A regular employee graduate nurse who is in addition a psychiatric nurse shall be paid an additional fifty (\$50.00) per month for clinical preparation.

### **53.04 Baccalaureate Degree**

A regular employee who has received a baccalaureate degree in nursing shall receive an additional one hundred dollars (\$100.00) per month.

### **53.05 Master's Degree**

#### **A) In Nursing**

A regular employee who has received a Master's degree in nursing shall receive an additional one hundred twenty-five dollars (\$125.00) per month.

#### **B) Other**

A regular employee who has received a Master's degree in a course of study approved by the Employer and where this qualification is utilized in the course of the performance of the employee's duties, and where such qualification does not form part of the job requirement, the employee shall receive an additional one hundred and twenty-five dollars (\$125.00) per month.

### **53.06 Multiple Payments Prohibited**

An employee may not qualify for more than one (1) payment under categories in Articles 53.02, 53.04 and 53.05.

### **53.07**

The employee must provide proof of qualifications listed in Articles 53.04 and 53.05. The qualifications must be from an accredited Canadian post secondary institution or equivalent.

## **ARTICLE 54 – SEVERANCE ALLOWANCE**

### **54.01 Eligibility for Severance**

A regular employee leaving the employ of the home shall be entitled to receive severance allowance as calculated in Articles 54.02 and 54.03, providing that the employee falls into one of the following categories:

- A) employees with ten (10) years of service who of their own volition leave the home work force after their fifty-fifth (55<sup>th</sup>) birthday
- B) employees with ten (10) years service, whose services are no longer required by the Employer (closure of Employer's operations, job redundancy, etc.) except employees dismissed for cause
- C) employees with ten (10) years of service who are required to retire from the workforce because of a medical disability, which shall be mutually agreed between the Parties

D) employees with ten (10) years of service who die in service

**54.02 Severance Allowance Entitlement**

An eligible employee, as defined in Article 54.01, shall be paid a severance allowance of one (1) week's pay for each two (2) years of service, to a maximum of twenty (20) weeks pay.

An eligible employee who dies in service shall have their severance allowance paid to her estate.

**54.03 Calculation of Severance Allowance**

A) Proportionate payment shall be made to eligible employees for periods of service of less than two (2) years. The proportionate payment shall be calculated on the following basis:

$$\frac{\text{hours paid (excluding overtime) in the two-year period}}{1,826.25 \times 2}$$

B) Years of service for severance allowance purposes for part-time employees shall be calculated on the following basis

$$\frac{\text{total hours paid (excluding overtime)}}{1,826.25}$$

## APPENDIX A - ARTICLE 36: LONG TERM DISABILITY PLAN

### Section 1 — Eligibility

- A) Regular full-time and regular part-time employees who are on staff at the date of signing of the Collective Agreement and who are not presently disabled from working or who joined the staff following that date shall, upon completion of the three (3) month probationary period, become members of the Long Term Disability Plan as a condition of employment.
- B) Seniority accumulation and benefit entitlement for employees on long term disability shall be consistent with the following provisions:
  - i) Any employee granted unpaid leave of absence totalling up to twenty (20) working days in any year shall continue to accumulate seniority and all benefits, and return to her/his former job and increment step.
  - ii) If an unpaid leave of absence or an accumulation of unpaid leaves of absence exceeds twenty (20) working days in any year, the employee shall not accumulate benefits from the twenty-first (21st) day of the unpaid leave to the last day of the unpaid leave, but shall accumulate benefits and receive credit for previously earned benefits and seniority upon expiration of the unpaid leave.
  - iii) Employees on long term disability shall be considered employees for the purpose of Pension Plan when that Pension Plan has been established.
  - iv) Employees on long term disability shall have their Group Life Insurance Premiums waived, and coverage under the Group Term Life Insurance Plan shall be continued for an amount not to exceed the amount of life insurance for the employee on the last day she/he was actively at work.

### Section 2 — Waiting Period and Benefits

In the event an employee, while enrolled in this Plan, becomes totally disabled as a result of an accident or an illness then, after the employee has been totally disabled for five (5) months, the employee shall receive a benefit equal to two-thirds (2/3) of monthly earnings, to a maximum of three thousand five hundred dollars (\$3,500.00) per month, in accordance with the Plan which shall be filed with the Union. Effective November 30, 2010, the benefit amount received shall be increased annually by the same increase in the wage rate (received by regular employees).

For the purposes of the above, earnings shall mean basic monthly earnings as at the date of disability. Basic monthly earnings for regular part-time employees shall be calculated on the basis of the employee's average monthly hours of work for the twelve (12) month period or such shorter period that the employee has been employed, prior to the date of disability, multiplied by her/his hourly pay rate as at the date of disability.

The long term disability benefit payment shall be made so long as an employee remains totally disabled and shall cease on the date of the employee reaches age sixty-five (65), recovers, or dies, whichever occurs first, or as of the date of failure to provide requested written proof, satisfactory to the Company, of her/his continuous total disability.

### Section 3 — Total Disability Defined

- A) Total disability, as used in this Plan, means during the first (1<sup>st</sup>) twenty-four (24) months of a benefit payment period, the employee's complete inability, as a result of bodily sickness or injury, to engage in her/his normal occupation and after the first (1<sup>st</sup>) twenty-four (24) months of a benefit payment period, the employee's complete inability, as a result of bodily sickness or injury, to engage in any occupation or employment for wages, compensation or profit, for which she/he is reasonably qualified by education, training, or experience, or may reasonably become so qualified, subject always to the terms of the provision LIMITATIONS AND EXCLUSIONS.

For disabilities whose onset occurs on or after the first (1<sup>st</sup>) day of the calendar month following thirty (30) days after the date of ratification of the renewed collective agreement: Total disability, as used in this Plan, means during the first (1<sup>st</sup>) twenty-four (24) months of a benefit payment period, the employee's complete inability, as a result of bodily sickness or injury, to engage in her/his normal occupation and after the first (1<sup>st</sup>) twenty-four (24) months of a benefit payment period, the employee's complete inability, as a result of bodily sickness or injury, to engage in any occupation or employment for wages, compensation or profit **for** which the rate of pay equals or exceeds eighty-five percent (85%) of the pre-disability rate of pay from her/his regular occupation with the Employer, and for which she/he is reasonably qualified by education, training or experience, or may reasonably become so qualified, subject always to the terms of the provision at **Section 4 – Exclusions and Limitations**.

- B) Total disabilities resulting from mental or nervous disorders are covered by the Plan in the same manner as total disabilities resulting from accidents or other sicknesses.
- C) During a period of total disability, an employee must be under the regular and personal care of a legally qualified doctor or medicine.
- D) After twenty-four (24) months of disability, an employee who is able by reason of education, training, or experience, to perform the duties of any gainful occupation, shall no longer be considered totally disabled and, therefore, shall not continue to be eligible for benefits under this Long Term Disability Plan.

For disabilities whose onset occurs on or after the first (1<sup>st</sup>) day of the calendar month following thirty (30) days after the date of ratification of the renewed collective agreement: After twenty-four (24) months of disability, an employee who is able by reason of education, training or experience to perform the duties of any gainful occupation, for which the rate of pay equals or exceeds eighty-five percent (85%) of the pre-disability rate of pay from her/his regular occupation with the Employer, shall no longer be considered totally disabled and, therefore, shall not continue to be eligible for benefits under this Long Term Disability Plan.

- E) If an employee who is receiving this Long Term Salary Continuance benefit enters into a rehabilitation program, benefits may, at the discretion of the Company, be continued for up to twenty-four (24) months. However, the monthly benefit payable to the employee during the rehabilitation program will be the amount of benefit calculated in accordance with the terms of this policy less twenty-five per cent (25%) of the total amount of any wages, compensation, or profit earned by the employee during the rehabilitation program. In the event that income from rehabilitative employment and the benefit paid under this Plan shall exceed eighty per cent (80%) of the employee's earnings at date of disability, the benefit from this Plan shall be further reduced by the excess amount.

“Rehabilitative employment” shall mean any occupation or employment for wage or profit, or any course or training that entitles the disabled employee to an allowance, provided such rehabilitative employment has the approval of the employee’s doctor and the underwriter of the Plan.

The rehabilitative employment of a disabled employee shall continue until such time as the employee’s earnings from rehabilitative employment exceed eighty per cent (80%) of the employee’s earnings at the date of disability.

If the earnings are received by an employee during a period of total disability and, if such earnings are derived from employment which has not been approved as rehabilitative employment, then the regular monthly benefit from the Plan shall be reduced by one hundred per cent (100%) of such earnings.

#### **Section 4 — Exclusions and Limitations**

##### ***Exclusions***

No benefit shall be payable, in accordance with the terms of this policy, for any disability which is caused by or results from:

- (1) Intentionally self-inflicted bodily injury or sickness, while sane or insane;
- (2) Rebellion or insurrection, war, whether war has been declared or not, or by full- or part-time service in any Armed Forces; and
- (3) Flying or air travel, except when flying or travelling as a passenger in an aircraft for which a certificate of airworthiness has been issued by the appropriate government authority and which is operated by a properly licensed pilot.

##### ***Limitations***

- (1) An employee, physically able to engage in an occupation or employment, shall not be deemed to be totally disabled if she/he is prevented from engaging in that occupation or employment by any disqualification of law, licensing, or employment practice, even though such disqualification may arise from or be related to bodily injury or sickness for which she/he has received benefits provided by this policy.
- (2) In no event shall absence outside the territorial limits of Canada or the United States in North America be considered as part of disability period unless approved by the Company in writing prior to the beginning of such absence.

#### **Section 5 — Integration with Other Disability Income**

The amount of benefit payable to an employee shall be the amount for which she/he is insured on the date of commencement of her/his total disability, subject to any provision for the reduction or termination of insurance contained in this policy on such date.

However, if during a disability period, the employee is entitled to receive income from any of the following sources:

- i) Workers’ Compensation Act, or similar law;

- ii) Department of Veterans' Affairs
- iii) Retirement or Pension Plan with any employer;
- iv) Any disability provision or any group insurance policy; and
- v) Any law providing disability or retirement benefits enacted by any government, including the Employee Benefit of the Canada Pension Plan and the Quebec Pension Plan.

The amount of benefit shall be reduced by the amount of such income, excluding any portion the employee was receiving prior to commencement of disability, regardless of whether the employee has actually applied for and received such income.

However, no reduction in the amount of monthly benefit payable to the employee during the same period of disability will be made on account of increases in the amount of her/his income from the above sources if the increases are the direct result of application of a cost-of-living indexing formula to the amount of such income. No reduction will be made in this benefit by reason of the Canada Pension Plan or Quebec Pension Plan Dependent Benefit. Private or individual disability plan benefits of the disabled employee shall not reduce the benefit from this Plan.

### **Section 6 — Successive Disabilities**

Successive disability period means a disability period which begins within one hundred and eighty (180) days after the termination of a prior disability period.

Until the employee has resumed her/his previous occupation on a full-time basis sufficiently recovered to prevent relapse, any period of total disability arising from the same cause or causes as a previous period of total disability will be considered a continuation of the previous period of total disability. In no event, however, will periods of total disability separated by one hundred and eighty (180) days or more of regular employment be considered as one (1) period of total disability.

For each initial disability period, payment of benefits will commence following expiration of the qualification period of one hundred and eighty (180) days. For each successive disability period, payment of benefits will commence following expiration of:

- i) The qualification period less the total number of days absent due to the same cause or causes during the last preceding disability period and all intervening successive disability periods, or
- ii) Thirty (30) days, whichever is greater.

### **Section 7 — Expiration of Sick Leave**

Employees who have unused sick leave credits after the one hundred and eighty (180) day waiting period when the long term disability benefit becomes payable shall either exhaust all such sick leave credits before receiving the long term disability benefit, or bank the unused sick leave credits for future use.

Employees who will be eligible for benefits under the Long Term Disability Plan shall not have their employment terminated. Following expiration of their sick leave credits, they shall be placed on unpaid leave of absence until receipt of long term disability benefits.

Upon return to work following recovery, an employee who was on long term disability shall, where possible, return to her/his former job, exercising her/his seniority rights if necessary, pursuant to Article 12.02 D), of the Collective Agreement.

### **Section 8 — Benefits Upon Plan Termination**

In the event this Long Term Disability Plan is terminated, the benefit payments shall continue to be paid, in accordance with the provision of this Plan, to disabled employees who became disabled while covered by this Plan prior to its termination.

### **Section 9 — Premiums**

The cost of this Plan shall be borne by the Employer. Payment of premiums shall cease on termination of employment, or six (6) months prior to an employee's sixty-fifth (65th) birthday, whichever occurs first.

### **Section 10 — Waiver of Premium**

In the event an employee is receiving long term salary continuance benefits provided by this policy, the premium for her/his insurance shall be waived for the period during which benefits are paid.

### **Section 11 — Claims**

Written notice of a claim for long term salary continuance benefits must be sent to the Company by the participating Employer on the form provided by the Company for that purpose and received by the Company not later than thirty (30) days after the expiration of the qualification period. Initial proof of total disability, obtained at the employee's expense, must be sent to the Company on the form provided by the Company for that purpose and received by the Company not later than thirty (30) days after the expiration of the qualification period. Further proofs of total disability, when required by the Company, must be provided at the employee's expense.

Failure by the participating Employer to provide written notice of claim within the time limit specified above shall neither invalidate nor reduce any claim if it is shown that the employee has advised her/his employer of intention to claim within the time limit specified above.

Failure by the employee to provide written proof of claim as required above shall not invalidate a claim if notice is given to the Company within the time limit specified above, showing that it was not reasonably possible to obtain such proof.

### **Section 12 — Administration**

The Employer shall administer the Plan. Upon request, the Union shall be provided access to any reports provided by the claims-paying agent regarding experience information. All questions arising as to the interpretation of the Plan shall be subject to the grievance and arbitration procedures of the Collective Agreement. In cases of discrepancy between this Addendum and the Master Policy, the Master Policy will prevail.

**APPENDIX B – TABLE OF WAGE RATES**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>
September 1, 2007	\$26.13	\$27.13	\$28.14	\$29.14	\$30.16	\$31.15	\$32.16	\$33.22	\$34.30
April 1, 2008	\$26.72	\$27.74	\$28.77	\$29.80	\$30.83	\$31.85	\$32.89	\$33.97	\$35.07
September 1, 2008	\$27.32	\$28.37	\$29.42	\$30.47	\$31.53	\$32.57	\$33.63	\$34.73	\$35.86
April 1, 2009	\$27.86	\$28.93	\$30.00	\$31.08	\$32.16	\$33.22	\$34.30	\$35.43	\$36.57
September 1, 2009	\$28.42	\$29.51	\$30.61	\$31.70	\$32.80	\$33.88	\$34.99	\$36.14	\$37.31
April 1, 2010	\$29.27	\$30.40	\$31.52	\$32.65	\$33.79	\$34.90	\$36.04	\$37.22	\$38.43

## **APPENDIX C - RETIREMENT PLAN**

All regular full-time employees and regular part-time employees , upon completion of the probationary period, shall be enrolled in a Retirement Plan, the terms and conditions of which are as follows:

### **REGISTERED RETIREMENT SAVINGS PLAN**

- A) For regular employees participation is mandatory. Contributions may be made at three per cent (3%) or four per cent (4%) of straight time earnings. Effective October 1, 2008 contributions may be made at three percent (3%) or four percent (4%) or four point five percent (4.5%) of straight time earnings.
- B) Matching Employer contributions will be made monthly and vesting is immediate.
- C) Employees may make voluntary contributions in addition to their regular contributions. However, the Employer does not match voluntary contributions.
- D) Employees are offered a choice in the type of investment, i.e. five (5) year guaranteed fund, one (1) year guaranteed fund. Canadian Equity Fund or Diversified funds.
- E) Employees may make contributions to the Registered Retirement Savings Plan on behalf of a spouse, subject to the Income Tax Act.
- F) Employees may withdraw from their R.R.S.P. account in exceptional circumstances. However, for each withdrawal after the first occasion, the Employer contribution will be withheld for one (1) full year.
- G) Employees enrolled in the previous pension plan are subject to provincial locking-in requirements with respect to any withdrawals.
- H) Upon termination an employee shall transfer their R.R.S.P. account balance to a personal R.R.S.P. with the carrier, transfer to an R.R.S.P. with another financial institution, transfer to a registered pension plan (where applicable), or receive the account balance in cash (subject to taxes.)
- I) In the event of a death prior to retirement, the employee's designated beneficiary will receive the full value of the account balance (subject to taxation.)
- J) Employees will be provided with semi-annual statements of the balance of their R.R.S.P. accounts and activities related thereto, and will receive annual receipts for taxation purposes. Employees will be provided answers to their questions within a two-week period or shall be provided access to the plan carrier - cost to be borne by Employer.
- K) An annual administration fee will be charged to each employee to offset administration and investment costs of the plan. Additionally, withdrawals will be subject to an administration fee.
- L) With the exception of changes to personal information (e.g. name, beneficiary, etc.) All other changes to the plan, including enrolments, will occur twice (2X) per year on January 1st and

July 1st. The Employer will make those changes by January 15 and July 15 of that same year.

- M) Casual employees who have completed two (2) consecutive years of service and who have earned thirty-five per cent (35%) of the yearly maximum pensionable earnings in each of the two (2) years shall have the option of enrolling in the Plan.

# Letter of Understanding

*Between*

Central Care Corporation, operating as  
**Royal City Manor**  
(the “Employer,” of the first part)

*And*

**British Columbia Nurses’ Union**  
(the “Union,” of the second part)

## **Subject – Days In Lieu for Union Business on Scheduled Rest Days**

Whereas the Parties are desirous of maintaining an effective working relationship and cooperating within the spirit and intent of Article 4.17 – Unpaid Leave, Union Business,

Therefore, the Parties agree:

- subject to operational requirements, unpaid Union leave of absence shall be granted in lieu of missed scheduled days off for Union business
- for purposes of applying this provision, Union business will be the annual convention of the Union, quarterly regional meetings of the Union and collective bargaining (negotiations)
- to be eligible for this provision, one (1) delegate from the worksite shall be eligible to apply for a day off in lieu of attending Union business on a scheduled rest day for quarterly regional meetings or negotiations, and up to two (2) delegates for the annual convention of the Union
- the Employer’s aggregate “in lieu” days off in a calendar year, for all members of the bargaining unit, is subject to an annual maximum of ten (10) days
- this provision takes effect on ratification of the renewed collective agreement and shall expire November 30, 2010

### **Signed for the Employer**

\_\_\_\_\_  
Linda Wong

\_\_\_\_\_  
Margo Lupien

\_\_\_\_\_  
Mary Ann Corona

Dated: \_\_\_\_\_

### **Signed for the Union**

\_\_\_\_\_  
Cheryl King

\_\_\_\_\_  
Marcia Garces

\_\_\_\_\_  
Phodoline Meszaros

Dated: \_\_\_\_\_

# Letter of Understanding

*Between*

Central Care Corporation, operating as  
**Royal City Manor**  
(the “Employer,” of the first part)

*And*

**British Columbia Nurses’ Union**  
(the “Union,” of the second part)

**Subject – Appeal of Adjudication Decision Under the Insured Long-Term Disability Plan**

Whereas the Parties are desirous of achieving ratification of a renewed collective agreement,

Therefore, the Parties agree:

- the Employer commits that a claims appeal process is in place for an employee who wishes to dispute a decision by the insurance carrier
- a copy of the insurance carrier’s appeal process will be provided by the Employer to the Union within sixty (60) days of ratification of the collective agreement
- if either Party finds the appeal process unacceptable, the Parties shall meet within thirty (30) days to discuss and resolve concerns

**Signed for the Employer**

**Signed for the Union**

\_\_\_\_\_  
Linda Wong

\_\_\_\_\_  
Cheryl King

\_\_\_\_\_  
Margo Lupien

\_\_\_\_\_  
Marcia Garces

\_\_\_\_\_  
Mary Ann Corona

\_\_\_\_\_  
Phodoline Meszaros

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Central Care Corporation, operating as  
**Royal City Manor**  
(the “Employer,” of the first part)

*And*

**British Columbia Nurses’ Union**  
(the “Union,” of the second part)

Signed on behalf of:

**Signed for the Employer**

**Signed for the Union**

\_\_\_\_\_  
Linda Wong

\_\_\_\_\_  
Cheryl King

\_\_\_\_\_  
Margo Lupien

\_\_\_\_\_  
Marcia Garces

\_\_\_\_\_  
Mary Ann Corona

\_\_\_\_\_  
Phodoline Meszaros

\_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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