

**COLLECTIVE AGREEMENT**

**BETWEEN**

**CHANTELLE MANAGEMENT LTD.  
AT GRANDE PRAIRIE CARE CENTRE,  
GRANDE PRAIRIE, ALBERTA**

**-AND-**

**UNITED NURSES OF ALBERTA LOCAL #111**

**FOR THE PERIOD**

**JULY 1, 2010 - JUNE 30, 2013**

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**COLLECTIVE AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_.**

**BETWEEN**

**CHANTELLE MANAGEMENT LTD.  
AT GRANDE PRAIRIE CARE CENTRE, GRANDE PRAIRIE  
(hereinafter referred to as the “Employer”)  
OF THE FIRST PART**

**AND**

**THE UNITED NURSES OF ALBERTA, LOCAL #111  
(hereinafter referred to as the “Union”)  
OF THE SECOND PART**

**ARTICLE 1: GENERAL**

- 1.01 The parties acknowledge that their primary purpose is to provide efficient and quality resident care and believe that this purpose can be achieved most readily if harmonious relationships exist between the Employer and Employees.
- 1.02 In recognition of the purpose aforesaid, the parties are desirous of concluding a Collective Agreement to establish rates of pay and other terms and conditions of employment for Employees covered by this Collective Agreement.

**ARTICLE 2: DEFINITIONS AND MISCELLANEOUS**

- 2.01 “Union” shall mean the United Nurses of Alberta, which is party to this Agreement. Local shall mean United Nurses of Alberta Local 111.
- 2.02 “Employer” shall mean and include such persons as may from time to time, be appointed or designated to carry out administrative duties in respect of the operation and management of the Centre.
- 2.03 “Employee” shall mean a person covered by this Collective Agreement, including Registered Nurses, Certified Graduate Nurses, Registered Psychiatric Nurses and Graduate Psychiatric Nurses. At the time of hire each Employee shall be assigned by the Employer to one of the following categories: full-time, part-time or casual.
- 2.04 “Full-time Employee” shall mean a person covered by this Collective Agreement who is committed to and regularly and on a recurring basis works 77.5 hours biweekly, exclusive of overtime.

- 2.05 “Part-time Employee” is one who is committed to and regularly works less than the full prescribed hours of work of a full-time Employee averaged over one (1) complete cycle of the shift cycle, exclusive of over-time.
- 2.06 “Casual Employee” is one who:
- (a) is hired to work on a call basis and who is not regularly scheduled; or
  - (b) is regularly scheduled for a period of three (3) months or less for a specific job; or
  - (c) one who replaces a permanent Employee who is absent and expected to return.
- 2.07 “Term position” shall mean a position occupied by an Employee for a specified period of time, to replace another Employee who is on a leave of absence, or sick leave for a period of time expected to exceed three (3) months or to carry out a special short term project in excess of three (3) months.
- The term will not exceed one (1) year unless mutually agreed between the Employer and the Union.
- 2.08 (a) “Certified Graduate Nurse” means a person whose name is in the Certified Graduate Nurses Roster and who holds an annual or temporary permit pursuant to the *Health Professions Act, R.S.A. 2000, c. H-7 and Regulations*.
- (b) “Graduate Psychiatric Nurse” means a person whose name is on the Temporary Register and who holds a temporary registration pursuant to the *Health Professions Act and Regulations*.
- 2.09 (a) “Registered Nurse” means a person who has been issued a certificate of registration as a registered nurse pursuant to the *Health Professions Act and Regulations*, and who holds an annual certificate.
- (b) “Registered Psychiatric Nurse” means a person who has been issued a certificate of registration as a Psychiatric *Health Professions Act and Regulations*, and who holds an annual certificate.
- 2.10 The feminine gender shall mean and include the masculine and similarly the singular shall include the plural and vice versa as applicable.
- 2.11 “Basic Rate of Pay” is the step in the scale applicable to the Employee as set out in the Salaries Appendix inclusive of educational allowances but exclusive of all other allowances and premium payments.
- 2.12 “Gross earnings” shall mean all monies earned by the Employee under the terms of this Collective Agreement.

- 2.13 “Bi-Weekly period” shall mean the two (2) calendar weeks constituting a pay period.
- 2.14 “Shift” means a daily tour of duty exclusive of overtime hours.
- 2.15 In the event of any legislation now in force or hereinafter enacted invalidating the application of any section or Article in this Collective Agreement, such section or Article shall be amended or deleted as the same may be and the remainder of this Collective Agreement shall remain in full force and effect.
- 2.16 “Position” shall mean:
- (a) the category;
  - (b) the classification;
  - (c) the regular hours of work (FTE);
- for which the Employee is hired.
- 2.17 “Week” shall mean the period between midnight on a Sunday and midnight on the following Sunday.
- 2.18 “Day shift” shall mean any shift where the majority of hours fall before 1500 hours.
- 2.19 “Evening shift” shall mean any shift where the majority of hours falls between 1500 hours and 2300 hours.
- 2.20 “Night shift” shall mean any shift where the majority of hours falls between 2300 hours and 0700 hours.
- 2.21 This Collective Agreement shall apply to part-time, temporary and casual Employees except that Articles 11, 12, 18, 19, 20 and 21 shall have no application to casual Employees, except as specified therein.
- 2.22 Copies of the final form of this Collective Agreement shall be printed by the United Nurses of Alberta.
- Following signing of the Collective Agreement, each Employee affected shall be provided with a copy, by the Employer, within seven days of receipt of the copies by the Employer. The Employer shall provide a copy of the Collective Agreement to each new Employee upon hiring.
- The United Nurses of Alberta will supply 10 copies of the Collective Agreement to the Employer.
- 2.23 Director of Care shall mean the Administrator at Grande Prairie Care Centre.

**ARTICLE 3: RECOGNITION**

- 3.01 The Employer recognizes the Union as the exclusive bargaining agent for the Employees covered by this Collective Agreement as described in the certificate of the Labour Relations Board and amendments thereto.
- 3.02 Any notice or advice which the Local is required to give to the Employer in respect of any matter referred to in this Collective Agreement shall be sufficient if delivered to the Director of Care.
- 3.03 No Employee shall be required or permitted to make any written or verbal agreement which may be in conflict with the terms of this Agreement.

**ARTICLE 4: MANAGEMENT RIGHTS**

- 4.01 The Local acknowledges that it shall be the exclusive right of the Employer to operate and manage the business of the Centre in all respects unless otherwise provided by this Collective Agreement. For greater clarity, such rights include the right to:
  - (a) Determine and establish standards and procedures for the care, welfare, safety and comfort of the residents of the Centre;
  - (b) Maintain order, discipline and efficiency;
  - (c) Make and alter, from time to time, rules and regulations to be observed by Employees which are not in conflict with any provision of this Collective Agreement;
  - (d) Direct the working force and to create new classifications and work units and to determine the number of Employees, if any, needed from time to time in any work unit(s) or classification(s), and to determine whether or not a position will be continued or declared redundant;
  - (e) Hire, promote, transfer, layoff, recall and to demote, discipline, suspend or discharge for just cause.
- 4.02 Management will not exercise its rights unreasonably or in a manner that is inconsistent with the terms of this Collective Agreement.

**ARTICLE 5: DUES DEDUCTIONS AND UNION BUSINESS**

- 5.01 The Employer shall deduct from the earnings of each Employee covered by this Collective Agreement, monthly amounts equal to the monthly membership dues as advised by the Union. Such deductions shall be forwarded to the Union or its authorized representative not later than the fifteenth (15th) day of the month following and shall be accompanied by:

- (a) A list of the names of all Employees for whom deductions are being made;
- (b) A list of the names and addresses of all newly hired Employees;
- (c) A list of the names of all Employees whose employment has been terminated; and
- (d) A list of the names of all Employees who are on a leave of absence for four (4) weeks or greater duration.

A copy of such lists shall be forwarded as well to the Secretary of the Local by the fifteenth (15th) day of the month following the month for which dues are deducted.

- 5.02 The Local shall advise the Employer in writing on any change in the amount of deductions to be made by the Employer for implementation the month following that month in which notification of the change was received.
- 5.03 The Local will save the Employer harmless from any claims that may arise either from any deduction for wages in respect of check-off of monthly assessments, initiation fees or other assessments, or any action taken at the request of the Local.
- 5.04 The Employer agrees that a Local representative shall be given the opportunity to meet with each new Employee for the purpose of explaining the Collective Agreement and ascertaining whether the Employee wishes to join the Local.
- 5.05 The Employer shall provide a bulletin board to be placed in a reasonably accessible location upon which space shall be provided where the Local may be permitted to post notices of meetings and such other notices which may be of interest to Employees provided that such notices shall first be approved by the Employer.
- 5.06 The Employer shall not unreasonably withhold approval for leave(s) of absence without pay for Employees elected or appointed to represent the Union at conventions, negotiations, workshops, institutes, seminars or for Union business. Such requests shall be submitted in writing to the Employer, and the Employer's reply shall be given in writing.

**ARTICLE 6: NO DISCRIMINATION**

- 6.01 There shall be no discrimination, restriction or coercion exercised or practiced by either party in respect of any Employee by reason of race, colour, creed, national origin, political or religious belief, sex, marital status, sexual orientation/preference, age, physical disability, mental disability, ancestry or place of origin of that person or class of persons nor by reason of membership, non membership or activity in the Local, nor in respect of an Employee's or Employer's exercising any right conferred under this agreement or any law of Canada or Alberta.

**ARTICLE 7: STRIKES AND LOCKOUTS**

7.01 There shall be no strike or lockout during the currency of this Collective Agreement as such terms are defined in the Labour Relations Code.

**ARTICLE 8: LOCAL REPRESENTATIVES**

8.01 The Employer will recognize two representatives whose duties shall be to negotiate renewal agreements and be responsible for the handling of all grievances and complaints.

8.02 The above mentioned representatives must be Employees of the Employer.

8.03 The Local will provide the Employer with the names of the Officers and Representatives. This list will be revised when changes occur.

8.04 The Local Committees shall have the right to have the assistance of a Union staff representative from outside the employment of the Centre.

8.05 One Local Representative will be paid at his/her regular rate of pay for all time used during his/her regularly scheduled hours of work in attending grievance hearings or joint committee meetings.

8.06 There shall not be any Local meetings on the premises of the Centre without the permission of the Director of Care.

**ARTICLE 9: GRIEVANCE PROCEDURE**

9.01 Communication

(a) Any notice or advice which the Employer or members of its administrative staff are required to give to the Local in respect of any matter referred to in this Article shall be sufficient if delivered to the President or the Secretary of the Local.

(b) Any notice or advice which the Local is required to give to the Employer in respect of any matter referred to in this Article shall be sufficient if delivered to the appropriate party(ies) identified in the Steps of the Grievance Procedure and clauses of this Article.

(c) The hearing of grievances at any stage of the Grievance Procedure may be held during the normal working day with no loss of basic pay for a participating Employee providing the Employee does not leave the Centre. The Employer may require that grievance be presented outside of working hours if in its reasonable opinion an undue amount of time is being consumed by grievance representatives during working hours.

- (d) When a grievance is submitted in writing it shall be accompanied by a written statement which shall clearly set forth the nature of the grievance, the Employee(s) involved if other than the grievor, the remedies sought and if possible, the clause or clauses of this Collective Agreement said to be violated, all in clear and concise terms.

9.02 (a) At the oral discussion and in all steps of this Grievance Procedure an aggrieved Employee if she so desires, may be accompanied by or represented by her Local representative of the Union.

- (b) At the steps of the grievance procedure, the grievor shall have the right to be represented by the Local as well as a representative of the United Nurses of Alberta if the grievor so desires or the Employer so requests.

9.03 Time Limits

- (a) For the purposes of this Article, periods of time referred to in days shall be deemed to mean such periods of time calculated on consecutive calendar days exclusive of Saturday, Sundays and paid holidays which are specified in Article 20 - Paid Holidays.

- (b) Time Limits fixed in complaints, grievance and arbitration procedures may be extended only by the written mutual consent of the parties. Should the Employer not respond within the time(s) fixed, such failure to respond shall be deemed to be a denial of the grievance. Should a grievance not be submitted within the various time limits specified in this Collective Agreement, unless mutually extended, the Employer or the Local will not be obliged to consider it and the same shall expire and shall not be further considered nor the subject of a further grievance.

9.04 Definitions

- (a) "Grievance" shall mean a complaint filed in writing at Step 1 of the Grievance Procedure arising from the interpretation, application, administration or alleged violation of this Collective Agreement.

- (b) No grievance shall be considered which is not presented as a complaint within seven (7) days of the occurrence of the incident.

9.05 Steps of the Grievance Procedure

- (a) It is understood that a member of the bargaining unit has no grievance until she has first given the Administrator an opportunity to adjust her complaint. It may be appropriate that an oral discussion be held at this point. The Administrator shall give an oral reply within seven calendar days following presentation of the complaint.

- (b) Failing settlement of the complaint as hereinbefore provided, such matter may be taken up as a grievance in accordance with the following procedure.

*Step 1*

Within seven (7) days of a reply received pursuant to Article 9.05(a) which is unsatisfactory to the Employee the Employee may submit the grievance in writing dated and signed to the Administrator.

The Administrator shall forward copies to the Chief Executive Officer.

A meeting will be held between the Administrator and the Employee within seven (7) days of receipt of the notice.

The decision of the Administrator shall be given within seven (7) days of the meeting.

*Step 2*

Failing settlement of the grievance at Step 1, and if further action is to be taken then within seven (7) days after the decision is given in Step 1, the Employee shall submit the grievance, in writing, dated and signed to the Chief Executive Officer or designated representative.

A discussion will then be held between Chief Executive Officer and the Employee within 10 days of receipt by the Chief Executive Officer of the notice from the Employee.

*Step 3*

Failing settlement of the grievance under the foregoing procedure, or should the Chief Executive Officer or designated representative fail to render a decision as required in Step 2, and the grievance arises from the interpretation, application or alleged violation of this Collective Agreement including any questions as to whether a matter is arbitrable, the grievance may be referred to arbitration by either the Employer or the Union. If no written notice of intent to submit the matter to arbitration is received within seven (7) days after the decision under Step 2 is given or time for the reply by the Chief Executive Officer or designated representative has elapsed, the grievance shall be deemed to have been settled and abandoned.

9.06 Group Grievance

- (a) If a dispute directly affects two (2) or more Employees it may be identified as a group grievance and be initiated at Step 2 and processed from there in the same manner as an individual grievance. A group grievance shall include a list of all Employees affected by the grievance.

## 9.07 Policy Grievance

- (a) A policy grievance is a dispute between the parties which, due to its nature, is not properly the subject of an individual or group grievance. Such grievance shall be initiated in writing to the Administrator or the Local Union President with a copy to the Labour Relations Officer of the United Nurses of Alberta by a representative of the aggrieved party within fifteen (15) days of the date that the aggrieved party first became aware of or reasonably should have become aware of the events leading to the grievance.
- (b) A meeting will then be held between the Employer and the Local within ten (10) days of the receipt of the notice. A representative of the United Nurses of Alberta may be in attendance
- (c) A decision, in writing, shall be given by the Secretary of the Local or the Administrator within ten (10) days after the meeting, and failing settlement, the grievance may be referred to arbitration.

**ARTICLE 10: ARBITRATION**

- 10.01 If a party wishes to submit the matter to arbitration, the notice of such decision shall contain the name of the first party's appointee to an Arbitration Board. The recipient of the notice shall, within ten (10) days, inform the other party of the name of its appointee to the Arbitration Board. The two (2) appointees so selected shall within ten (10) days of the appointment of the second of them, appoint a third person who shall be the Chairman. If the recipient of the notice fails to appoint an arbitrator or if the two (2) appointees fail to agree upon a Chairman within the time limits, the appointment shall be made by the Minister of Labour for Alberta upon the request of either party.
- 10.02 No person may be appointed as an arbitrator who has been involved in an attempt to negotiate or settle the particular grievance concerned.
- 10.03 The Arbitration Board shall hear and determine the difference or allegation and shall issue a decision and the decision is final and binding upon the parties and upon any Employee affected by it. The decision of a majority is the decision of the Arbitration Board but if there is no majority, the decision of the Chairman shall govern.
- 10.04 The Board of Arbitration shall have authority only to settle disputes under the terms of this Collective Agreement and only to interpret and apply this Collective Agreement and any relevant legislation or government regulations to the facts of the grievance(s) involved. The Board of Arbitration may make such decision as it may in the circumstances deem just and equitable and may vary or set aside any penalty or discipline imposed by the Employer relating to the grievance in question.
- 10.05 The Board of Arbitration shall have no power to alter, add to, subtract from, modify, or amend this Collective Agreement in order to give any decision inconsistent with it

nor shall any practices or customs become binding unless reduced to writing by the Union and the Employer. Only matters or grievances relating to the interpretation, application or administration, or alleged violation of this Collective Agreement and including any question as to whether a matter is arbitrable, shall be arbitrable.

10.06 Each of the parties shall pay its own expenses including pay for witnesses and the expenses of its own arbitrator and one-half (1/2) of the expenses and fees of the Chairman.

10.07 All agreements reached under the grievance procedure between the Employer and the representatives and the Local and its representatives will be final and binding upon the Employer, the Local and the Employee(s) involved.

10.08 Notwithstanding the submission of a grievance to arbitration the Employer and the Local shall be at liberty to discuss the grievance and may settle and determine the same as they may mutually agree.

10.09 Sole Arbitrator

In the event that one party wishes to submit a grievance to arbitration and is content that the matter be dealt with by a sole arbitrator as opposed to a tripartite Board of Arbitration as hereinbefore referred to, the party submitting the grievance to arbitration shall so signify when advising the other party and shall advise as to three (3) alternative choices as to a sole arbitrator in addition to that party's nominee to a tripartite board. The recipient of the notice shall in reply advise as to its nominee to a tripartite board and three (3) alternative choices as to a sole arbitrator. If the parties can agree to a sole arbitrator within twenty (20) days of the notice referring the matter to arbitration the matter shall be determined by a sole arbitrator and failing such agreement the regular Arbitration Procedure shall apply.

10.10 After the Arbitration Board has been formed in accordance with the above procedure, it shall meet within twenty-one (21) days of the appointment of the Chairman and hear such evidence as the parties may desire to present to assure a full, fair hearing and shall render its decision, in writing, to the parties within fourteen (14) days after the completion of the hearing.

**ARTICLE 11: SENIORITY**

11.01 A full-time or part-time Employee's "Seniority Date" shall be the date on which the Employee's continuous service at Grande Prairie Care Centre commenced. The seniority date will be adjusted to include all prior periods of service as a casual Employee contiguous to present employment.

Seniority shall not apply during the probationary period; however, once the probationary period has been completed, seniority shall be credited from date of employment.

11.02 Seniority shall be considered broken, all rights forfeited and there shall be no obligation to rehire:

- (a) When an Employee resigns from the Grande Prairie Care Centre.
- (b) When an Employee is laid off for a period of twelve (12) months and does not work in a relief capacity for the Employer.
- (c) When an Employee forfeits her right to recall pursuant to Article 12.08 of this Collective Agreement.
- (d) When an Employee fails to report for work as scheduled at the end of a leave of absence, vacation or suspension unless excused in writing by the Employer.
- (e) When an Employee has been on Workers' Compensation for twenty-four (24) consecutive months;
- (f) When an Employee leaves the Employer's premises during regular working hours without the permission of the Director of Care or without giving a reason satisfactory to the Director of Care.

11.03 Seniority shall be considered in determining:

- (a) Preference of vacation time;
- (b) Layoffs and recalls, subject to the qualifications specified in Article 12 - Layoffs and Recall;
- (c) Promotions within the bargaining unit subject to the qualifications specified in Article 13 - Vacancies and Job Postings.
- (d) Assignment of available shifts subject to the provisions of Article 25 - Work Schedule.

11.04 If an Employee resigns her employment and within thirty (30) days of her resignation makes application for a job available at that time at another facility owned by Chantelle Management Ltd. where the United Nurses of Alberta is the certified bargaining agent, and if hired for that job, her length of service at Grande Prairie Care Centre shall be used for the calculation of increments and annual vacation entitlement.

11.05 Transfers and Seniority Outside the Bargaining Unit

No Employee shall be transferred to a position outside the bargaining unit without her consent. If an Employee is transferred to a position outside of the bargaining unit, the Employee shall retain her seniority accumulated up to the date of leaving the unit, but will not accumulate any further seniority.

An Employee shall have the right to return to a position in the bargaining unit during the trial period which shall be a maximum of sixty (60) days. If an Employee returns to the bargaining unit, she shall be placed in a job consistent with her seniority. Such return shall not result in the layoff or bumping of an Employee holding greater seniority.

11.06 Seniority shall accrue during:

- (a) period of Income Protection paid by the Employer, and Leaves of Absences for unpaid sick leave up to one (1) year as per Article 18;
- (b) leaves of absence without pay up to one (1) month;
- (c) leaves of absence with pay;
- (d) bereavement leave;
- (e) court appearances as specified in Article 17 - Leaves of Absence;
- (f) vacations;
- (g) periods of time when in receipt of Workers' Compensation for up to twelve (12) consecutive months as a result of injury or illness incurred while in the employment of the Employer.

11.07 Seniority Lists:

- (a) Seniority lists shall be provided by the Employer to the Union within three (3) months of the date of signing this Collective Agreement and whenever changes are made. Seniority Lists shall be printed in order of date of hire.

11.08 Probationary Period

New Employees shall serve a probationary period of sixty-five (65) working days (503.75 hours of employment), provided however that each full day of absence from work for any reason will extend the probation period by one (1) day. If a new Employee is unsatisfactory in the opinion of the Employer, such Employee may be terminated at any time during the probationary period without notice, which termination shall not be subject to grievance.

**ARTICLE 12: LAYOFF AND RECALL**

12.01 In case it becomes necessary to reduce the working force, the Employer will notify Employees who are to be laid off twenty-eight (28) calendar days prior to the layoff, except no notice will be required nor will apply where the layoff results from emergency conditions or circumstances. In the case of a probationary Employee, no notice of layoff shall be required.

- 12.02 In case it becomes necessary to reduce the working force, Employees will be laid off in reverse order of seniority provided that the remaining Employees have the skills, knowledge and training to satisfactorily perform the available work.
- 12.03 No new Employees will be hired while there are other Employees on layoffs as long as laid off Employees have the skills, knowledge and training to perform the work required and are available to do so. If a new Employee is hired in circumstances where laid off Employees are not available, such new Employees shall be hired only for such time as the laid off Employee is not available.
- 12.04 Employees affected by layoff should make prior arrangements for payment of the full premium of any applicable benefit plan such as Alberta Health Care Insurance, etc.
- 12.05 Other than the continuance of certain benefits as may be arranged under Article 12.04 and the retention of seniority under Article 11 an Employee's right while on layoff shall be limited to the right to recall only as specified in Articles 12.07 and 12.08.
- 12.06 Employees on layoff are responsible for informing the Employer of any change in address or telephone number which may be used to contact them for recall.
- 12.07 When increasing the work force, recalls shall be carried out in order of seniority provided the Employee being recalled has the skills, training and knowledge to perform the required work satisfactorily.
- 12.08 The Employer shall offer relief work to laid off Employees first, up to their pre layoff FTE status in order of their seniority, providing the Employee can perform the required work satisfactory before offering the work to a casual Employee. An Employee on layoff shall have the right to refuse an offer of a work period of fourteen (14) calendar days or less without adversely affecting his/her recall status.

**ARTICLE 13: VACANCIES AND JOB POSTINGS**

- 13.01 The Employer shall post on the bulletin board notices of all permanent vacancies and all temporary vacancies in excess of three months in the Department of Nursing not less than ten (10) calendar days in advance of making an appointment. The posting shall identify the shift(s) to be worked and the number of shifts/shift cycle and the length of the shift which shall constitute the regular hours of work for that position.
- 13.02 When circumstances require the Employer to fill a vacancy before the expiration of ten (10) calendar days, the appointment shall be made on a temporary or relief basis only.
- 13.03 All vacancies shall be filled whenever possible by Employees within the bargaining unit.
- 13.04 In making promotions, transfers and demotions, the determining factors shall be skill, training and knowledge, where these factors are equal, seniority shall be the deciding

factor. If all applicants for a position are casual Employees, the determining factors shall be skill, training, and knowledge and where these factors are equal, the position shall be awarded to the Employee who has been within the bargaining unit the longest.

- 13.05 All transfers and promotions shall be on a trial basis. The transferred or promoted Employee will be given a sixty (60) calendar day trial period in which to demonstrate her ability to perform the new task satisfactorily. Should such Employee fail to succeed during the above mentioned trial period, the Employer will make a sincere effort to reinstate the Employee in her former position without loss of seniority or, if such reinstatement is not possible, place the Employee in another suitable position without loss of seniority and at a rate of pay equivalent to that of her former position.

Any other Employee promoted or transferred because of the rearrangement of positions shall also be returned to her former position and salary without loss of seniority. The implications of this clause must be brought to the attention of an Employee when she takes a position due to promotion or transfer of Employees.

- 13.06 If in the Employer's opinion, no applicant is qualified to perform the required work, the Employer may fill the vacancy at its discretion.
- 13.07 The Employer will discuss with unsuccessful applicants, if they so request, ways in which they can improve their qualifications for future postings. The name of the successful applicant will be posted by the Employer on the bulletin board.
- 13.08 All applications for a vacancy shall be submitted in writing to the Employer subject to Article 13.01.
- 13.09 The name of the Employee who is appointed to fill the transfer, promotion or vacancy shall be posted forthwith on a bulletin board provided for that purpose and shall remain posted for not less than eight (8) calendar days. The Union shall be informed of the name of the successful applicant within five (5) days.

**ARTICLE 14: ORIENTATION AND IN-SERVICE**

- 14.01 New Employees shall be provided with orientation on their first seven (7) shifts, subject to the availability of suitable personnel, with the Employer.
- 14.02 The Employer shall provide on a continuing basis and during the normal hours of work, a program of in-service education for Employees.
- 14.03 Any Employees returning to duty at the Employer's request to attend an in-service or staff meeting held during other than their regular working hours, shall receive pay at their basic rate of pay for such attendance.

- 14.04 The following in-service programs shall be compulsory and shall be provided to Employees on an annual basis:
- (a) Fire (hands on experience with equipment);
  - (b) Evacuation and disaster procedures;
  - (c) Proper lifting and prevention of back injuries;
  - (d) CPR and Heimlich Maneuver;
  - (e) Charting or M.D.S. training (to be determined by the Employer)

**ARTICLE 15: PERFORMANCE APPRAISAL**

- 15.01 The parties to this Collective Agreement recognize the desirability of annual performance appraisal. The Employee has a responsibility to participate in the performance appraisal conference by mutually planning, with the appraiser, personal and professional goals for her further development.
- (a) All performance appraisals shall be in writing and shall be done by the most immediate supervisor.
  - (b) Meetings for the purpose of the performance appraisal interviews shall be scheduled by the Employer with reasonable advance notice which shall not be less than twenty-four (24) hours. At the interview the Employee shall be given a copy of her performance appraisal document. The contents of her personnel file shall be available for examination by the Employee at the time of their performance appraisal interview. The Employee shall sign her performance appraisal for the sole purpose of indicating that she is aware of the performance appraisal and shall have the right to respond, in writing, within fourteen (14) days of the interview and her reply shall be attached to her performance appraisal and placed in her personnel file.
- 15.02 An Employee's performance appraisal, as well as any and all other material in the Employee's file shall not be released except as may be required by law, without the written consent of the Employee.
- 15.03
- (a) By appointment with the administrator made at least five (5) working days in advance, an Employee may view her personnel file once every six (6) months and in addition when the Employee has filed a grievance. An Employee may be accompanied by a Union Representative when viewing her personnel file.
  - (b) An Employee may request and shall be given a copy of any or all documents contained in her personnel file at the time she views her file, pursuant to Article 15.03 (a). An Employee may also request such copies on other occasions provided her request is reasonable in the circumstances and she makes an appointment for such purpose. The Employee may be required by

the Employer to pay a reasonable fee to cover the cost of copying; which fee shall be established by the Employer.

**ARTICLE 16: DISCIPLINE AND DISMISSAL**

- 16.01 Unsatisfactory and/or performance by an Employee which is considered by the Employer to be serious enough to be entered on the Employee's record but not serious enough to warrant suspension or dismissal shall result in a written warning to the Employee and a copy to the Union within ten days of the date the Employer first became aware of, or reasonably should have become aware of the occurrence of the act. It shall state a definite period in which improvement or correction is expected and, at the conclusion of such time the Employee's performance shall be reviewed with respect to the discipline. The Union shall not unreasonably deny an Employer request for an extension. A written warning that is grieved and determined to be unjustified shall be removed from the Employee's record.
- 16.02 In the event an Employee is suspended or dismissed, the Employer shall, provide written reasons for the suspension or dismissal to the Employee and the Union forthwith and in any event not later than five days of the action being taken. The action of suspension or dismissal shall be within ten days of the date the Employer first became aware of, or reasonably should have become aware of the occurrence of the act giving rise to the suspension or dismissal. The Union shall not unreasonably deny an Employer request for an extension. When the action involves a suspension the notice shall specify the time period of the suspension.
- 16.03 The procedures stated in Article 16.01 and 16.02 do not prevent immediate suspension or dismissal for just cause.
- 16.04 An Employee who has been subject to disciplinary action may, after eighteen (18) months of continuous service from the date the disciplinary measure was invoked, request in writing that her personnel file be cleared of any record of the disciplinary action. Such request shall be granted provided the Employee's file does not contain any further record of disciplinary action during the eighteen (18) month period, of which the Employee is aware. The Employer shall confirm in writing to the Employee that such action has been effected.
- 16.05 Where circumstances permit, the Employer shall schedule a disciplinary discussion with the Employee by giving reasonable advance notice which shall not be less than 24 hours. At such discussion an Employee may be accompanied by a representative of the Union. The Employer shall inform the Employee prior to such meeting taking place that the Employee may be accompanied by a representative of the Union. However, should the Union representative be unavailable, the Employer shall not be prevented from taking disciplinary action.
- 16.06 In the event that an Employee is reported to her or his licensing body by the Employer, the Employee shall be so advised, and unless otherwise requested a written copy shall be forwarded to the Union forthwith.

- 16.07 An Employee absent without good and proper reason and without notifying the Employer shall be considered to have terminated her or his services with the Employer.
- 16.08 Except for the dismissal of a probationary Employee, there shall be no suspension, dismissal or discipline except for just cause.

**ARTICLE 17: LEAVES OF ABSENCE**

17.01 General Policies Governing Leaves of Absence

The following rules and procedures shall apply to requests for leaves of absence:

- (a) Unless otherwise stated, all leaves granted under this Article are without pay, accumulation of seniority, benefits, income protection or earned vacation, nor will any other benefit be paid or accrued while on leave of absence.
- (b) Where any leave of absence without pay exceeds one (1) month:
  - (i) The Employer shall pay its share of the Health Benefits and Insurance Coverage benefits for the calendar month in which the leave commences and in the month immediately following up to a total of one (1) month.
  - (ii) If the leave of absence exceeds one (1) month, benefit coverage may be continued by the Employee provided she pays the total cost of the premiums to the Employer in advance for each monthly period in excess of the first month's leave of absence.

17.02 Employees who are on any leave of absence will not engage in gainful employment on such leave and if an Employee does engage in gainful employment while on such leave without the consent of the Employer, she will forfeit all seniority, rights and privileges contained in this Collective Agreement unless otherwise agreed by the Local and the Employer.

17.03 Subject to Article 17.01(a) benefits will accrue from the date of return to employment following such leave of absence. Seniority established at point of leave for leaves exceeding one (1) month will be reinstated upon return to work.

17.04 In the case of leaves of absence in excess of one (1) month, the Employee's increment date shall be adjusted by the same amount of time as the leave of absence and the new increment date shall prevail thereafter.

17.05 Employees shall not be entitled to paid holidays which may fall during the period of any leave of absence identified hereafter.

17.06 Personal Leave of Absence

The Director of Care shall have the discretion to grant or refuse a request for a leave of absence without pay for extenuating personal reasons provided that she receives at least one (1) month's advance notice in writing, unless impossible, and that such leave may be arranged without undue inconvenience to the normal operations of the Centre. Applicants when applying must indicate the date of departure and specify the date of return.

17.07 Bereavement Leave

Bereavement leave with pay and accumulation of seniority of up to five (5) consecutive calendar days shall be granted in the event of death of a member of the Employee's immediate family. Immediate family includes children (including step-children), parents, brothers, sisters, spouse, mother-in-law, father-in-law, son-in-law, daughter-in-law, guardian, grandchildren, brother-in-law, sister-in-law, grandparents, fiancé. Spouse shall include common-law and/or same sex relationship.

Bereavement leave shall be extended up to two (2) additional days without pay as may be necessitated by reason of travel to the funeral.

Casual Employees shall not be eligible for bereavement leave.

An Employee will not be eligible to receive payment under the terms of bereavement leave for any period in which she is receiving any other payments such as, for example: holiday pay, vacation pay or income protection.

17.08 Jury Duty

An Employee required to serve jury duty or who is subpoenaed to appear in court provided such court action is not occasioned by the Employee's private affairs, shall provide appropriate documentation to the Director of Care. The Employee shall be paid the difference between what she would have earned for her scheduled hours (excluding any premium payment otherwise payable) and the fees received pursuant to the performance of jury duty. This will be effected by the Employee signing over her jury or witness fees less expense money received from the authorities for meals and lodging and the Employer will continue the regular salary payments.

The Employee is to notify her Director of Care as soon as possible after receipt of notice of selection for jury duty or of any subpoena which requires the appearance of the Employee.

17.09 Union Business

The Employer shall not unreasonably withhold approval for leave of absence without pay for Employees elected or appointed to represent the Local at conventions, workshops, institutes, seminars or for Local business. Such requests for leave of absence shall be submitted, in writing to the Employer.

17.10 Professional and Educational Leaves

Leave of absence with or without pay may be granted to Employees at the discretion of the Employer to attend professional and educational meetings, courses or other events which may be judged beneficial to the Employee's professional development, especially as it relates to her responsibilities with the Employer. This discretion will be exercised reasonably. If a leave is granted, the terms of such leave shall be identified in writing prior to the taking of the leave.

17.11 Maternity Leave

- (a) An Employee, upon her written request, shall be granted maternity leave to become effective twelve (12) weeks immediately preceding the date of delivery or such shorter period as may be requested by the Employee, provided that she commences maternity leave no later than the date of delivery. Notwithstanding the foregoing, the Parties agree that an Employee on maternity leave is entitled to Income Protection Benefits, subject to Article 18, for the period of time she is medically unable to work for reasons related to pregnancy or childbirth.
- (b) Maternity leave shall not exceed twelve (12) months unless mutually agreed otherwise between the Employee and the Employer.
- (c) An Employee on such leave shall provide the Employer with two (2) weeks written notice of readiness to return to work following which the Employer will reinstate her in the same position held by her immediately prior to taking leave and at the same step in the pay scale or provide her with alternative work of a comparable nature at not less than the same step in the pay scale and other benefits that accrued to her up to the date she commenced leave.
- (d) Pursuant to Article 17.01 upon written application an Employee shall be entitled to a further leave of absence without pay for up to an additional two (2) months.

17.12 Adoption/Paternity Leave

- (a) An Employee, upon written request, shall be granted leave without pay for up to six (6) months as necessary for the purpose of adopting a child, or for parenting duties following the birth of a child.
- (b) Advanced notification of at least three (3) months shall be given in writing to the Employer of the intent to apply for leave on the understanding that it may be necessary for the Employee to commence leave immediately that the child becomes available, or is born. Further written notification shall be given to the Director of Care of the exact dates of the leave when they are known. Leave shall be limited to six (6) months and shall be without pay and benefits.

- (c) An Employee on such leave shall provide the Employer with two (2) weeks written notice of readiness to return to work following which the Employer will reinstate her in the same position held by her immediately prior to taking leave and at the same step in the pay scale or provide her with alternate work of a comparable nature at not less than the same step in the pay scale and other benefits that accrued to her up to the date she commenced leave.

17.13 Special Leave

If an Employee is unable to work as a result of a pressing necessity that requires the Employee's personal attention, the Employee shall inform the Employer of such and shall have the right to use vacation pay, unpaid LOA, banked overtime, or banked paid holiday time for up to four (4) special leave days per year.

**ARTICLE 18: INCOME PROTECTION/WORKERS' COMPENSATION BENEFITS**

- 18.01 Income Protection is payable when an Employee is absent from work due to personal illness or injury which is not compensable under The Workers' Compensation Act.

It is understood that pay for income protection is for the sole and only purpose of protecting Employees against the loss of income during times of illness.

- 18.02 Employees who have completed their probationary period shall be granted income protection credits according to 18.02(a) and (b).

- (a) *Income protection credits*

- (i) Full Time Employees

- Upon completion of the probationary period, Employees shall be credited with 34.88 hours of income protection and shall then accumulate income protection credits at a rate of 11.63 hours per full month of service to a maximum of 930 hours.

- (ii) Part Time Employees

- Upon completion of their probationary period, part time Employees shall be credited with 34.88 hours of income protection and shall then accumulate income protection credits on the basis of 11.63 hours earned for each 160 hours worked as defined in Article 29.02(b), to a maximum of 930 hours

- (b) Once these credits are earned they may be used when illness forces the Employee to remain away from work. Income Protection used will be deducted from the total credits accumulated.

- (c) Income Protection benefits shall be equal to the Employee's normal hourly wage (exclusive of overtime, premiums, etc.) for each day of personal illness

that she was scheduled to work, to the extent of her accumulated sick leave credits.

- 18.03 An Employee absenting herself on account of personal illness or injury must notify the Employer on the first day of illness before the time the Employee would normally report to work. Failure to give reasonable notice unless such failure is unavoidable may result in loss of income protection for that day of absence and all other scheduled working days until adequate notification is given.
- 18.04 During any illness or injury, the Employee will notify the Employer of her return to work as far in advance as possible.
- 18.05 Income protection credits and benefits will cease on termination of employment or on retirement or on death.
- 18.06 Employees whose income protection credits are exhausted must apply in writing for further leaves of absence without pay according to the provisions of Article 17 hereof and shall be entitled thereto for up to twelve (12) months or until the sickness is ended, whichever is sooner.
- 18.07 An Employee may be required to produce satisfactory proof of disabling sickness or injury for any reason. A declaration of illness shall be completed by an Employee on returning from paid income protection in excess of 3 days.
- 18.08 Casual Employees shall not be entitled to income protection.
- 18.09 Income protection benefits are not payable for absence due to pregnancy nor any illness compensable under The Workers' Compensation Act, subject to the provisions of Article 18.10.
- 18.10 If an Employee is prevented from performing her regular work with the Employer on account of an occupational accident associated with her employment with the Employer and this accident is recognized by The Workers' Compensation Act as compensable within the meaning of the Act, the Employer will on request supplement the award made by the Compensation Board for loss of wages to the Employee by such an amount that the award of the Compensation Board and the Employer supplementation will equal one hundred percent (100%) of the Employee's regular net wages in effect at the time of the illness or injury (exclusive of any overtime, etc.) and the Employee's income protection credits will be reduced proportionately. When the application for compensation is made, the Employee shall advise whether or not she wishes to accept the Employer supplementation. Any payments so made by the Employer will cease when the accumulated income protection has been claimed.
- 18.11 An Employee who has been receiving compensation under the Workers' Compensation Act and who has attended a mutually acceptable physician and has been declared capable of performing the duties of her former position shall provide the Employer with two (2) weeks written notice of readiness to return to work at which time the Employer will reinstate the Employee in the same classification and at

the current step in the pay scale as that held by the Employee immediately prior to the sustained accident or injury subject to Article 28.04.

**ARTICLE 19: HEALTH AND WELFARE**

19.01 For full-time Employees, the Employer agrees to pay seventy-five percent (75%) of the cost of a group life insurance policy insuring to the amount of \$10,000.00. Payment for insurance coverage will commence when a new Employee has successfully completed her probationary period and will be subject to the provisions of this Article.

19.02 The Employer shall pay seventy-five percent (75%) of the basic single or family coverage on the single or family rate premium of the Alberta Blue Cross Medical Plan or its equivalent as provided through another carrier.

The Employer is not responsible for contribution in the event that an Employee is otherwise covered for such benefits. This means that if the Employee produces an exemption certificate indicating coverage (or is not entitled to coverage) through another source the Employer is not liable to contribution.

Payment for insurance coverage will commence when a new Employee has successfully completed her probationary period and will be subject to the provisions of this Article.

19.03 Part-time Employees who work more than fifteen and one half regularly scheduled hours per week averaged over a shift rotation cycle shall be entitled to the benefits and shared cost arrangements outlined in Articles 19.01 and 19.02 hereof. Payment for part-time Employees shall be on a prorated basis of hours regularly worked. In no event shall the Employer's contribution exceed 75%.

The Employer shall pay seventy-five percent (75%) of the basic single or family coverage on the single or family rate premium of the Alberta Blue Cross Medical Plan or its equivalent as provided through another carrier.

The employer agrees to maintain the health care benefits as follows:

- (a) vision care coverage providing for annual eye exams and up to \$450 every two calendar years per person for corrective lenses. This shall be inclusive of coverage for elective corrective laser eye surgery; and
- (b) 80% direct payment provision for medication.
- (c) Life insurance at one time (1X) basic annual earnings.

It is understood that there may be a qualifying period established by the insurer or that there may be required some reasonable time for filing of forms etc.

Payment for insurance coverage will commence when a new Employee has successfully completed their probationary period. For the purposes of this Article, the hours of work performed by an Employee shall be determined on the basis of hours per week averaged over one complete cycle of the shift schedule.

19.04 The Employer agrees to continue the current dental plan benefits. The Employer shall maintain the dental plan to cover 80% of basic services; 50% extensive services with an annual cap of \$2,000; and 50% of orthodontic services with a lifetime cap of \$2,000.

The Employer agrees to pay seventy-five percent (75%) of the billed single/family premium rate for full-time Employees who have completed probation.

It is understood and agreed that there may be a qualifying period established by the insurer or that there may be required some reasonable time for the filing of forms, etc.

It is further understood and agreed that in order for the plan to be implemented and continued a minimum of seventy-five percent (75%) of those Employees eligible to enroll must enroll and maintain membership in the plan.

The operation of the plan will be based on the current Alberta Dental fee schedule.

**ARTICLE 20: PAID HOLIDAYS**

20.01 Paid Holidays Defined

Full-time Employees shall receive the following paid holidays:

- |                |                  |
|----------------|------------------|
| New Year's Day | Labour Day       |
| Family Day     | Thanksgiving Day |
| Good Friday    | Remembrance Day  |
| Victoria Day   | Christmas Day    |
| Canada Day     | Boxing Day       |
| Civic Holiday  |                  |

Any other holiday proclaimed as a holiday by the Federal Government or the Government of the Province of Alberta shall also be a paid holiday.

Effective date of ratification, in addition to the foregoing Named Holidays, Full-time Employees who are employed on or before July 1st in any year shall be granted an additional holiday as a "Floater" holiday in that year. Such holiday shall be granted at a mutually agreeable time. Failing mutual agreement by December 31st of that year, the Employee shall receive payment for such day at the Employee's Basic Rate of Pay.

20.02 Computation of Paid Holiday Pay

Holiday pay will be computed on the basis of the number of hours the Employee would otherwise work had there been no holiday at her regular rate of pay in effect at the time of the holiday.

20.03 Qualified for Payment

In order to qualify for holiday pay, an Employee must work her full scheduled shift immediately preceding and immediately following the holiday, except where the Employee is absent due to a certified illness and which shall apply to one holiday for one (1) illness or where the absence is due to an absence while on bereavement leave. If an Employee is absent on a paid holiday when scheduled to work she shall forfeit all pay for the holiday unless absent due to illness.

20.04 Full-time Employees Who Work on a Holiday

Full-time Employees shall be paid at the rate of one and one-half (1 1/2) times their applicable hourly rate for work performed on paid holidays as set out in Article 20.01. Such Employees shall also be entitled to an additional day off with pay within a period of four (4) weeks after the holiday unless otherwise arranged between the Employee and Employer which where possible will be combined with scheduled days off or vacation.

Effective date of ratification:

- (a) Except as specified in Article 20.04(b), a Full-Time Employee obliged to work on a Named Holiday shall be paid for all hours worked on the Named Holiday at one and one-half times (1 1/2X) the Employee's Basic Rate of Pay plus:
  - (i) an alternate day off at a mutually agreed time;
  - (ii) by mutual agreement, a day added to the Employee's next annual vacation; or
  - (iii) by mutual agreement, the Employee may receive payment for such day at the Employee's Basic Rate of Pay.
  
- (b) An Employee obliged to work on Christmas Day or August Civic Holiday shall be paid for all hours worked on the Named Holiday at two times (2X) the Employee's Basic Rate of Pay plus:
  - (i) an alternate day off at a mutually agreed time;
  - (ii) by mutual agreement, a day added to the Employee's next annual vacation; or

(iii) by mutual agreement, the Employee may receive payment for such day at the Employee's Basic Rate of Pay.

(c) The Employer shall not schedule the alternate day off with pay as provided in Article 20.04(a) and (b) until such time as the Employee and Employer have endeavoured to agree on the date of the alternate day off. Failing mutual agreement within 30 calendar days following the Named Holiday of the option to be applied, the Employee shall have a day off with pay scheduled adjacent to a scheduled day of rest.

20.05 Holiday Falling on a Day Off

If any of the holidays named in Article 20.01 occurs on a regular day off of a full-time Employee entitled to holiday pay the Employee shall receive an additional day off in lieu thereof within four (4) weeks after the holiday unless otherwise arranged between the Employee and Employer which where possible will be combined with scheduled days off or vacation.

20.06 Part-time Employees shall be paid in addition to their basic rate of pay a sum equal to four point eight percent (4.8%) of their regular earnings in lieu of Paid Holidays.

20.07 Any part-time Employee who actually works on any paid holiday shall be paid for all hours worked at the rate of one and one-half (1 1/2) times her regular rate for hours worked with a minimum of four (4) hours. Any part-time Employee who actually works on Christmas Day or August Civic Holiday shall be paid for all hours worked at the rate of two (2) times her regular rate for hours worked with a minimum of four (4) hours. Casual Employees who work on the holidays proclaimed in The Employment Standards Code shall receive pay at their regular pay for each hour worked plus holiday pay in accordance with The Employment Standards Code.

20.08 The Employees shall give the Director of Care or designate written notice at least one (1) week prior to the date when the Employee wishes to take any lieu day resulting from the application of this Article and when reasonably possible the day requested will be granted.

20.09 Nothing in this Article shall prevent the Employee and the Director of Care from agreeing on any combination of time and one-half (1-1/2) plus a day off or a days pay and a day and one-half (1 1/2) off for full-time Employees who work on any of the paid holidays set out in Article 20.01

20.10 It is recognized that the Centre is a seven (7) days per week continuous operation and that a specified number of Employees will be required to work on paid holidays. The Employer shall endeavour to allocate Employees to work on paid holidays on an equitable basis and where possible the Employees will be scheduled to have alternate paid holidays off.

**ARTICLE 21: VACATIONS**

- 21.01 For the purpose of calculating eligibility, the vacation year shall be the period from April 1 of any year to March 31 of the following year.
- 21.02 Choice of vacation dates shall be based on seniority but shall be finally determined by the Director of Care of the nursing home having due regard to the proper operation of the nursing home.
- 21.03 Vacation time shall be at any mutually agreeable time, where vacation may be divided by mutual agreement between the Employee and the Employer.
- 21.04 Vacations are not cumulative from year to year and all vacations must be taken within one (1) year following the March 31 cut-off date. Employees may not waive a vacation and draw double pay.
- 21.05 Employees who have not completed their probationary period as of the March 31 cut-off date will receive six percent (6%) percent of their gross earnings during the vacation year.
- 21.06 (a) An Employee shall receive an annual vacation with pay in accordance with her length of service as determined by Articles 11.01 and 11.03 of this Collective Agreement as of the vacation cut-off date as follows:

During first (1st) year	fifteen (15) working days
Second (2nd) to ninth (9th) years	twenty (20) working days
Tenth (10th) to twenty-fourth (24th) years	twenty-five (25) working days
Twenty-fifth (25) plus years	thirty (30) working days

(b) Supplementary Vacation

The supplementary vacations as set out below are to be banked on the outlined supplementary vacation employment anniversary date and taken at the Employee's option at any time subsequent to the current supplementary vacation employment anniversary date but prior to the next supplementary vacation employment anniversary date.

- (i) Upon reaching the employment anniversary of 25 years of continuous service, Employees shall have earned an additional five work days vacation with pay.
- (ii) Upon reaching the employment anniversary of 30 years of continuous service, Employees shall have earned an additional five work days vacation with pay.
- (iii) Upon reaching the employment anniversary of 35 years of continuous service, Employees shall have earned an additional five work days vacation with pay.

- (iv) Upon reaching the employment anniversary of 40 years of continuous service, Employees shall have earned an additional five work days vacation with pay.
- (v) Upon reaching the employment anniversary of 45 years of continuous service, Employees shall have earned an additional five work days vacation with pay.

21.07 Vacation pay shall be at the rate of pay currently in effect at the time of the vacation.

21.08 If a paid holiday falls or is observed during an Employee's vacation period, she shall be allowed an additional vacation day with pay on a date mutually agreed, but where possible such day will be added to the Employee's vacation. Failing agreement the Employer may schedule such day or pay an additional day's pay.

21.09 When an Employee's employment is terminated for any reason, payment for vacation earned but not taken will form a portion of such Employee's termination pay. Provided that if the Employee does not give two (2) week's notice of termination of employment unless due to illness or other causes which are acceptable to the Employer, the Employee shall only be entitled to vacation pay in accordance with The Employment Standards Code.

21.10 In the case of a disciplinary discharge which is not reversed through the grievance procedure, the Employee shall receive pay for vacation as earned.

21.11 By February 1 each year, the vacation schedule shall be posted. No changes shall be allowed in the schedule except upon consent of the Employees affected and the Employer.

21.12 For the purpose of this Article, vacation days shall be considered working days. Part-time Employees shall receive a prorated vacation time entitlement, based upon the number of days regularly worked in a normal work week. Casual Employees shall receive no vacation time but shall receive vacation pay of six percent (6%) of gross earnings calculated and paid on each cheque.

21.13 Prior to leaving on vacation, Employees requiring a vacation advance shall provide 3 weeks notice and shall be advised as to the date and time on which to report to work following vacation. Employees are expected to provide three (3) weeks advance notice to the Employer of the date they are scheduled to be on vacation.

21.14 Upon termination of employment an Employee shall be entitled to pay in lieu of vacation earned but not taken at the following percentage rates of basic pay earned during the period in which the vacation was earned but not taken:

15 days per year - 6% of basic pay

20 days per year - 8% of basic pay

25 days per year - 10% of basic pay

**ARTICLE 22: RESIGNATION**

22.01 At least two (2) weeks notice in writing, shall be given by an Employee who resigns.

**ARTICLE 23: TERM POSITION**

23.01 Vacant Term positions will be posted in accordance with Article 13 - Vacancies & Job Postings.

23.02 Terms of the Collective Agreement shall be applicable to a Full-time or Part-time Employee in a Term position in accordance with the individual Articles of the Agreement.

23.03 The operation of this Article shall not be construed as a violation of Article 12.

23.04 On expiry of the term or when no longer required, an Employee who was:

- (a) newly hired or Casual will be placed in or returned to Casual status; or
- (b) an Employee transferred from a Full-time or Part-time position will be returned to his/her previous position.

23.05 A Casual Employee awarded a Term position will continue to be entitled to the provisions of the Agreement applicable to a Casual Employee with the following exceptions:

Article 24, 25 shall apply in accordance with the FTE of the position. For example: If a Term position is Full-time then the Full-time provisions of these Articles shall apply.

Upon completion of six (6) months in the Term position a Casual Employee will begin to accrue the entitlements of Articles 18, 19, 20 and 21 as follows:

Article 18

Such Employee will be entitled to accumulate income protection credits on the basis of 11.63 hours earned for each 160 hours worked at straight time to a maximum of 930 hours. At the end of the term position all accrued income protection benefits will be frozen and unavailable for use. The Employee shall be recredited with the accrued entitlement at such time as he/she transfers to a Full-time, Part-time or Term position.

Article 19

Such Employee will be entitled to the benefits outlined in Article 19 on the same basis as a Part-time Employee. Such benefits will cease on the first day of the month following the month the assignment ends.

Article 20

Such Employees will be entitled to the benefits outlined in Article 20 as per the status of the Term position.

Article 21

Such Employees shall receive a pro-rated vacation entitlement in accordance with Article 21.12 as it applies to Part-time Employees.

**ARTICLE 24: HOURS OF WORK**

24.01 At the time of hire of a full-time or part-time Employee or transfer of any Employee the Employer will:

- (a) state in writing the specific number of hours per shift and shifts per cycle which will constitute the regular hours of work; and
- (b) assign Employees to one of the following categories:

- (i) Full-time Employees

- Seven point seven five (7.75) consecutive hours per day; Thirty-eight point seven five (38.75) hours per week averaged over one (1) complete cycle of the shift schedule.

- (ii) Part-time Employees

- Shall be less than the hours of work for full-time Employees. They may be less than seven point seven five (7.75) hours per day. In any event they shall be less than thirty-eight point seven five (38.75) hours per week averaged over one (1) complete cycle of the shift cycle.

- Notwithstanding the foregoing, where mutually agreed, a part-time Employee may work full time hours in special circumstances such as vacation, sick leave or absences from work by an Employee.

- (iii) Casual Employees

- Will be scheduled to work only with her consent.

24.02 (a) Regular hours of work shall be deemed to:

- (i) include as scheduled by the Employer, (2) two rest periods of 15 minutes during each full working shift of 7.75 hours; or
  - (ii) include as scheduled by the Employer, a paid fifteen (15) minute break period during each half shift of a full shift; and

- (iii) exclude a meal period of thirty (30) minutes to be scheduled by the Employer during each working day on which an Employee works greater than 4 hours.
  - (b) Notwithstanding the meal period is to be excluded in the calculation of regular hours of work, if an Employee is required to be readily available for duty during her meal period, she shall be paid at her basic rate of pay.
- 24.03 If an Employee is recalled to duty during her meal period she shall take the remainder of the meal period later in her shift. An Employee unable to take the remainder of the meal period because of work requirements will be paid two times (2X) her regular rate of pay for the time not taken.

**ARTICLE 25: WORK SCHEDULE**

- 25.01 The Employer shall post work schedules, covering eight (8) weeks of work, eight (8) weeks in advance.
- 25.02 Requests for specific days off shall be submitted in writing to the Supervisor two (2) weeks prior to the posting of the work schedule.
- 25.03 Requests for change in posted work schedules must be submitted in writing and co-signed by the Employee willing to exchange days off or shifts and are subject to the discretion of the Director of Care. In any event it is understood that such change initiated by the Employee and approved by the Employer shall not result in overtime compensation or payment, or any other claims on the Employer by any Employee under the terms of this Agreement.
- 25.04 If an Employee's request for time off or exchange of shifts results in a conflict with the provisions of this Article, the said request and the granting of such shall not be a violation of this Agreement.
- 25.05 Shift schedules for full-time and part-time shall provide the following:
- (a) at least two (2) consecutive days of rest per week averaged over one complete cycle of the shift schedule. The Employer may switch days of rest to accommodate an Emergency situation provided the switch is mutually agreed with the Employees affected; and
  - (b) days of rest on at least four (4) weekends in eight (8). Weekends off shall mean Saturday and Sunday with a minimum of fifty-five (55) hours off duty unless mutually agreed to by the Employer and Employee; and
  - (c) not more than six (6) consecutive days. However, an Employee may, by mutual agreement, work seven (7) consecutive days; and
  - (d) at least fifteen point five (15.5) hours off duty between shifts.

- 25.06 All regular hours worked on a shift in violation of the provisions of Article 25.05 will be paid at the rate of time and one-half the basic rate of pay.
- 25.07 (a) An Employee who volunteers or agrees to work additional shifts which are not designated as her scheduled days of rest, shall be paid at straight time rates for all hours worked up to seven point seven five (7.75) hours in a day and at two times (2X) her basic rate of pay for all hours worked in excess of seven point seven five hours in a day.
- (b) Where the Employer requires a full-time or part-time Employee to work on her scheduled days of rest without her having volunteered or agreed to do so such Employee will have another day off scheduled immediately adjacent to her remaining day off or be paid two times (2X) her basic rate of pay for all hours worked on that day.
- 25.08 (a) The Employer shall endeavor to minimize the application of day/evening/night shift rotations within the facility.
- (b) The shift patterns which may be available are:
- (i) days, evenings, night rotations;
  - (ii) permanent days;
  - (iii) permanent evenings (only by request of Employee);
  - (iv) permanent nights (only by request of Employee);
  - (v) evening and days;
  - (vi) nights and evenings;
  - (vii) nights and days.
- 25.09 Those Employees working the last shift when the change from Daylight Saving to Standard Time occurs shall be paid at the overtime rates for the exact number of hours worked during the shift in excess of seven and three quarters (7.75) hours.

Employees working a shift of less than seven and three quarters (7.75) hours at the change from Standard Time to Daylight Saving Time shall be paid only for the actual hours worked.

**ARTICLE 26: CALL BACK GUARANTEE**

- 26.01 When a regular or temporary Employee is called and required to report for work, the Employee shall be deemed to be working overtime and shall be paid for all hours worked or for three (3) hours, whichever is the longer, at the overtime rate. If the extra time worked commences within three (3) hours before the start of a scheduled

shift the three (3) hour minimum will not apply. The Employee will receive overtime rates from the time she commenced to work until the start of her scheduled shift. The three (3) hour minimum will not apply to an Employee changing from one shift to another where established hours have been posted by mutual consent.

**ARTICLE 27: OVERTIME**

27.01 All overtime must be authorized by the Director of Care.

Overtime may be accumulated as banded time and taken in time off at a mutually acceptable time at the applicable premium rate. Banked time not taken off by March 31 in any given year shall be paid out.

The overtime rate of two times (2X) the applicable basic rate of pay shall be paid for overtime worked.

27.02 Overtime shall be defined as all hours authorized by the Director of Care and worked: in excess of an Employee’s regularly scheduled daily hours or pre-agreed length of shift, or on scheduled days of rest.

27.03 No Pyramiding

There shall be no pyramiding of any premium pay (overtime and paid holiday pay etc).

27.04 Sharing of Overtime

Overtime shall be voluntary except that the Employer shall have the right to order overtime should no volunteers be available. Overtime and call back time shall be divided as equally as possible among Employees normally doing the work who are willing and qualified to perform the available work.

No Employee shall be requested or permitted to work more than a total of sixteen point five (16.5) hours (inclusive of regular and overtime hours) in a twenty-four (24) hour period, beginning at the first (1st) hour the Employee reports to work.

27.05 Rest periods and meal breaks shall be scheduled in accordance with Article 24.02.

In the event an Employee works a full overtime shift following a regularly scheduled shift, the Employee shall be provided with a meal and snacks at no cost when rest breaks and a meal period occur during the overtime.

**ARTICLE 28: RECOGNITION OF PREVIOUS EXPERIENCE**

28.01 When an Employee has experience satisfactory to the Employer, the Employee’s starting salary shall be adjusted as follows:

- (a) experience prior to a five-year lapse will not be recognized.
- (b) All experience satisfactory to the Employer shall be recognized on a one for one basis, up to the top increment in the salary scale;
- (c) If a Registered Nurse or Registered Psychiatric Nurse has completed a nursing refresher course within the past twelve (12) months, the Employer will recognize experience that is more than five years old.

A review of current Employees' experience will be conducted according to (a), (b) and (c).

28.02 Additional time worked and not credited for purposes of initial placement on the salary scale, shall be applied towards the calculation of the next increment.

**ARTICLE 29: JOB CLASSIFICATION AND WAGE RATES**

29.01 Employees shall be classified and paid in accordance with the Salary Appendix attached hereto and forming part of this Collective Agreement.

29.02 (a) Increment step increases for full-time Employees will be given on the anniversary of their last date of employment, subject to the provisions of Article 28.

(b) Increment step increases for part-time Employees are on the basis of one (1) increment for each 2,015 hours paid at the basic rate of pay and as defined in Article 28.

(c) Increment step increases for casual Employees are on the basis of one increment for each 2015 hours paid at the basic rate of pay.

29.03 Individual salary increases resulting from increment step progression shall be implemented at the commencement of the pay period next following the anniversary date of employment. The anniversary date shall be adjusted forward if necessary to account for leave of absence or other absences under which service accumulation for the purpose of increment calculation is suspended.

29.04 The following shall be considered when calculating increment steps for full and part-time Employees:

- (a) Periods of income protection paid by the Employer;
- (b) Leaves of absence without pay up to 19 working days;
- (c) Leaves of absence with pay;
- (d) Bereavement leave;

- (e) Court appearances as specified in Article 17 - Leaves of Absence;
- (f) Vacations;
- (g) Periods of time when in receipt of Workers' Compensation for up to six (6) consecutive months as a result of injury of illness incurred while in the employment of the Employer.

29.05 Education Allowance

The Employer agrees to pay an educational allowance of 70¢ per hour to Registered Nurses who have a certificate in gerontology, \$1.25 per hour to Registered Nurses who have a Baccalaureate Degree in nursing, and \$1.50 per hour to Registered Nurses who have a Masters Degree in nursing.

29.06 Responsibility Allowance

The Employer agrees to pay \$2.00 per hour to an Employee from the Bargaining Unit designated by the Employer to be responsible for the Centre on evenings, nights and weekends.

29.07 Shift Differential

- (a) A Shift differential of \$2.75 per hour shall be paid:
  - (i) to Employees working a Shift where the majority of such Shift falls within the period of 1500 hours to 2300 hours; or
  - (ii) to Employees for each regularly scheduled hour worked between 1500 hours to 2300 hours provided that greater than one hour is worked between 1500 hours and 2300 hours.
  - (iii) to Employees for all overtime hours worked which fall within the period of 1500 hours to 2300 hours.
  - (iv) Notwithstanding (ii) above, for Employees working a regular Shift that concludes between 1500 and 1700 hours, no Shift differential will be paid.
- (b) A Shift differential of \$5.00 per hour shall be paid:
  - (i) to Employees working a Shift where the majority of such Shift falls within the period of 2300 hours to 0700 hours; or
  - (ii) to Employees for each regularly scheduled hour worked between 2300 hours to 0700 hours provided that greater than one hour is worked between 2300 hours and 0700 hours.

- (iii) to Employees for all overtime hours worked which fall within the period of 2300 hours to 0700 hours.
- (c) It is understood and agreed that these shift definitions shall not prevent management from changing shift times.

29.08 Saturday/Sunday Premium

A weekend premium of \$3.25 per hour shall be paid to an Employee for each hour of their weekend shift worked, wherein the majority of such shift falls commencing at 1500 hours Friday up to midnight Sunday. Such premium payment shall not be considered part of the Employee's basic rate of pay.

It is further agreed that this Clause shall not prevent management from changing shift times.

**ARTICLE 30: PAY DAYS**

30.01 Pay days will continue as per present practice.

30.02 Pay cheques shall include a statement of all information required pursuant to the Employment Standards Code including overtime earned and overtime paid out.

**ARTICLE 31: PROFESSIONAL RESPONSIBILITY**

31.01 The parties agree that a shared goal is to secure the best possible nursing care, clinical services and health protection for the patients and general public. In order to ensure achievement of this goal:

- (a) A Professional Responsibility Committee shall be established with up to two (2) Employees elected by the Union and up to two (2) representatives of the Employer. A chairperson shall be elected from amongst the Committee. The Committee shall meet at least once a month at a regularly appointed time, unless no agenda items are brought to the attention of the chairperson one (1) week prior to the scheduled meeting, and/or within ten (10) days of receiving a written complaint regarding patient care.
- (b) Alternate representatives may be designated from the same group.
- (c) Agenda for each meeting will be circulated prior to each meeting. Minutes of each meeting will be kept. The minutes of the Professional Responsibility Committee shall be approved by both parties prior to circulation. Unresolved items from previous meetings will be highlighted and reviewed.

- (d) The functions of the Committee are to examine and attempt to resolve concerns or complaints of Employees relative to patient care.
  - (i) The Employer shall accept all written concerns or complaints as concerns or complaints relative to patient care and shall not penalize, harass or discipline any Employee who submits such a concern or complaint.
  - (ii) Where a complaint or concern is specific to one (1) ward or unit, the Union shall discuss the concern or complaint with the Director of Nursing before the matter is discussed with the Professional Responsibility Committee.
  - (iii) Failing resolution of the concern or complaint within fifteen (15) calendar days of the Professional Responsibility Committee meeting, the Union may request, and shall have the right to present their complaints to the Director of Human Resources. The Director of Human Resources will then give her written reply to the Union within fourteen (14) calendar days.

31.02 Minutes of meetings held pursuant to Article 30.01 will be kept and unanimous decisions of the meeting shall be acted on by both parties.

**ARTICLE 32: DURATION OF THE COLLECTIVE AGREEMENT**

32.01 Except where otherwise stated in this Collective Agreement, this Collective Agreement, unless altered by mutual consent of both parties hereto, shall be in force and effect from and after the date upon which the United Nurses of Alberta and the Employer exchange notice of ratification of the terms of this Agreement, up to and including June 30, 2013 and from year to year thereafter unless notice in writing is given by either party not less than sixty (60) days nor more than one hundred and twenty (120) days prior to the expiration date of its desire to terminate or amend this Collective Agreement.

32.02 This Collective Agreement shall remain in full force and effect until either party is in a legal lockout or strike position or a new Collective Agreement has been executed, whichever is earlier.

**ARTICLE 33: OCCUPATIONAL HEALTH AND SAFETY**

- 33.01 (a) The Occupational Health and Safety Committee shall be composed of representatives of the Employer and representatives of the Union and may include other representing other staff of the Centre. This Committee shall meet once a month.
- (b) Minutes of each meeting shall be taken and shall be approved by the Committee.

- (c) The Committee may make recommendations to the Employer with respect to Occupational Health and Safety matters.
- (d) The Occupational Health and Safety Committee shall consider measures necessary to ensure the Health and Safety of each Employee on the Employer's premises and the Committee may make recommendations to the Employer in that regard.
- (e) Should the recommendations not be implemented and adequate steps taken toward the implementation within two (2) months from the date the recommendation is made, the Committee may request and shall have the right to present its recommendation(s) to the Executive Director. The Executive Director shall reply in writing to the Committee within thirty (30) days of the presentation by the Committee.

**ARTICLE 34: JOB DESCRIPTION**

34.01 For each nursing position in the bargaining units, the Employer shall prepare a form of job description. Copies of such descriptions shall be on hand at each Nursing Unit and shall be available to each Employee upon request.

**ARTICLE 35: PENSION PLAN**

All regular full-time and regular part-time Employees, upon completion of the probationary period, shall have the option of enrolling in the facility pension plan, the terms and conditions of which are as follows:

35.01 Type of Plan

The Plan will be a Defined Contribution Pension Plan. Participation in the Plan shall be voluntary.

35.02 Contributions

- (a) Member Contributions - Each member who opts into the Pension Plan will be required to make contributions on one of the following basis:
  - (i) One (1) percent of regular earnings;
  - (ii) Two (2) percent of regular earnings;
  - (iii) Three (3) percent of regular earnings;
  - (iv) Four (4) percent of regular earnings.
  - (v) Four point five (4.5) percent of regular earnings.

- (b) Employer Contributions - The Employer will be required to match contributions made by each member.

35.03 Allocation of Contributions

Contributions and interest earnings will be allocated to the account of each individual member. Full disclosure of individual account balances will be available and, in any case, each member will receive an annual statement of his/her accumulated balance.

35.04 Investment of Contributions

All contributions will be directed to a guaranteed current interest account. The parties shall meet and discuss investment choices.

35.05 Vesting

Vesting shall be in accordance with Provincial regulations.

35.06 Payments to Estate

In the event of death prior to retirement, the balance of the individual account, including Employee contributions and any portion of Employer contributions which are vested in accordance with 5(a) above, will be paid in cash to the estate or designated beneficiary.

35.07 Early or Late Retirement

In the event of early or late retirement (at ages from fifty-five (55) years to seventy-one (71) years, the retiring Employee will be entitled to the pension purchasable at the attained age, based on the balance of the individual account. In the case of the Employee who elects to retain employment with the Employer beyond the age of sixty-five (65), no further contributions will be made from his/her sixty-fifth (65th) birthdate, unless by mutual consent between Employer and Employee.

35.08 Administration Costs

All costs of administration will be borne by the Pension Plan.



**LETTER OF UNDERSTANDING**

**BETWEEN**

**GRANDE PRAIRIE CARE CENTRE (CHANTELLE MANAGEMENT)**

**AND**

**UNITED NURSES OF ALBERTA – LOCAL #111**

**RE: EMPLOYMENT INSURANCE REDUCTION AND REBATE**

The parties agree that upon the Employer’s successful application for an Employment Insurance reduction and rebate, the Employee’s portion of all monies from Employment Insurance Premium reductions shall be administered for the benefit of Employees by the Employer in accordance with the Employment Insurance Commission’s regulations. Given the above on or about the first pay period in December of each year, the Employee will receive the prorated (between Employee’s of the Bargaining Unit), accumulated balance of their share of the rebate.

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNITED NURSES OF ALBERTA

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LETTER OF UNDERSTANDING**

**BETWEEN**

**GRANDE PRAIRIE CARE CENTRE (CHANTELLE MANAGEMENT)**

**AND**

**UNITED NURSES OF ALBERTA – LOCAL #111**

**RE: RETENTION & RECRUITMENT INITIATIVES**

WHEREAS the parties agree that:

- Recruitment is a critical factor in addressing retention and workload concerns of current Employees.
- It is anticipated that over the next ten years, large numbers of senior Employees will retire. Succession planning must address the loss in numbers, as well as the loss of experience. Simultaneously, there will be an increased demand for Services to the system, given the changing demographics.
- Recruitment approaches must balance the need for new Employees, while respecting current Employees.
- It is desirable to recruit and retain both experienced Employees and Employees entering the workforce.
- The retention of current Employees and recruitment of new Employees are shared priority issues.
- Increased Service expansion will create challenges on how to maintain current Service requirements while adding additional capacity.
- Rural and urban Services may have differing human resource needs.
- There is value in early collaboration for effective problem solving.
- In addition to improved working terms and conditions in the current Collective Agreement, additional strategies will be required to address the nursing shortage.

- Decisions made at the local level are more effective in meeting the needs of the Employer and Employee.

In recognition of these factors, the parties agree to undertake recruitment and retention initiatives as follows:

**RETENTION OF EXPERIENCED EMPLOYEES**

The parties recognize that there are a number of senior, experienced Employees who are eligible for retirement currently, or in the near future. The parties recognize the contribution of these Employees and wish to take steps to encourage these Employees to remain in the system. Therefore, the following programs shall be implemented.

1. Retention Recognition

- (a) In addition to the rates of pay specified in the Salary Appendix, Employees with 20 or more calendar years of nursing service shall receive a 2% Special Long Service Pay Adjustment. This adjustment shall form part of the Employee’s Basic Rate of Pay.
- (b) Calendar years of nursing service to determine eligibility for the Special Long Service Pay Adjustment will be based upon the calendar years registered with any nursing licensing body.
- (c) Within 90 days of:
  - (i) date of employment; or
  - (ii) achieving 20 calendar years of nursing service;

an Employee eligible for a pay adjustment in paragraph 1(a) above shall provide the Employer with reasonable proof of the Employee’s calendar years of nursing service, as described in paragraph 1(b) above. An Employee who requires further time to obtain reasonable proof shall, within the 90 days above, provide the Employer with written notice of their efforts, in which case, the Employer shall provide a reasonable extension of time for providing such proof.

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNITED NURSES OF ALBERTA

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LETTER OF UNDERSTANDING**

**BETWEEN**

**GRANDE PRAIRIE CARE CENTRE (CHANTELLE MANAGEMENT)**

**AND**

**UNITED NURSES OF ALBERTA – LOCAL #111**

**RE: MARKET CONDITION LUMP SUM PAYMENT**

The parties agree that:

1. An Employee shall receive a market condition lump sum payment of up to \$1750, to be paid semi-annually, as follows:
  - (a) Full-time Employees shall receive:
    - (i) \$875 on the first pay day following the pay period which includes November 30; and
    - (ii) \$875 on the first pay day following the pay period which includes May 31.
  - (b) Part-time and Casual Employees shall receive:
    - (i) \$875 on the first pay day following the pay period which includes November 30, pro-rated to their regular hours actually worked between June 1, and November 30; and
    - (ii) \$875 on the first pay day following the pay period which includes May 31, pro-rated to their regular hours actually worked between December 1, and May 31.
2. For the purposes of this Letter of Understanding, “regular hours actually worked” includes:
  - (a) Leaves of absence for Union business;
  - (b) Other leaves of absence of one month or less;
  - (c) Time on sick leave with pay;
  - (d) Absences while receiving Workers’ Compensation; and

- (e) Educational leave up to 24 months.
- 3. Employees who commence employment or change her or his employment category within one of the defined qualifying periods shall have their entitlement pro-rated.
- 4. Employees terminating employment shall be entitled to the lump sum payment pro-rated for the period up to and including the date of termination.
- 5. This Letter of Understanding shall not apply to Undergraduate Nurses.

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNITED NURSES OF ALBERTA

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**GRANDE PRAIRIE CARE CENTRE (CHANTELLE MANAGEMENT)**  
**AND**  
**UNITED NURSES OF ALBERTA – LOCAL #111**  
**RE: INCREASING AND DECREASING HOURS OF WORK**

Increasing or Decreasing FTE

- (a) Decreasing Regular Hours of Work for Regular Full-time and Part-time Employees:
  - (i) Requests to decrease regular hours of work, from regular Full-time or Part-time Employees, shall be made in writing and such requests shall not be unreasonably denied. The Employer shall indicate approval or disapproval in writing within fourteen (14) days of the request to decrease regular hours of work.
  - (ii) A request to decrease regular hours of work shall indicate the requested number of shifts per shift cycle and desired shift pattern. Employees shall not be permitted to amend the length of their shift through this process.
  - (iii) No hours of work from the previous position(s) shall be eliminated due to this process. If the number of hours vacated as a result of the granting of request(s) received by the Employer pursuant to this Letter of Understanding equals or exceeds point four two Full-time Equivalent (.42 FTE), they shall be posted as vacancy(s). In combining available shifts to post as vacancies, the Employer shall endeavor to maximize the FTE of the vacancy(s).
  - (iv) If the number of hours vacated as a result of this Letter of Understanding is less than point four two Full-time Equivalent (.42 FTE) the additional shifts may be offered to regular Part-time Employees in order of seniority, or may be posted as vacancy(s).
  - (v) A regular Full-time or Part-time Employee can not decrease her or his FTE to less than a point four two Full-time Equivalent (.42 FTE) unless otherwise agreed between the Employer and the Union.
  - (vi) Where the number of Employees making such requests in the same fourteen (14) day period exceeds the number of requests that may be

granted, the requests shall be granted in order of seniority of those Employees whose requests can be accommodated. If the Employee's request cannot be granted, the Employer shall indicate to that Employee whether an alternate choice of hours or shift pattern can be accommodated whereupon the Employee shall have the ability to amend her or his request.

- (b) Increasing Regular Hours of Work for Regular Part-time Employees
  - (i) If the number of hours vacated by an Employee as a result of this Letter of Understanding is less than point four two Full-time Equivalent (.42 FTE) the additional shifts may be offered to regular Part-time Employees in order of seniority, prior to being posted. If the number of hours available or vacated equals or exceeds point four two Full-time Equivalent (.42 FTE), the remaining shifts shall be posted in accordance with the Collective Agreement.
  - (ii) A regular Part-time Employee may add to her or his regular hours of work only those shifts from the vacant position that can be accommodated in her or his rotation without violating the scheduling provisions of the Collective Agreement.
  - (iii) No regular Part-time Employee shall be permitted to increase her or his regular hours while other Employees are on layoff as long as laid off Employees can perform the work required.
- (c) No Employee may decrease or increase her or his regular hours of work pursuant to the Letter of Understanding more frequently than once in a calendar year unless otherwise agreed between the Union and the Employer.
- (d) An Employee whose hours of work are altered by this Article shall not be required to serve a trial period.
- (e) This provision is not intended to circumvent the posting and recall provisions of Articles 12 and 13 in circumstances where a position has become vacant. If a part-time Employee resigns her position, leaving it vacant, the vacancy shall be filled in accordance with Article 12 and 13 of the Collective Agreement and not by merely transferring an Employee who has made a request under this provision to transfer into vacancy.

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNITED NURSES OF ALBERTA

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\_\_\_\_\_

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\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Salary Appendix

**Registered Nurse**

**Registered Psychiatric Nurse**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>
July 1, 2010 Rate	\$32.34	\$33.59	\$34.83	\$36.08	\$37.33	\$38.56	\$39.81	\$40.99	\$42.45
date of ratification 2% LSRP Rate	\$32.99	\$34.26	\$35.53	\$36.80	\$38.08	\$39.33	\$40.61	\$41.81	\$43.30
July 1, 2011 Rate	\$32.99	\$34.26	\$35.53	\$36.80	\$38.08	\$39.33	\$40.61	\$41.81	\$43.30
2% LSRP Rate	\$33.65	\$34.95	\$36.24	\$37.54	\$38.84	\$40.12	\$41.42	\$42.65	\$44.17
July 1, 2012 Rate	\$34.31	\$35.63	\$36.95	\$38.27	\$39.60	\$40.90	\$42.23	\$43.48	\$45.03
2% LSRP Rate	\$35.00	\$36.34	\$37.69	\$39.04	\$40.39	\$41.72	\$43.08	\$44.35	\$45.93

**Certified Graduate Nurse**

**Graduate Nurse - Temporary Permit Holder**

**Graduate Psychiatric Nurse**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>
July 1, 2010 Rate	\$29.59	\$30.51	\$31.15	\$31.72	\$32.22	\$32.89	\$33.94	\$34.92	\$36.15
date of ratification 2% LSRP Rate	\$30.18	\$31.12	\$31.77	\$32.35	\$32.86	\$33.55	\$34.62	\$35.62	\$36.87
July 1, 2011 Rate	\$30.18	\$31.12	\$31.77	\$32.35	\$32.86	\$33.55	\$34.62	\$35.62	\$36.87
2% LSRP Rate	\$30.78	\$31.74	\$32.41	\$33.00	\$33.52	\$34.22	\$35.31	\$36.33	\$37.61
July 1, 2012Rate	\$31.39	\$32.36	\$33.04	\$33.64	\$34.17	\$34.89	\$36.00	\$37.04	\$38.34
2% LSRP Rate	\$32.02	\$33.01	\$33.70	\$34.31	\$34.85	\$35.59	\$36.72	\$37.78	\$39.11

**Undergraduate Nurse**

July 1, 2010	\$24.29
July 1, 2011	\$24.78
July 1, 2012	\$25.77