



## **COLLECTIVE AGREEMENT**

Between

**THE BOARD OF MANAGEMENT**

of the

**WOLFVILLE NURSING HOMES LIMITED**  
**Wolfville, Nova Scotia**

- and -

**THE NOVA SCOTIA NURSES' UNION**

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

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## **ARTICLE 1: PREAMBLE**

1.00 Whereas it is the desire of the Union, Local Union and the Employer:

To maintain and improve the harmonious relationship between the Employer and the Union;

To recognize the value of joint discussions and negotiations in all matters pertaining to working conditions and employment services;

To set forth certain terms and conditions of employment;

To maintain professional standards and competence;

To encourage efficiency in operation consistent with a holistic approach to care;

To promote morale, well-being and security of Nurses;

To ensure uninterrupted service to the Employer;

Therefore the Parties agree as follows:

## **ARTICLE 2: RECOGNITION**

2.00 The Employer recognizes the Nova Scotia Nurses' Union as the Bargaining Agent for a Bargaining Unit consisting of all Full-Time, regular Part-Time, and Temporary (subject to Article 4.06) Registered and Graduate Nurses employed by the Employer at its Wolfville Nursing Home (the "Home") operation on Main Street, Wolfville, Nova Scotia but excluding the Director of Nursing, Nurse Manager, Casual Nurses [see clarifying letter of the Labour Relations Board (Nova Scotia) dated February 4, 1997] and those persons excluded by paragraphs (a) and (b) of subsection (2) of Section 2 of the *Trade Union Act*.

2.01 The provisions of this Agreement may be waived or amended only by the written agreement of the Parties.

2.02 Subject to Article 5.12, this Agreement shall be the complete and full statement of the Collective Agreement between the Employer and the Union.

### ARTICLE 3: MANAGEMENT RIGHTS

- 3.00 The Union recognizes and agrees that except as specifically abridged or modified by this Agreement, all the rights, powers and authority the Employer had prior to the signing of this Agreement are retained solely and exclusively by the Employer, and remain without limitation in the rights of management.
- 3.01 Without limiting the generality of the foregoing, the Union agrees that the management of the Employer's business, including the right to make, enforce and alter from time to time, reasonable rules and regulations; to direct the working forces; to discipline (including discharge) for just cause; terminate, promote, demote, and lay off Nurses; and those matter requiring judgment as to the competency or ability of the Nurses to perform the work required, are the sole and exclusive prerogatives of the Employer, subject to the provision of this Agreement dealing with any of those particular matters.
- 3.02 While acknowledging the importance of Nurses' job security, it is, however, also agreed that the nature of the Employer's operations require an ever-present cooperation and sharing of workload by and among all Employees of the Home for the good of its residents. The performance of any such tasks by non-nurse employees (that is, someone who is not covered by this Agreement) will not reduce the regular hours of work of the Nurses.

### ARTICLE 4: DEFINITIONS

- 4.00 "**Registered Nurse**" is a Nurse who is currently registered with the College of Registered Nurses of Nova Scotia and is employed at Wolfville Nursing Home as a Registered Nurse.
- 4.01 "**Temporary License and Transitional License**"  
A Nurse who holds a temporary license as that term is defined under the *Registered Nurses Act S.N.S. 2006, c.21 and Regulations* made thereunder, shall be paid at the rate of RN 1, until such time as the individual obtains an active practising license, when she or he will move to the appropriate classification for the position (RN 2). The Anniversary Date will be the original date of employment as a Nurse with a temporary license. A Nurse who holds a transitional license will be placed at the appropriate level on the increment scale for the appropriate classification for the position.
- 4.02 "**Nurse**" is an employee included in the Bargaining Unit described in Article 2.00.
- 4.03 "**Union**" means the Nova Scotia Nurses' Union.
- 4.04 "**Local Union**" means the Wolfville Nursing Home Local of the Nova Scotia Nurses' Union.

- 4.05 **"Union Management Consultation Committee"** means the Committee established in Article 26 of the Collective Agreement.
- 4.06 **"Employer"** is Wolfville Nursing Homes Ltd.
- 4.07 **"Regular Position"** means an individual Nurse's job defined as a percentage of full-time hours as set out in the appointment letter referred to in Article 15.
- 4.08 **"Regular Nurse"** is a Nurse who occupies a permanent Part-Time or Full-Time position as an employee of the Employer.
- 4.09 **"Full-Time Nurse"** is a Nurse who is hired to a position on a regular or temporary basis to work the work period described in Article 7.00 of this Agreement.
- 4.10 **"Part-Time Nurse"** is a Nurse hired to a position to work on a regular or temporary basis that is less than the work period of a Full-Time Nurse.

Part-Time Nurses shall be responsible to fulfil the requirements of the posted schedule up to the number of shifts per week agreed to at the time she becomes Part-Time. A Part-Time Nurse may indicate her availability to work shifts in addition to those she is scheduled to work and she will receive those shifts for which she is available before the Employer assigns same to Casual Nurses, provided that the total hours of her scheduled shifts and casual shift(s) does not exceed eighty (80) in any two-week period.

- 4.11 **"Casual Nurse"** is one who works to fill in to replace Nurses absent or on leave, to meet short-term staffing shortages, emergencies, and unforeseen circumstances. Casual Nurses shall only be offered a shift(s) after the shift(s) have been first offered to Part-Time Nurses who have refused to work such shift(s). The benefits of this Agreement do not apply to such Nurses except that they will receive the 3 year step pay rate set forth in the RN-2 Scale of Appendix "A" and time and one-half (1 1/2x) for hours worked on any of the holidays referred to in Article 10.
- 4.12 **"Temporary Position"**
- (a) is a position that the Employer has determined will be in excess of eight (8) consecutive work weeks but which is not a Regular Position. A Temporary Position may be either a new position for the designated period or a temporary vacancy of a Regular Position.
  - (b) A Nurse filling a Temporary Position shall accumulate the vacation, holiday and sick leave benefits of the Agreement on a pro rata basis to regular hours paid which shall include the straight time hourly equivalent of overtime hours worked to a maximum of the entitlement for a Regular Position. All other

provisions are applicable to the Nurse in a Temporary Position unless specified otherwise.

- (c) Nurse filling a Temporary Position shall be entitled to participate in the Benefit Plans in accordance with the terms of eligibility and other requirements of the respective Plans.
- (d) Where the Temporary vacancy is for a period of eight (8) consecutive work weeks or more, the Employer shall post the position pursuant to Article 12.00 and shall indicate on the posting the expected duration of the Temporary Position. The Temporary Position may be extended, shortened or terminated at the Employer's discretion.
- (e) In the event that a Temporary Position is to be extended from the original duration, the Nurse filling the position will be given the option of remaining for the extended period or returning to her previous position or casual status, where applicable, and salary, without loss of seniority, and any other Nurse promoted or transferred because of the re-arrangement of positions shall be returned to their former position where available (or if it has been discontinued to an equivalent position) or casual status, where applicable, and salary, without loss of seniority.
- (f) A Regular Nurse in a Temporary Position remains a Regular Nurse. Upon the termination of a Temporary Position, a Regular Nurse filling a Temporary Position shall return to the Regular Nurse's previous position (if available, or if it has been discontinued, to an equivalent position).

4.13 **"Promotion"** means a permanent appointment to a different classification with a higher pay scale as set out in Appendix "A" of this Agreement, or as may be created throughout the term of this Agreement.

4.14 **"Service"** refers to a continuous employment relationship, commencing on first shift worked in the Nurse's most recent employment as a Registered Nurse with the Employer:

- (a) A Casual Nurse who becomes a Regular Nurse shall have time worked in any position with the Employer commencing on the first shift worked in the most recent employment relationship with the Employer, converted to service, for the purpose of vacation accumulation only on the basis of 2080 hours equalling one (1) year of service.

4.15 **“Probationary Period”**

- (a) means that period for newly hired Regular Nurse for up to 720 hours worked. Employment may be confirmed or terminated at any time during this period at the sole discretion of the Employer. Operational requirements permitting, the Employer shall endeavour to conduct an appraisal of the Nurse while on a probationary period at approximately the midpoint of the probationary period and at the completion of the period. This probationary period may be extended at the Employer’s sole discretion for up to an additional 360 hours worked.
- (b) An Arbitration Board or Arbitrator’s jurisdiction in any grievance filed relating to the termination of employment of a probationary Nurse shall be restricted to a determination of whether the Employer’s exercise of its discretion to terminate was arbitrary, discriminatory or in bad faith.
- (c) Any Nurse who resigns after completing her probationary period but who is rehired by the same Employer within six (6) months of her resignation shall be required to serve a probationary period of up to 360 hours worked. This probationary period may be extended at the sole discretion of the Employer for up to an additional 180 hours worked.

4.16 **Immediate Family**

includes the Nurse’s spouse (common law); child (step child); parent (step parent); sibling (step-sibling); grandchild (*step-grandchild*); grandparent; father-in-law, mother-in-law; son-in-law, daughter-in-law, legal guardian and **the legal ward of the Nurse**. The “in law”, **legal** and “step-relative” relationships referred to in this provision will only be considered “Immediate Family” in cases where it is a current relationship at the time the benefit is claimed.

4.17 **“Spouse”** means a Nurse’s legal marriage partner or a person who has been identified in writing by the Nurse to the Employer as the Nurse’s spouse and has cohabited with the Nurse in a conjugal relationship. This includes a same-sex partner for all purposes under this Collective Agreement who has lived in a conjugal relationship with the Nurse for at least one (1) year, but subject to the eligibility provisions and other requirements of the respective Benefit Plans.

4.18 **“Pension Plan”** means the group RRSP Plan referred to in Article 19.03.

4.19 For the purpose of this Agreement, the female shall be deemed to include the male and the singular deemed to include the plural and vice versa



## **ARTICLE 5: UNION REPRESENTATION AND UNION LEAVES**

- 5.00 The Union shall provide the Employer with a list of the Nurses designated as representatives of the Union which will include members of the Nova Scotia Nurses' Union Board of Directors or Standing Committees (if applicable), the members of the Local Executive, and shop stewards. The list will include the title of each Union position, the general role of the designation and the duration of the appointment.

### **Collective Agreement Administration**

- 5.01 (a) The Employer recognizes the right of the Local Union to elect up to two (2) employee representatives.
- (b) Subject to paragraph (c), a Nurse referred to in paragraph (a) shall be allowed a reasonable amount of time, without loss of regular pay or benefits, to attend meetings with the Employer during normal working hours to perform representational functions specifically identified in other provisions of this Agreement, but in no event will this include overtime pay or time spent beyond his/her scheduled hours of work.
- (c) Such a representative must request and obtain permission from the Nurse's immediate management supervisor prior to leaving and report to the supervisor immediately upon return. Such permission shall not be unreasonably withheld.

### **5.02 Assistance of NSNU Representative**

The Local Union may have the assistance of a representative from the Union in all meetings relating to labour relations between the Union and the Employer. These meetings will not be unreasonably delayed if a representative from the Union is required by the Local Union. The Union agrees that Union activities not provided for in this Agreement will not take place during working hours or on the premises of the Employer, without the consent of the Employer.

- 5.03 Up to two (2) employee representatives designated by the Union shall not suffer loss of pay as a result of involvement in direct negotiations between the Employer and the Union for the renewal of this Agreement.

### **5.04 Reproduction of the Collective Agreement**

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

#### 5.05 **PROVINCIAL NEGOTIATING COMMITTEE**

- (a) Subject to operational requirements, including, but not limited to, the Employer's ability to obtain a replacement at no additional cost or premium pay and provided the Nurse has given a minimum of four (4) weeks written advance notice, in the event that a Nurse is a member of the Provincial Negotiating Committee ("PNC"), the Employer will make reasonable efforts to accommodate time off for the Nurse to participate in Union caucus meetings and direct negotiations with any multiple employer group bargaining table.
- (b) At the request of the Nova Scotia Nurses' Union, the Employer will maintain pay at the regular rates and benefit coverage for a member of the PNC and the Employer will invoice the Nova Scotia Nurses' Union for all such costs, unless a cost sharing arrangement is agreed to by the Employer(s) and the Union. The Union shall pay the invoice within thirty (30) days of its receipt.

#### 5.06 **Union Leave**

- (a) Subject to operational requirements including, but not limited to, the Employer's ability to obtain a replacement at no additional cost or premium pay and provided the Nurse has given a minimum of four (4) weeks written advance notice of the request, the Employer shall grant a leave of absence without pay for one (1) Nurse chosen to represent the Nurses' Union at the Annual and/or Provincial Meetings.
- (b) Additional Nurses may request an unpaid leave of absence to attend the Annual and/or Provincial Meetings of the Union, and such request shall be granted subject to operational requirements including, but not limited to, the Employer's ability to obtain a replacement at no additional cost or premium pay and provided the Nurse has given a minimum of four (4) weeks written advance notice of the request.
- (c) Subject to operational requirements including, but not limited to, the Employer's ability to obtain a replacement at no additional cost or premium pay and provided the Nurse has given a minimum of four (4) weeks advance notice of the request, the Employer shall grant leaves of absence without pay for a member of the Nova Scotia Nurses' Union Board of Directors, or Provincial Committee, (except the Provincial Negotiating Committee which is governed by Article 5.05) to attend such Board or Committee meetings;
- (d) **Subject to operational requirements such as the Employer's ability to obtain a replacement and at no additional cost in premium pay, the Employer will make every reasonable effort not to cancel Union Leave once it has been approved.**

5.07 Periods during which a Nurse is on a leave of absence for Union business granted pursuant to the provisions of this Agreement shall be deemed to be time paid equal to the number of regular hours that the Nurse would have been scheduled but for the leave for the purpose of service, seniority and earning of benefits.

5.08 At the request of the Nova Scotia Nurses' Union, the Employer will maintain pay at the regular rates and benefit coverage for those Nurses who have been granted Leaves of Absence without pay for Union business and the Employer will invoice the Nova Scotia Nurses' Union, the Nurse's regular rate of pay plus the Employer's portion of the benefits within sixty (60) days of the completion of the leave of absence. The Nova Scotia Nurses' Union shall pay the invoice within thirty (30) days of receipt of the invoice.

5.09 **Leave of Absence for the Full-Time President**

Subject to operational requirements, including, but not limited to, the Employer's ability to obtain a replacement at no additional cost or premium pay and provided the Nurse has given a minimum of four (4) weeks written advance notice, leave of absence for the Full-Time President of the Union shall be granted in accordance with the following:

- (a) Upon reasonable notice, a Nurse elected or appointed as President of the Union shall be given a leave of absence without pay for the term(s) she or he is to serve, commencement and termination dates, as determined by the Union.
- (b) While the Nurse is serving as President, the Nurse's service and seniority will continue to accrue.
- (c) Upon expiration of her or his term of office, the Nurse shall be reinstated in the position she or he held immediately prior to the commencement of leave if available (or if the position no longer exists, to another equivalent position).

5.10 **Union Orientation**

During orientation of newly hired Nurses, the Employer will allow up to thirty (30) minutes for a representative of the Local Union to speak with the newly hired Nurses.

5.11 **Bulletin Boards**

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

#### 5.12 **Mutual Agreements**

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

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

#### **Membership**

6.00 It shall be a condition of employment for all Nurses in the Bargaining Unit currently employed by the Employer and all new Nurses in the Bargaining Unit employed by the Employer that they take out and maintain membership in the Union.

#### 6.01 **Union Dues Deductions**

It shall be a condition of employment for all Nurses in the Bargaining Unit that dues deducted from their bi-weekly salary in the amount determined by the Union. The deductions for newly employed Nurses shall be in the first pay period of employment. The dues shall be submitted monthly to the Union together with a list of the Nurses from whom the deductions were made.

6.02 The Union shall advise the Employer in writing of the amount of dues payable.

6.03 The Union agrees to inform the Employer four (4) weeks in advance of the date of any change in the amount of Union dues. The Union agrees to bear the cost of implementing a change in the method of calculating union dues, if the Union should change from either a fixed deduction amount or a percentage of salary.

6.04 The Employer agrees to deduct dues in arrears when requested in writing by the Union to do so, and the Union agrees to make refund to a Nurse concerned when there is an over deduction of dues.

6.05 The Union shall indemnify and save the Employer harmless from any liability arising out of deductions made in accordance with Article 6.01 herein.

6.06 The Employer may deduct the annual professional registration dues payable by a Nurse from the salary of the Nurse on written request by the Nurse. It is the responsibility of Nurses to provide the Employer with the required information regarding

licensing in a timely manner.

- 6.07 The Employer shall endeavour to advise a Representative of the Local Union of all appointments, leaves of absence, resignations, and retirements.

## **ARTICLE 7: HOURS OF WORK AND OVERTIME**

- 7.00 (a) Subject to paragraph (b) and the Employer's right to determine work schedules (before changes are made in such schedules, the Employer will consult with Nurses who will be affected by any particular changes), the normal hours of work for Full-Time Nurses shall be eighty (80) hours per two (2) week period consisting of ten (10) eight (8) hour shifts. The shift will be inclusive of a one-half (2) hour paid meal break and two paid fifteen (15) minute breaks. Management may permit the combining of the two (2) breaks into one (1) half-hour break on a case by case basis. Except for special cases where prior permission is obtained by an individual Nurse from Management, all Nurses are required to remain on the premises during their meal and break periods to be available for emergency situations.

- (b) The Employer reserves the right to establish a work schedule containing a combination of eight (8) hour and twelve (12) hour shifts that, over a period of up to eight (8) weeks, would average eighty (80) hours worked biweekly. During any twelve (12) hour shift, there would be three (3) paid thirty (30) minute breaks for meals or rest periods. This provision will not apply to the Nurses in the bargaining unit on the signing date of this Agreement.

- 7.01 Subject to Article 4.18, Nurses shall not be required to work more than six (6) consecutive days between days off.

- 7.02 There shall be sixteen (16) hours between regularly scheduled shifts unless mutually agreed upon otherwise.

### **7.03 Nursing Coverage**

Nurses agree to maintain nursing coverage for all units during the shift change subject to the overtime provisions of Article 7.10(c).

### **7.04 Guaranteed Work**

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

**7.05 Meal and Rest Breaks**

- (a) The Employer shall make every reasonable effort to organize the work assignment on a shift in such a way as to allow each Nurse to have designated meal and rest break(s) at regular intervals during the shifts.
  - (b) Subject to operational requirements, the Employer shall make reasonable efforts to ensure that no Nurse will work longer than five (5) consecutive hours without a break, unless mutually agreed between the Nurse and the Employer.
  - (c) Nurses shall be permitted to combine meal and/or rest break(s) where operationally possible.
  - (d) Where in the Employer's opinion operational requirements prevent a Nurse from having an uninterrupted meal or rest break(s) and it is not possible to reschedule the missed break(s) or a portion of the break(s) during the remainder of the shift, the Nurse shall be compensated for the portion of the missed meal period or rest period, at a rate of one and one-half times (1.5x) the Nurse's hourly rate for the portion of the rest and meal break(s) missed, if approved by the Employer. The Union and the Employer agree that, in lieu of paying for missed breaks as provided in Article 7.05(d), the Employer may provide the Nurse additional break time at the equivalent rate (from Letter of Understanding).
- 7.06 Schedules of hours to be worked shall be posted two (2) weeks in advance of the schedule to be worked. The schedule will cover a minimum of four (4) weeks. Before schedules are drawn up, a Nurse requesting specific days off shall submit in writing a request for such days off, which request shall be granted wherever reasonably practicable. It shall be permissible for two Nurses to exchange their days off, or their shifts, where mutually agreeable to Management, which agreement will not be unreasonably withheld. The scheduling of Nurses shall be arranged as equitably as is reasonably practicable in terms of the assignment of Nurses to work weekends and holidays.
- 7.07 Part-Time Nurses shall be responsible to fulfill the requirements of the posted schedule up to the Nurse's designated percentage of full-time hours agreed to at the time she became Part-Time. A Part-Time Nurse may indicate her availability to work shifts in addition to those she is scheduled to work and she will receive those shifts for which she is available before the Employer assigns same to Casual Nurses, provided that the total hours of her scheduled shifts and casual shift(s) does not exceed eighty (80) in any two-week period.

7.08 **Days off**

Except in emergency situations, in every fourteen (14) day pay period, each Nurse shall receive four (4) days off and the Employer will endeavour, where reasonably practicable, to give such days off in no more than three (3) segments, unless mutually agreed otherwise.

7.09 **Weekends off**

Except where operational requirements do not permit, such as during vacation periods or excessive staff illness, each Nurse shall receive two (2) weekends off per month, unless there is mutual agreement on another arrangement between a Nurse and the Employer.

7.10 **Overtime**

- (a) All time worked as authorized by the Employer by a Nurse either before and continuous with or after and continuous with completion of her/his normal scheduled work day (eight or twelve hours) shall be considered overtime.
- (b) A Nurse may agree to stay extra time beyond her normal shift at straight time rate, but if such work is required by the Employer, then it shall be compensated, either by pay or time off in lieu of pay (if lieu time is agreed to by the Employer and the affected Nurse), both at the rate of time and one half (1 1/2) the number of hours worked, except that where a Nurse works in excess of four (4) continuous hours of overtime the compensation rate shall be two times (2x) the Nurse's regular hourly rate for the overtime worked in excess of the first four (4) hours of overtime.
- (c) Overtime shall not be claimed for periods of less than fifteen (15) minutes, but if overtime amounts to fifteen (15) minutes or more, the overtime rates shall apply to the total period in excess of the shift.

7.11 Article 7.10 shall not apply to a Part-Time Nurse who works shifts in addition to those shifts for which she was scheduled on the posted schedule except when the Nurse is required to work in excess of eight (8) hours per work day or eighty (80) hours in a two (2) week pay period.

7.12 **Meal Allowance on Overtime**

- (a) Nurses working overtime will be provided with a meal or a meal allowance in accordance with the Employer's policy.

- (b) Where it is known to the Employer that an overtime assignment is to be in excess of four (4) hours, the Nurse who is required to work the overtime beyond her or his scheduled hours of work shall be granted a fifteen (15) minute paid break prior to the commencement of the overtime.

7.13 **Changed Schedules/Changed Shifts**

**The Employer shall make every reasonable effort not to change schedules once posted.** The Employer shall advise any Nurse of an intended change in the Nurse's schedule as soon as it is known by the Employer.

- (a) Unless due to unusual or emergency circumstances it is not feasible to do so, a minimum of twenty-four (24) hours notice in advance of a scheduled shift shall be given to the Nurse when the shift to be worked is changed. A change of shift occurs when both the scheduled start time and end time for a scheduled shift are changed or the calendar date of the shift is changed.
- (b) The requirement to work additional hours continuous to an assigned shift (whether before the shift or after the shift) is not a change of schedule and the Nurse shall be compensated for the additional hours in accordance with the overtime provisions (set out in Article 7.10) of this Collective Agreement.

7.14 Overtime shall be compensated for within two (2) pay periods of its occurrence.

7.15 **Call Back**

When a Nurse is required to report back to work after leaving the premises of the Employer following completion of a shift, but before the commencement of her next shift, she shall be paid for the extra time worked at a minimum of four (4) hours pay at straight time rates or overtime in accordance with Article 7.08, whichever is greater.

7.16 **Semi-Annual Time Change**

The changing of daylight saving time to standard time, or vice versa, shall not result in Nurses being paid more or less than their normal scheduled daily hours. The hour difference shall be split between the Nurses completing their shift and those commencing their shift.

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

8.00 Nurses in the employ of the Employer shall receive the rate of pay as outlined in Appendix "A" in this Collective Agreement.



### **Recognition of Previous Experience**

When a Nurse has produced proof or evidence of his/her previous satisfactory recent nursing experience, placement on the salary scale in Appendix "A" shall be in accordance with the following provisions. Recognition of previous experience will only be deemed as satisfactory and recent where the Nurse has not been away from active nursing for more than five (5) years.

One year of satisfactory recent nursing experience for the purpose of initial placement of a Nurse on the salary scale shall be equivalent to 2080 regular hours paid.

- (a) A Nurse with less than one (1) year of satisfactory recent nursing experience shall be placed at the start rate of the salary scale of Appendix "A".
- (b) A Nurse with a minimum of one (1) year of satisfactory recent nursing experience shall be placed at the one (1) year rate of the salary scale of Appendix "A".
- (c) A Nurse with a minimum of two (2) years of satisfactory recent nursing experience shall be placed at the two (2) year rate of the salary scale of Appendix "A".
- (d) A Nurse with a minimum of three (3) years of satisfactory recent nursing experience shall be placed at the three (3) year rate of the salary scale of Appendix "A".
- (e) A Nurse with a minimum of four (4) years of satisfactory recent nursing experience shall be placed at the four (4) year rate of the salary scale of Appendix "A".
- (f) A Nurse with five (5) years or more of satisfactory recent nursing experience shall be placed at the five (5) year rate of the salary scale of Appendix "A".
- (g) A Nurse with twenty-five (25) years or more of satisfactory recent nursing experience shall be placed at the twenty-five (25) year rate of the salary scale of Appendix A.

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

- (a) "Anniversary Date" Regular Nurse: for the purpose of Article 8 means, the date of the first shift worked in a Regular position.
- (b) On a year to year basis following Anniversary Date, the Nurse shall be advanced

to the next level on the increment scale within the Nurse's classification as listed in Appendix "A".

- (c) The original Anniversary Date is portable pursuant to the provisions of Article 21.
- (d) When a Nurse is appointed to a position with a higher classification and pay scale, the original Anniversary Date does not change. The Nurse is appointed to the level on the increment scale appropriate to her Anniversary Date.
- (e) A Nurse must commence a new Anniversary Date if she or he assumes a new professional designation.

#### 8.02 **Pay Day**

Pay day shall be every second Thursday and shall cover a 2-week period ending no earlier than the immediately preceding Sunday.

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

#### 8.03 **Pay Practices**

The Employer recognizes the importance of regularity in pay practices and to the greatest extent possible the Employer will not alter the payment routines. Nurses will be notified in writing by the Employer not less than sixty (60) days in advance of a change to the pay practices.

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

8.05 In the absence of both the Nurse Manager and the Director of Nursing during the day shift Monday to Friday, the Nurse on duty shall receive responsibility pay of \$5.50 (five dollars and fifty cents) per shift.

**8.06 Shift Premium**

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

**8.07 Weekend Premium**

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

8.08 None of the premiums referred to in Clauses 8.05, 8.06 and 8.07 are part of the Nurse's base hourly rate and therefore will not be used for the purposes of determining any other premium or benefit.

**8.09 New Classification**

Should a new position or new classification be created within the Bargaining Unit during the term of this Agreement, the Employer and the Union will decide the rate of pay. Nothing herein prevents the Employer from filling such positions and having Nurses working in such positions during such negotiations. If the parties are unable to agree upon the rate of pay, the Employer will set the rate which shall be effective upon conclusion of negotiations for the renewal of this Agreement. The salary when determined will be retroactive to the date on which the successful candidate commenced work in that classification.

**8.10 Retroactivity**

Retroactivity shall only apply to provisions of the salary adjustment in Appendix A, annexed hereto. The Employer will endeavour to compute and pay the salary adjustments for each Nurse as expeditiously as reasonably possible. Otherwise the remaining provisions of this Agreement become effective on the date of its signing, or as expressly stated in the Collective Agreement.

8.11 Nurses who have left the employ of the Home between November 1, 2009 and the date of signing of this Agreement shall have thirty (30) days after the signing of this Agreement to apply for any retroactive pay to which they are entitled under the terms of this Collective Agreement.

## **8.12 Facility Responsibility Pay**

**In the absence of management staff, the Employer may designate a Nurse to be responsible for the facility. If designated, the Nurse will receive a premium of one dollar (\$1.00) per hour for each hour worked with the designated responsibility.**

## **ARTICLE 9: LEAVE OF ABSENCES**

### **9.00 Leave Without Pay**

- (a) Subject to operational requirements, the Employer may grant a leave of absence without pay requested for legitimate personal reasons. The request will not be unreasonably denied but any leaves requested to take place in July, August or from December 15 – January 15 shall be at the sole discretion of the Employer. A request by a Nurse for a leave of absence without pay for personal reasons in order to pursue alternate employment with another employer may be denied by the Employer or granted by the Employer at its sole discretion.
- (b) Nurses shall be entitled, during the above unpaid leave of absence, to continue participation in the Benefit Plans, subject to eligibility provisions and other requirements of the specific Benefit Plans, provided the Nurse pays 100% of the cost of the participation (both the Employer and Nurse portions) in the Benefit Plans.

### **9.01 Working During Leave of Absence**

- (a) A Regular Nurse may choose to work for the Employer while on an unpaid Leave of Absence granted pursuant to this Agreement. Whether a Regular Nurse on an approved Leave of Absence works any shifts at all for the Employer during such leave of absence will be entirely at the discretion of such Nurse. The granting of the Leave of Absence will not be dependent on the Nurse agreeing to work during the Leave of Absence.
- (b) When a Regular Nurse agrees to work while on an approved unpaid leave, the Nurse maintains the status of a Regular Nurse on Leave.
- (c) When a Regular Nurse agrees to work while on an approved leave, the Nurse is treated as a Casual Nurse for the purpose of determining pay and benefits, excluding provisions for accumulation of Seniority and movement along the increment scale (see clause 4.11).

## 9.02 Return From Leave of Absence

- (a) Before a Nurse may return to work from a leave granted pursuant to Article 9.00, she or he must provide a minimum of four (4) weeks written notice of the specific date of his or her return to work, or such shorter time as mutually agreed.
- (b) Upon return from an approved Unpaid Leave of Absence, a Nurse shall be reinstated to her or his former position unless the position has been discontinued, in which case the Nurse shall be appointed to an equivalent position.
- (c) This clause requiring four (4) weeks written notice, does not apply to other leaves granted by an express provision of this Collective Agreement with different requirements for written notice.

## 9.03 Bereavement Leave

Immediate Family is defined in Article 4.16 and repeated here for convenience: includes the Nurse's spouse (common law); child (step child); parent (step parent); sibling (step-sibling); grandchild (*step-grandchild*); grandparent; father-in-law, mother-in-law; son-in-law, daughter-in-law, legal guardian and **the legal ward of the Nurse**. The "in law", **legal** and "step-relative" relationships referred to in this provision will only be considered "Immediate Family" in cases where it is a current relationship at the time the benefit is claimed.

The in law and step-relative relationships referred to in this provision will only be considered Immediate Family in cases where it is a current relationship at the time of the death. Except where it is clear that any relative of a Nurse's spouse is intended, e.g. "step-child," any relative including legal guardian, described in this clause, refers only to a relative of the Nurse, e.g. reference in this clause to "aunt" means only the sister of the Nurse's mother or father and does not include the sister of the Nurse's spouse's mother or father.

If a death occurs in the immediate family of a Nurse when said Nurse is at work, or scheduled to go to work, then said Nurse shall be granted bereavement leave with pay for the remainder of her tour of duty for that day.

- (a) In the event of a death in the Nurse's Immediate Family, the Nurse shall be granted five (5) consecutive days leave of absence commencing at midnight on the day of the death. The Nurse shall be paid for all shifts she or he would normally be scheduled to work during those five (5) days leave if the death had not occurred.
- (b) Up to two (2) consecutive days bereavement leave with pay shall be granted for the purpose of attending the funeral of a brother-in-law or sister-in-law, aunt or uncle, niece

or nephew provided that such day(s) is one of the Nurse's normally scheduled working days.

- (c) A Nurse who is on a leave of absence other than compassionate leave shall not be eligible for bereavement leave with pay.
- (d) A Nurse when for any reason other than bereavement leave would not be considered to be at work, if a death in the immediate family should occur, shall not be eligible for bereavement leave with pay.

#### 9.04 **Compassionate Care Leave**

A Nurse who has been employed by the Employer for a period of at least three (3) months is entitled to an unpaid leave of absence of up to eight (8) weeks to provide care or support to:

- the spouse of the Nurse,
- a child of the Nurse or a child of the Nurse's spouse,
- a parent of the Nurse,
- the spouse of a parent of the Nurse, or
- any other person defined as "family member" by Regulations made pursuant to the *Labour Standards Code*

where a legally qualified medical practitioner issues a certificate stating that the above noted recipient of the care or support has a serious medical condition with a significant risk of death within twenty-six (26) weeks from the day the certificate was issued or, in the case where the Nurse began a leave before the certificate was issued, the day the leave was begun. Where requested in writing by the Employer, the Nurse must provide the Employer with a copy of the certificate.

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

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

A Nurse who intends to take this leave shall advise the Employer as soon as possible. The Employer shall grant to the Nurse the option of maintaining a benefit plan in which the Nurse participated before the beginning of the leave (subject to the eligibility requirements of the plan(s)) and shall notify the Nurse in writing of the option and the

date beyond which the option may no longer be exercised at least ten (10) days before the last day on which the option could be exercised to avoid an interruption in benefits.

Where the Nurse opts in writing to maintain the benefit plan, the Nurse shall enter into an arrangement with the Employer to pay the cost required to maintain the benefit plan, including the Employer's share thereof, and the Employer shall process the documentation and payments as arranged.

#### 9.05 **Court Leave**

Leave of absence from scheduled shifts without loss of regular pay shall be given to a Nurse other than a Nurse on leave of absence without pay or under suspension, who is required:

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

#### 9.06 **Leave of Absence for Education**

- (a) The Employer may grant a leave of absence without pay for educational purposes to a Nurse who has been employed for a minimum of one year. Such leave must be requested at least three (3) months in advance of the requested commencement date and the nature of the educational program must be directly related to the skills and requirements of the work of the Employer.

- (b) A Nurse on Education Leave shall retain those benefits which were earned by her up to the time the Nurse commenced the leave of absence but no benefits will be earned while on such leaving except that the Nurse shall continue to accrue service and seniority during the leave of absence.
- (c) On return, the Nurse shall return to the same or equivalent previous position and appointment status that the Nurse had prior to commencing the leave, unless mutually agreed upon otherwise.
- (d) A Nurse on Education Leave may be permitted to work for the Employer while on Education Leave subject to the provisions set out in Article 9.01.
- (e) Subject to the eligibility provisions and other requirements of the applicable benefits plans, a Nurse on an educational leave of absence may maintain membership in the plans if the Nurse agrees to pay both the Employer and Employee share of the contributions.

9.07 **Leave for Storm Conditions**

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

- (a) take the absent time as unpaid; or
- (b) deduct the absent time from any unused earned accumulated overtime, holiday time or vacation credits; or
- (c) when the Nurse has no entitlement to unused overtime, holiday or vacation credits, the Nurse may, with prior approval of the Employer, make up the absent time as the scheduling allows.

**ARTICLE 10: VACATIONS and HOLIDAYS**

**10.00 Annual Vacation Earnings**

Each year of service for the application of this Article shall be a period of twelve (12) months effective on the Nurse's date of hire.

Paid vacation leave credits shall be earned on the basis of regular hours paid.



Regular hours paid for the purpose of calculating paid vacation leave credits shall be hours paid by the Employer which shall include the straight time hourly equivalent of overtime hours worked to the applicable maximum annual vacation entitlement as set out below.

For the purpose of moving from one level of vacation earning to the next, the Nurse's years of continuous employment shall be calculated on December 31 in one year (the cut-off date), for next year's vacation.

Vacation credits shall be earned by the Nurses on the following basis:

- (a) Effective the date of hire, vacation shall be earned at the rate of one (1) hour of vacation credit for each 17.333 regular hours paid to a maximum of 120 hours.
- (b) After one continuous year of employment, vacation shall be earned at the rate of one (1) hour of vacation credit for each 17.333 regular hours paid to a maximum of 120 hours.
- (c) After five (5) continuous years of employment, vacation shall be earned at the rate of one (1) hour of vacation credit for each 13.000 regular hours paid to a maximum of 160 hours.
- (d) After fifteen (15) continuous years of employment, vacation shall be earned at the rate of one (1) hour of vacation credit for each 10.400 regular hours paid to maximum of 200 hours.

#### 10.01 **Annual Vacation Usage Date**

Subject to 10.03, all earned vacation shall be used by December 31<sup>st</sup> (i.e., by the last day of the January – December 31 vacation year).

#### 10.02 **Annual Vacation Pay**

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

- 10.03 The Employer, in collaboration with the Nurses, will set the vacation schedule taking into account the vacation wishes of the Nurses, and subject to operational requirements and other appropriate factors in setting vacation dates, where there is a conflict between permitted vacation times, Seniority shall govern. Vacation requests shall be made by no later than April 15 for vacation in the period July 1 – August 31 and in writing two weeks prior to the posting of any other schedule. Once the vacation is scheduled, except by agreement of the Nurse having the scheduled vacation, no changes shall be made to such schedule.

- 10.04 Sick leave may be substituted for vacation interrupted where it can be established by the Nurse to the satisfaction of the Employer that an illness or accident occurred prior to vacation and that illness or accident was such that the vacation of the Nurse was interrupted.
- 10.05 Except in an emergency situation, the Employer will maintain the present practice of scheduling a Nurse to be off on the weekend immediately prior to the commencement of her vacation if contiguous with the start of her scheduled vacation. This will apply only with respect to one period of the Nurse's total annual vacation entitlement. However, subject to the above, for additional periods of vacation of at least one (1) full week, the Employer will endeavour to permit the Nurse to be off on the immediately prior weekend if contiguous with the start of her scheduled vacation.
- 10.06 (a) After a Nurse has commenced paid vacation leave, the Employer will make reasonable efforts not to require her/him to return to work during such vacation leave. If this is required, the Nurse returning to work from paid vacation leave shall be paid two times (2x) her/his regular hourly rate for the shift(s) worked on the days that had been scheduled vacation leave. The vacation credits shall not be reduced for the previously scheduled vacation time that was rescheduled to work time. Further, the Nurse shall be permitted to reschedule that portion of her/his previously scheduled vacation leave rescheduled to work time to a time(s) mutually agreed between the Nurse and the Employer.
- (b) If a Nurse has scheduled a vacation and incurred expenses which cannot be recovered arising from the cancellation of her specific vacation plans (proven to the satisfaction of the Employer), which cancellation and loss are caused by a unilateral change by the Employer in the Nurse's vacation schedule, the Employer will reimburse the Nurse for any such non-recoverable expenses to a maximum of \$1,000.

10.07 **Carry Over of Annual Paid Vacation Leave**

If the Employer is satisfied that a Nurse's prolonged illness or injury prevented the Nurse from taking vacation during the vacation year, the Employer may allow the Nurse to carry over all or a part of his or her unused vacation credits to the subsequent vacation year.

## **Holidays**

10.08 Eleven (11) paid holidays shall be granted as follows:

New Year's Day	First Monday in August
Good Friday	Labour Day
Easter Sunday	Thanksgiving Day
Victoria Day	Remembrance Day
July 1	Christmas Day
Boxing Day	

10.09 If the Government of Canada or the Province of Nova Scotia officially proclaims an additional holiday(s), such shall be added as a recognized holiday.

10.10 In order to be eligible for compensation in one of the above holidays, the Nurse must have worked both her last scheduled working day before and her next scheduled working day after the holiday. A Nurse absent as permitted by the terms of this Agreement or by the Employer on either or both of those days will qualify for said holidays.

10.11 Each Nurse shall receive either Christmas or New Year's Day off on the actual day and will receive at least two (2) other holidays off on the actual day of the holiday.

10.12 When a holiday falls within a Nurse's vacation period, the Nurse is entitled to an additional day to be taken at a time as is mutually agreed by the Employer and the Nurse.

### **10.13 Entitlement to Paid Holiday Leave Credits**

Paid holiday leave credits shall be earned by a Nurse on the basis of regular hours paid. A Nurse shall earn such credits on the basis of one (1) hour of holiday credit for each 23.6 regular hours paid (including the straight time hourly equivalent to overtime hours worked) to a maximum accrual of 88 hours of holiday credits in a fiscal year period.

### **10.14 Holiday Premium Pay**

A Nurse working on a recognized Holiday is entitled to the following compensation for any hours worked on the calendar date of the recognized Holiday:

- (a) A Full-Time or Part-Time Nurse who is regularly scheduled to work on a recognized Holiday shall be paid at the rate of one and one-half times (1.5 x) the Nurse's regular rate of pay; or

- (b) A Nurse who works overtime (as defined in Article 7) on a recognized Holiday shall be paid at the rate of two times (2 x) the Nurse's regular rate of pay for the overtime worked.

10.15 If a Regular or Temporary Nurse had booked any paid Holiday Leave credits for use on a recognized Holiday where the Nurse ended up working on that recognized Holiday, the Nurse is entitled to reschedule the paid holiday leave credits for use at a later time.

**10.16 Holiday and Sick Leave Pay**

A Nurse who is scheduled to work on the calendar date of a Holiday and who is unable to report for work due to illness or injury shall receive sick leave pay for those hours she or he was scheduled to work that day provided the Nurse has adequate sick leave credits and provides a certificate verifying such illness from a legally qualified medical practitioner. The holiday credits of the Nurse will not be reduced.

10.17 For the purpose of determining whether a shift falls on a holiday, the night shift commencing at 11:00 p.m. of the calendar day before the actual holiday and ending at 7:00 a.m. on the calendar day of the actual holiday shall be the first shift of that holiday. Employees working that shift and the two subsequent full shifts to that calendar day shall be compensated in accordance with clause 10.16.

10.18 (a) Part-time Nurses will receive a number of paid days off proportionate to the holiday entitlement of a Full-Time Nurse rounded to the next higher numbering for Nurses whose appointment is .5 or over. A Part-Time Nurse whose appointment is at .6 will be entitled to  $.6 \times 11 = 7$  holidays.

(b) If a Part-Time Nurse works on one of the recognized holidays in Article 10.08, the Employer will pay the Nurse time and one half ( $1\frac{1}{2}x$ ) the Nurse's regular rate of pay for that day [double time (2x) for hours worked on Christmas Day] and grant the Nurse a day off with pay at a later date to be mutually agreed between the Nurse and the Employer up to the maximum number of holidays the Nurse is entitled to under paragraph (a).

**ARTICLE 11: SENIORITY, LAY OFF, RECALL**

**11.00 A. Regular Seniority**

Seniority for a Regular Nurse commences on the date of the first shift worked of the most recent continuous employment as a Regular Nurse in the Bargaining Unit and

shall operate on a Bargaining Unit wide basis unless otherwise specified in the Collective Agreement.

**B. Same Date Seniority**

**(i) Regular Nurses**

**In the event that two or more Regular Nurses commence work in the Bargaining Unit on the same date, the Nurses' placement on the Seniority list shall be determined by random draw.**

**(ii) Casual Nurses**

**In the event that a Casual Nurse becomes a Regular Nurse and the subsequent conversion of hours results in the same Seniority date as a current Bargaining Unit member(s), the Casual Nurse who has converted his/her hours shall be placed on the Seniority list below the other pre-established Bargaining Unit member(s) with the same Seniority date.**

**11.01 Casual Nurse in a Temporary Position appointed to a Regular Position**

Where a Casual Nurse in a Temporary Position is appointed directly to a Regular Position, Regular Seniority shall be deemed to commence on the first day of continuous service in the Temporary Position. Appointed directly shall mean appointment without an interruption for longer than fourteen (14) calendar days.

**11.02 Seniority Lists**

- (a) The Employer shall post a current Regular Seniority List for Regular Nurses annually in February for thirty (30) and provide a copy of same to the Local Union.
- (b) Should the Union, Local Union, or any Nurse allege an error in a Seniority List, a written objection must be sent to the Employer within thirty (30) days of the date the Seniority List in question was first posted by the Employer. All corrected or final Seniority Lists will be provided by the Employer to the Local Union and shall be deemed to be correct and accurate in all respects.

**11.03 Loss of Seniority and Employment**

A Nurse shall lose both Seniority and employment in the event that:

- (a) The Nurse is discharged for just cause and is not reinstated.
- (b) The Nurse resigns or retires from employment.
- (c) After recall, the Nurse fails to notify the Employer as set out in clause 11.08 unless such notice was not possible.

- (d) The Nurse is laid-off for more than twelve (12) months.
- (e) The Nurse is absent from work for three (3) consecutive scheduled shifts or more without sufficient cause or without notifying the Employer, unless such notice was not possible.
- (f) the Nurse fails to return from an approved leave of absence, without notifying the Employer unless such notice was not reasonably possible or takes unauthorized employment while on an approved leave of absence.

#### 11.04 **Lay off and Recall**

- (a) In the event of layoffs, Nurses shall be laid off in reverse order of Seniority and recalled by order of Seniority except where the Employer determines that special skills and/or qualifications are required.
- (b) Notice of Layoff
  - (i) Twenty-eight (28) days' written notice of layoff shall be given to the President of the Local Union and to the Provincial office of the Nova Scotia Nurses' Union except layoff which results from labour disputes or unforeseen circumstances beyond the control of the Employer in which case as much notice as possible will be given.
  - (ii) The Employer will consult with the Union representatives regarding ways to minimize the adverse effect on the Nurse(s) to be laid off. The Employer may consider additional options presented by the Union. The application of additional options where agreed by the Union and the Employer shall be deemed to not violate the collective agreement.
  - (iii) Twenty-one (21) days' written notice of layoff shall be given to the affected Nurses except layoff which results from labour disputes or unforeseen circumstances beyond the control of the Employer in which case as much notice as possible will be given.
- (c) The Employer shall not post or fill vacancies that arise until Nurses on layoff have been considered for such vacancies.
- (d) The Employer will provide available options to Nurses in receipt of layoff notices (by order of seniority) including regular and temporary vacancies that have not been filled. Nurses shall have forty-eight (48) hours to consider available options and to notify the Employer in writing of his or her choice.

(e) Working during Layoff

(i) Any Nurse who is on layoff may indicate her availability to work relief shifts. A Nurse's layoff status shall not change while working relief shifts. The total of the days worked in relief shifts or in Temporary Positions of six (6) months or less shall extend the recall period by that total.

(ii) A Nurse recalled to a Temporary Position of greater than six (6) months shall commence a new recall period at the conclusion of the temporary assignment.

(f) Recall from Layoff

A Nurse on layoff shall be notified of opportunities for recall in the most expeditious manner possible including telephone, fax, and in person. A formal verification in writing will be provided where the initial contact of recall is other than in writing. Nurses are responsible for leaving their current address and telephone number(s) with the Employer.

(g) Recall – Accept or Decline

The Nurse shall indicate their intention to accept or decline the recall opportunity to the Employer within forty-eight (48) hours of receipt of the recall notice. If the Nurse accepts the recall, the Nurse must be available to return to the Employer within two (2) weeks of the notice of recall unless another time period is mutually agreeable between the Nurse and the Employer.

If the Nurse rejects the opportunity for recall the Nurse shall continue on the layoff list if the recall was for a position with fewer hours or a lower rate of pay. In these circumstances, three refusals of recall will result in the Nurse being removed from the recall list and forfeiture of the right of recall.

If the Nurse rejects the opportunity for recall and the position was equivalent to their former position, the Nurse will be removed from the recall list and will forfeit the right of recall.

(h) New Employees

No Nurse outside the Bargaining Unit shall be employed until all those who have been laid-off have been given an opportunity for re-employment, up to the level of guaranteed hours before layoff, except where the Employer establishes the need to recruit those with special skills and/or qualifications.

## **11.05 Loss of Seniority**

(a) A Nurse shall lose Seniority in the event that the Nurse has accepted a **temporary**

position with the Employer outside of the Bargaining Unit, **or has been granted a leave of absence from the Nurse's Bargaining Unit position to accept a permanent** position with the Employer and remains outside of the Bargaining Unit for more than fifty-six (56) weeks.

- (b) In the event that an appointment to a position **as described in Article 11.05(a)** outside the Bargaining Unit is to be longer than specified above, extensions shall only be permissible with the agreement of the Bargaining Unit representatives of the Union Management Consultation Committee. Such agreement shall not be unreasonably denied.
- (c) A Nurse must return to and remain in the Bargaining Unit for a period of at least one (1) month before being employed by the Employer in a position outside of the Bargaining Unit again or she/he will lose all seniority held at the time of the subsequent transfer.
- (d) In order to maintain and to continue to accrue Seniority under this provision, the Nurse must agree to pay Union dues for each month she or he is appointed to a position **as described in Article 11.05(a)** with the Employer outside of the Bargaining Unit following a period of fifty-six (56) weeks.

11.06 No Casual or Temporary Nurse shall be employed until all Nurses off work as a result of layoffs have been given an opportunity for re-employment.

## **ARTICLE 12: VACANCIES AND PROMOTIONS**

### **12.00 Posting**

Where a vacancy occurs, a new position is created within the Bargaining Unit or a temporary position exists as the result of a leave of absence of eight (8) weeks or more, a notice shall be posted as soon as possible after the Employer has determined that the vacancy exists and such notice shall be posted for a period of ten (10) calendar days. All applications for vacancies will be in writing. The name of the successful applicant shall normally be provided to the President of the Local Union within fourteen (14) calendar days of the appointment to the position.

### **12.01 Selection**

- (a) In the selection of applicants for posted vacant positions in the Bargaining Unit, primary consideration shall be given to skill, ability and qualifications to perform the required duties. If skill, ability and qualification are relatively equal, seniority shall prevail.



- (b) This posting shall not prohibit management's right to advertise for persons outside the Bargaining Unit provided that first consideration shall be given to Nurses within the Bargaining Unit who apply for such vacancies. The notice of posting shall indicate the nature of the position and required qualifications.

12.02 The Employer shall have the right to fill a vacant position on a temporary basis until a permanent appointment has been made, provided that vacancies, once posted, shall be filled within thirty (30) working days.

12.03 If the Employer does not intend to fill a vacancy it shall notify a Labour Relations Representative of the Union.

12.04 **Orientation**

The Employer shall provide planned and paid Orientation Programs of such content and duration as it deems appropriate taking into consideration the needs of the Employer and the Nurses involved. Such Nurses will not be considered part of core staffing during their Orientation Program nor will they be provided with primary assignments.

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

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

12.06 **Trial Period**

- (a) If the successful applicant is from within the Bargaining Unit, the Nurse shall be placed on a trial period for five hundred and twenty-eight (528) hours worked in the new position. If the Nurse proves unsatisfactory in the new position, or chooses to return to the Nurse's former position, during the aforementioned trial period, the Nurse shall be returned to the Nurse's former position and salary, without loss of Seniority, and any other Nurse promoted or transferred because of the re-arrangement of positions shall be returned to their former position and salary without loss of Seniority.
- (b) Conditional on satisfactory performance of duties, such trial appointments shall become permanent after the period of five hundred and twenty-eight (528) hours worked. The Employer may not extend the trial period for a period greater than two hundred and sixty-four (264) hours worked. In such case the Employer will provide written notice to

the Nurse affected by the extension, a Labour Relations Representative of the Union and any other Nurse(s) originally promoted or transferred in this appointment process.

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

### **13.00 Pregnancy/Birth Leave**

- (a) A pregnant Nurse is entitled to an unpaid leave of absence, which when combined with parental leave, is a maximum of up to fifty-two (52) weeks.
- (b) A pregnant Nurse shall, no later than the fifth (5th) month of pregnancy, forward to the Employer a written request for pregnancy leave.
- (c) The Employer may, prior to approving such leave, request a certificate from a legally qualified medical practitioner stating that the Nurse is pregnant and specifying the expected date of delivery.
- (d) Pregnancy leave shall begin on such date as the Nurse determines, but not sooner than sixteen (16) weeks preceding the expected date of delivery nor later than the date of delivery.
- (e) Pregnancy leave shall end on such date as the Nurse determines, but not later than fifty-two (52) weeks following the date of delivery, nor sooner than one (1) week after the date of delivery.
- (f) Nurses on pregnancy leave shall not accrue hours worked for the purposes of vacation, sick time, or holidays. A Nurse who is receiving compensation under Article 13.04 (b) and 13.06 (b) shall accrue benefits based on the hourly equivalent of the "top up" compensation.
- (g) The clauses of this Article shall be considered as being automatically amended should applicable legislation be changed to provide benefits more favourable to the Nurses than those contained herein.

### **13.01 Pregnancy Leave Notice**

- (a) A pregnant Nurse shall provide the Employer with at least four (4) weeks' notice of the date the Nurse intends to begin pregnancy leave. Such notice and start date of the leave may be amended:

- (i) by changing the date in the notice to an earlier date for medical reasons as verified by the Nurse's attending physician. In such cases the Nurse will provide as much advance notice of the revised start date of the leave as is possible; or,
  - (ii) by changing the date in the notice to an earlier date for personal reasons if the notice is amended at least four (4) weeks before the originally selected date; or,
  - (iii) by changing the date in the notice to a later date if the notice is amended at least four (4) weeks before the original date.
- (b) Where notice as required under Article 13.01(a) is not possible due to circumstances beyond the control of the Nurse, the Nurse will provide the Employer as much notice as reasonably practicable of the commencement of the Nurse's leave or return to work.
  - (c) The Employer shall not terminate the employment of a Nurse because of the Nurse's pregnancy.

#### 13.02 **Pregnancy Leave - Employer Requirement**

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

#### 13.03 **Pregnancy Sick Leave**

Leave for illness of a Nurse arising out of or associated with a Nurse's pregnancy prior to the commencement of, or the ending of, pregnancy leave granted in accordance with Article 13.00, may be granted sick leave in accordance with the provisions of the Collective Agreement.

#### 13.04 **Pregnancy/Birth Allowance**

- (a) A Nurse entitled to pregnancy leave under the provisions of this Agreement, who provides the Employer with proof that she has applied for, and is eligible to receive employment insurance (E.I.) benefits pursuant to Section 22, *Employment Insurance Act*, S.C. 1996, c.23, shall be paid an allowance in accordance with the Supplementary Employment Benefit (S.E.B.).
- (b) In respect to the period of pregnancy leave, payments made according to the S.E.B. Plan will consist of the following:

- (i) Where the Nurse is subject to a waiting period of two (2) weeks before receiving E.I. benefits, payments equivalent to seventy-five per cent (75%) of her weekly rate of pay for each week of the two (2) week waiting period, less any other deductions received by the Nurse during the benefit period;
  - (ii) Up to a maximum of five (5) additional weeks, payments equivalent to the difference between the weekly E.I. benefits the Nurse is eligible to receive and ninety-three per cent (93%) of her weekly rate of pay, less any other earnings received by the Nurse during the benefit period which may result in a decrease in the E.I. benefits to which the Nurse would have been eligible if no other earnings had been received during the period.
- (c) For the purposes of this allowance, a Nurse's weekly rate of pay will be one-half (2) the bi-weekly rate of pay to which the Nurse is entitled for her level on the increment scale and her position or classification on the day immediately preceding the commencement of the pregnancy leave. In the case of a Part-Time Nurse, such weekly rate of pay will be multiplied by the fraction obtained from dividing the Nurse's hours paid averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the Nurses' classification. For the purposes of this calculation the hours used for a Part Time Nurse shall be the actual hours paid, or the hours based on the current appointment status of the Part Time Nurse as a percentage of full time hours, whichever is greater.
- (d) Where a Nurse becomes eligible for a salary increment or pay increase during the benefit period, benefits under the S.E.B. plan will be adjusted accordingly.
- (e) The Employer will not reimburse the Nurse for any amount she is required to remit to Human Resources Development Canada, where her annual income exceeds one and one-half (12) times the maximum yearly insurable earnings under the *Employment Insurance Act*.
- (f) Nurses on pregnancy leave shall not earn hours worked for the purposes of vacation, sick time or holiday credits.

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

Shall refer to the following leaves which include female biological parents, male biological parents, male adoptive parents and female adoptive parents:

- (a) The parental leave of a Nurse who has taken pregnancy/birth leave and whose newborn child or children arrive in the Nurse's home during pregnancy/birth leave,

- (i) shall begin immediately upon the exhaustion of the pregnancy/birth allowance without the Nurse's returning to work; and
  - (ii) shall end not later than fifty-two (52) weeks after the parental leave began as determined by the Nurse.
  - (iii) In no case shall the combined pregnancy/birth and parental/adoption leaves to which Nurse is entitled exceed a maximum of fifty-two (52) weeks.
- (b) The parental leave for a Nurse who becomes a parent of one or more children through the birth of the child or children, other than a parent for whom provision is made in Article 13.05(a),
  - (i) shall begin on such date coinciding with or after the birth of the child as the Nurse determines; and
  - (ii) shall end not later than fifty-two (52) weeks after the child or children first arrive in the Nurse's home.
- (c) A Nurse who becomes a parent of one or more children through the placement of the child or children in the care of the Nurse for the purpose of adoption of the child or children is entitled to a leave of absence of up to fifty-two (52) weeks. This leave:
  - (i) shall begin on a date coinciding with the arrival of the child or children in the Nurse's home; and
  - (ii) shall end not later than fifty-two (52) weeks after the leave began.

#### 13.06 **Parental and Adoption Leave Allowance**

- (a) A Nurse entitled to parental or adoption leave under the provisions of this Agreement, who provides the Employer with proof that she/he has applied for and is eligible to receive employment insurance (E. I.) benefits pursuant to the *Employment Insurance Act*, 1996, shall be paid an allowance in accordance with the Supplementary Employment Benefit (S.E.B.) Plan.
- (b) In respect to the period of parental or adoption leave, payments made according to the S.E.B. Plan will consist of the following:
  - (i) Where the Nurse is subject to a waiting period of two (2) weeks before receiving E.I. benefits, payments equivalent to seventy-five percent (75%) of her/his weekly rate of pay for each week of the two (2) week waiting period, less any other earnings received by the Nurse during the benefit period;

- (ii) Up to a maximum of ten (10) additional weeks, payments equivalent to the difference between the weekly E.I. benefits the Nurse is eligible to receive and ninety-three per cent (93%) of her/his weekly rate of pay, less any other earnings received by the Nurse during the benefit period which may result in a decrease in the E.I. benefits to which the Nurse would have been eligible if no other earnings had been received during the period.
- (c) For the purposes of this allowance, a Nurse's weekly rate of pay will be one-half (2) the bi-weekly rate of pay to which the Nurse is entitled for her level on the increment scale and her position or classification on the day immediately preceding the commencement of the adoption leave. In the case of a Part-Time Nurse, such weekly rate of pay will be multiplied by the fraction obtained from dividing the Nurse's hours paid averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the Nurses' classification. For the purposes of this calculation the hours used for a Part Time Nurse shall be the actual hours paid, or the hours based on the current appointment status of the Part Time Nurse as a percentage of full time hours, whichever is greater.
- (d) Where a Nurse becomes eligible for a salary increment or pay increase during the benefit period, payments under the S.E.B. Plan will be adjusted accordingly.
- (e) The Employer will not reimburse the Nurse for any amount she/he is required to remit to Human Resources Development Canada where her/his annual income exceeds one and one-half (1/2) times the maximum yearly insurable earnings under the *Employment Insurance Act*.

#### 13.07 **Pregnancy/Birth and Parental and Adoption Leave Deferral**

If a Nurse is entitled to pregnancy/birth or parental, or adoption leave and the child to whom the leave relates is hospitalized for a period exceeding or likely to exceed one week, the Nurse is entitled to return to and resume work and defer the unused portion of leave until the child is discharged from the hospital, upon giving the Employer reasonable notice.

#### 13.08 **Return to Work**

A Nurse on Pregnancy/Birth or Parental, or Adoption Leave must provide a minimum of four (4) weeks' notice of his or her intended date to return to work, or such shorter period of notice as mutually agreed between the Employer and the Nurse. When a Regular Nurse reports for work upon the expiration of Pregnancy/Birth or Parental, or Adoption Leave, the Regular Nurse shall resume work in the position held by the Nurse immediately before the Leave began or where that position is eliminated, in a

comparable position within the site. A Nurse shall be entitled to the appropriate level on the increment scale and benefits, with no loss of benefits accrued to the commencement of the leave.

13.09 **Service and Seniority Continuation**

While on pregnancy/birth or parental, or adoption leave, a Nurse shall continue to accrue and accumulate Service and Seniority credits at the same rate as before the leave for the duration of the leave and the Nurse's Service and Seniority shall be deemed to be continuous

13.10 **Group Benefit Plan Continuation**

While a Nurse is on pregnancy/birth or parental, or adoption leave, the Employer shall permit the Nurse to continue participation in eligible benefit plans. The Nurse shall be responsible to pay both the Employer and the Nurse's shares of the premium costs for maintaining such coverage for which the Nurse is eligible during the period of leave. The Nurse must pay this amount on a monthly basis on such date as set by the Employer to ensure maintenance of coverage.

13.11 **Special Leave - Birth**

Where a Nurse's spouse gives birth to a child, the Nurse shall be granted special leave without loss of regular pay up to a maximum of sixteen (16) scheduled hours during the confinement of the mother. This leave may be divided into periods and granted on separate days.

13.12 **Special Leave - Adopted Child**

Special leave with pay up to a maximum of sixteen (16) scheduled hours shall be granted to a Nurse when an adopted child arrives in the Nurse's home. This leave may be divided into periods and granted on separate days.

13.13 **Bridging of Service**

A Regular Nurse with more than three (3) years Service may terminate her or his employment as a result of a decision to raise the Nurse's child and if re-employed with the Employer shall retain service recognition provided that:

- (a) The Nurse must advise the Employer in writing that the reason for the termination of employment is to raise the Nurse's child.

- (b) If the Nurse is re-employed as a Regular Nurse within two (2) years of her or his termination date, she or he will regain the previous Service with the Employer recognized as at the date of termination for the purposes of placement on the appropriate level on the increment scale as set out in Article 8.00 and vacation earning rate as set out in Article 10.00.
- (c) No Service, Seniority, or benefits will be earned during the period of absence to raise the child. Seniority shall be counted up to the leave and after the leave.
- (d) The Nurse cannot have been employed by any other employer for anytime during this period. If so employed the Nurse shall not be entitled to the benefits of this provision.

## **ARTICLE 14: GRIEVANCE AND ARBITRATION PROCEDURE**

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

**Step 1** When a Nurse has a grievance she may, within seven (7) working days of the discovery or occurrence of the incident giving rise to the grievance, first discuss the grievance with her immediate management supervisor who shall provide her with an answer within seven (7) working days.

**Step 2** Should the verbal answer given by the immediate management supervisor not be acceptable to the grievor, the grievance shall be submitted in writing to the head of the nursing department within seven (7) working days. The head of the nursing department shall give a decision in writing within seven (7) working days of receipt of the grievance.

**Step 3** If the decision of the head of the nursing department is not acceptable to the grievor, the grievance shall be referred to the Union; and, if supported by the Union, shall be referred to the Administrator/CEO or designate within seven (7) working days of the receipt of the grievance. The Administrator or designate shall convene a meeting as soon as reasonably possible with the Union if requested to do so by either party. The Administrator or designate shall reply in writing within seven (7) working days of such a meeting.

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



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

### **Termination of Employment**

14.03 A Nurse who has been dismissed may file a grievance directly at the third (3<sup>rd</sup>) step of the grievance procedure within ten (10) days of the dismissal to a Labour Relations Representative of the Union.

### **14.04 Policy or Group Grievance**

Where a dispute involving a question of general application or interpretation occurs, or the Union has a grievance, Steps 1 and 2 may be by-passed.

### **14.05 Employer Grievance**

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

### **Arbitration**

14.06 In the event that a grievance is submitted to arbitration, the case shall be heard by an arbitrator.

14.07 The Union and the Employer shall have five (5) working days in which to agree upon an Arbitrator. In the event of their failure to agree, the Arbitrator shall be appointed by the Minister of Labour and Workforce Development.

14.08 The remuneration of the Arbitrator shall be in accordance with the provisions of the *Trade Union Act*.

14.09 The time limits and other steps of the grievance/arbitration procedure are mandatory, however, the time limits fixed in that procedure may be extended by written consent of the Parties.

14.10 The Arbitrator may not alter, modify or amend any part of this agreement, but shall have the power to modify or set aside any penalty of discharge, suspension or discipline imposed by the Employer.

14.11 Nothing in this Agreement shall preclude the Union and the Employer from mutually

agreeing to settle a dispute by means other than those described in the grievance and arbitration procedures.

## **ARTICLE 15: STAFF DEVELOPMENT**

### **15.00 Letter of Appointment**

At the time of hire, or upon change in status, each Nurse shall be provided in writing, with the Nurse's status as a Regular Nurse; the Nurse's placement on the increment scale; and where the Nurse is in a Regular or Temporary Position, information describing the Nurse's position with the Employer, including the designation as to his or her percentage of Full-Time hours.

### **15.01 Education and Other**

- (a) Recognizing the value of further education related to nursing, the Employer, on request, may grant an educational leave without pay to a Nurse who has been employed for a minimum of one (1) year. A Nurse shall return to her former position or to an equivalent position upon return except where a promotion is involved.
- (b) The Employer, upon request, may grant each Nurse up to three (3) paid days per calendar year to attend educational seminars or workshops. Any approved expenses incurred shall be paid by the Employer.
- (c) Any off-site meeting, seminar, course, or workshop which the Employer requires a Nurse to take shall be compensated for on an hour-for-hour basis (at regular straight time rate only). If the meeting, seminar, course or workshop extends beyond four (4) hours (including travel time), then the Nurse will be compensated for the hours of her regular shift. Where more than one (1) Nurse is involved, the Nurses will travel in the same vehicle or if one or more of them opt to travel separately from the main vehicle in their own vehicle, they will receive no mileage.
- (d) Attendance at staff meetings by Nurses during their non-work hours shall be compensated for on an hour-for-hour basis.
- (e) For purposes of calculating the hours referred to in paragraphs (c) and (d) above, period of less than fifteen (15) minutes shall not be counted, periods greater than fifteen (15) minutes but less than thirty (30) minutes shall count as one half (1/2) hour; period greater than thirty (30) minutes shall count as one (1) hour.
- (f) None of the hours involved in paragraphs (c) and (d) above shall be considered in any overtime calculations.

- (g) In relation to paragraph (c) above, the Employer shall pay the affected Nurses any kilometrage at the rate of \$0.34 per kilometre, and reasonable expenses incurred.

#### 15.02 **Voluntary Continuous Learning**

- (a) The Employer and the Nurses recognize the importance of continuous learning and to that end, education programs shall be identified by the Employer in consultation with the Nurses and the Nurses will make every reasonable attempt to participate in these voluntary education programs.
- (b) The Employer will endeavour to arrange for the presentation of the voluntary education programs in such a way as to maximize availability to the Nurses and minimize cost and disruption to the Nurse and the Employer.

- 15.03 (a) The Employer will provide to Nurses newly hired from outside the current work force to positions within the Bargaining Unit a paid orientation period at the Nurse's regular rate of pay of at least five (5) shifts rotating between days, evenings, and nights, adequately covering essential information, procedures and routines. Such Nurse shall be required to attend such orientation as a condition of her hiring.
- (b) Those Nurses whose responsibilities change and that change requires orientation will receive a paid orientation for the applicable shifts required.

#### 15.04. **Technological Change**

The Employer undertakes to notify the Local Union President in advance as far as practicable, of any technological changes which the Employer has decided to introduce which will significantly change the employment terms of any Nurse within the Bargaining Unit.

### **ARTICLE 16: STAFF HEALTH AND SAFETY**

- 16.00 The Employer, the Nurse, the Local Union and the Union shall comply with the provisions of the Nova Scotia *Occupational Health and Safety Act and Regulations* and *Safer Needles in Healthcare Workplaces Act*.
- 16.01 The Employer shall make reasonable provisions in respect to the health and safety of Nurses during their hours of employment. Protective devices and other equipment deemed necessary by the Employer to protect Nurses from injury or health hazards shall be provided by the Employer and Nurses shall be required to use them. The Union

and the Employer shall co-operate to the fullest extent possible towards the prevention of accidents and in reasonable promotion of health and safety of Nurses through the Occupational Health and Safety Committee.

**16.02 Participation in Joint Occupational Health and Safety Committee**

A Nurse who is a member of the Joint Occupational Health and Safety Committee is entitled to time off from work without loss of regular pay and benefits, as is necessary to attend meetings of the Committee; to take any training programs prescribed by the *Occupational Health and Safety Act* and Regulations, if approved by the Employer and determined necessary by the Committee; and to carry out the Nurse's functions as a member of the Committee. Time spent during regularly scheduled hours by the Nurse in these activities shall be considered to be time worked at straight time rates.

**16.03 Personal Property**

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

**16.04 Injury on Duty – WCB**

- (a) Unless a Nurse specifically asks the Employer in writing at the time of the claim not to pay him or her any supplement amount from the accumulated sick leave credits of the Nurse, where a Nurse is being compensated under the Workers' Compensation Act, the Employer shall pay an Employer WCB payment supplement to the Nurse to the extent of the pre injury biweekly pay of the Nurse while maximizing the amount payable from the WCB. It is the intent of the Parties that in no circumstance shall the Nurse receive an increase of income while in receipt of WCB with the exception of increments and pay increases. When this Employer supplement is being paid, the Employer shall deduct from the Nurse's sick leave credits an equivalent number of sick leave hours as were paid in the supplement. When a Nurse's sick leave credits are exhausted, the Nurse shall be paid only the Workers' Compensation Benefits Allowance;
- (b) Where a Nurse is being compensated under the *Workers' Compensation Act*, the Nurse shall continue to earn up to a year's maximum vacation credits.

- (c) While a Nurse is receiving Workers' Compensation benefits, the Employer and the Nurse will cost-share the premiums for group benefits for the Nurse as if she were still actively at work.

**16.05 Sick Leave while waiting for Workers' Compensation Benefits**

- (a) An illness or injury for which Workers' Compensation is payable shall not be deemed to be sick leave except for the supplement as provided in Article 16.04 (a).
- (b) A Regular Full-Time or Part-Time Nurse who is unable to attend work for greater than one pay period due to workplace illness or injury and who is awaiting approval of a claim for Workers' Compensation benefits may have the Employer provide payment equivalent to the benefits she/he would earn under the *Workers Compensation Act* providing the Nurse is able to establish, satisfactory to the Employer, that the illness or injury prevents the Nurse from working and the Nurse has sufficient sick leave credits.
- (c) In such case, the Nurse must provide a written undertaking to the Employer and the required notification to the WCB that the initial payment(s) from the WCB is to be provided directly to the Employer on behalf of the Nurse, up to the level of the payment advanced by the Employer.

**16.06 WCB and Return to Work**

The Union and the Employer recognize that a modified work program is a process which gives structure and organization to the activity of returning injured Nurses to the work place as soon as possible after an accident for which Workers Compensation was paid. The Union and the Nurses agree to participate in return to work efforts implemented by the Employer.

Where a Nurse has returned to work after being absent for injury on duty for which Worker's Compensation Benefits are not payable, and where the absence due to injury on duty was for two days or less after the day of the injury, the Nurse shall receive an amount equal to regular pay from accumulated sick leave credits for the period in which the Nurse was unable to work as a result of the Nurse's injury on duty.

- 16.07** The Employer shall make reasonable provisions for the safety and health of Nurses during their hours of employment and where protective devices or other equipment is necessary to protect Nurses from injury or health hazards, these shall be provided by the Employer and must be worn by the Nurses. The Union and the Nurses acknowledge their joint and individual responsibilities to cooperate fully with the Employer's efforts relating to safe and healthy working conditions.

- 16.08 As soon as it is reasonably feasible to do so, and subject to interruptions that may be necessary from time to time caused by such matters as building construction, renovations, etc., the Employer will endeavour to provide a place in the work area where Nurses will be able to carry out work activities that require a reasonable degree of privacy.

## **ARTICLE 17: PROHIBITION OF DISCRIMINATION**

- 17.00 The Employer and the Union agree that there shall be no discrimination or harassment on prohibited grounds contrary to the *Human Rights Act*.
- 17.01 Notwithstanding any other provisions of this Agreement, the Parties agree that the Employer has the right to terminate the employment of a Nurse for innocent absenteeism, subject to the Union's right to grieve such termination.

## **ARTICLE 18: NO STRIKE/NO LOCKOUT**

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

## **ARTICLE 19: RETIREMENT ALLOWANCE, BENEFIT PLAN AND GROUP RRSP**

- 19.00 Effective date of signing**, a Nurse with a minimum of ten (10) years of service with the Employer who retires in accordance with the provisions of the Employer's group RRSP or the Canada Pension Plan shall be entitled to **six hundred (\$600.00)** per year of service to a maximum of **fifteen thousand dollars (\$15,000.00)**.

Nurses working less than Full-time during their length of service shall have their Retirement Allowance pro-rated in direct portion to the actual total of the regular hours paid to her during her length of service as compared to the maximum total annual hours paid to a Nurse working Full-time during the entire same length of service. This will be determined as a percentage of the hours of the Nurse working Full-time during the same length of service, i.e. using 2080 regular hours paid per year of service.

### **19.01 Registered Nurse Retention Bonus**

- (a) The Employer will provide a Retention Bonus to eligible Registered Nurses who agree to remain employed for the following twelve (12) months. The Retention Bonus shall be equal to two percent (2%) of the gross annual base earnings (exclusive of any premiums). To be eligible a Nurse must be able to retire with an unreduced pension

under the terms of the **Employer's Group RRSP**. The Nurse must apply in writing to participate in the Retention Bonus. A Nurse may apply for and participate in second and subsequent years.

**(b) Work after Retirement**

The Employer shall advise all Nurses who are seeking retirement about the possibility of returning to work as a Casual Nurse or a Regular Part-Time Nurse while at the same time being in receipt of pension benefits in accordance with provisions of the **Employer's Group RRSP** and the Portability provisions of Article 27 of this Collective Agreement.

**19.02 Retiree Recruitment Incentive**

The Employer will provide a Recruitment Incentive of \$500 per year to any retired Nurse who, after retirement, agrees to return to work for at least twenty-four (24) relief shifts in a 12 month period. The Casual Nurse must pre-apply in writing in order to participate in the Incentive. The \$500 will be paid to the Nurse after the completion of the minimum twenty-four (24) relief shifts. For clarity, the "relief" shifts must be shifts worked on a casual basis and does not include any "relief" shifts worked while holding a regular or temporary position with the Employer.

**19.03 Benefit Plan and Group RRSP**

- (a) Subject to paragraph (b) below, all Nurses are required to join or remain participants in the existing benefits Plan (which is currently provided by Manulife Financial Group Policy No. G0051743) providing medical, visual, life insurance, prescription drugs and disability insurance with the Employer paying sixty-five percent (65%) of the premium cost and the Nurse paying the remaining thirty-five percent (35%) of that cost with respect to all group health benefits except disability insurance where the cost-sharing percentages will be 50% Employer/50% Nurse.
- (b) A Nurse, either at the time she joins the Plan, or if she is already a member of the Plan, may apply in writing to be excluded from all portions of the Health Benefit Part of the Plan documentation establishing same to the Employer.
- (c) All Nurses are required to participate in the existing Group RRSP (which is currently provided by Sun Life Financial as the Retirement Savings Plan for the Employees of Wolfville Nursing Homes, 88184-G). The contribution rates shall be five percent (5%) of the Nurse's annual salary by each of the Nurse and the Employer.

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

### **20.01 Sick Leave Benefits**

Sick leave is an indemnity benefit and not an acquired right. A Nurse who is absent from a scheduled shift on approved sick leave shall only be entitled to sick leave pay if the Nurse is not otherwise receiving pay for that day, and providing the Nurse has sufficient sick leave credits.

### **20.02 Annual Statement**

The Employer shall provide each Nurse with a statement of sick leave credits at least once per annum and verbally upon request within a reasonable period of time.

### **20.03 Evidence of Illness**

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

### **20.04 Sick Leave Pay**

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

### **Sick Leave Benefits**

20.05 "Sick leave" means the period of time a Nurse is absent from work by virtue of being sick or disabled, exposed to a contagious disease, or because of an accident for which compensation is not payable under the *Workers' Compensation Act*.

20.06 (a) All cases of sickness must be reported to the Director of Care, or her delegate, as soon as possible;

(b) The pay for sick leave shall be at the Nurse's regular straight time hourly rate for the hours missed while on sick leave and for which she has sick leave credits;

20.07 Sick leave shall be earned at the rate of one and one-half (12) working days for every twenty-two (22) days paid to the Nurses by the Employer, effective the first day of employment up to a maximum accumulation of sixty (60) days. In cases where a Nurse qualifies for short term disability under the benefit plan (see Article 19), she will be permitted to use such coverage, but not her accumulated sick leave.



- 20.08 (a) Nurses off on sick leave of three (3) consecutive work days or longer shall thereafter regularly notify the Employer of their expected duration of sick leave and expected return to work date, if known.
- (b) Such Nurses will also notify the Director of Nursing or her delegate of any changes on those two points as soon as possible. This will not prohibit the Employer from contacting the Nurse on those same points from time to time.
- (c) A Nurse absent for ten (10) consecutive work days or more must submit a medical certificate in a form satisfactory to the Employer to validate any sick leave claim and to certify fitness to return to work.

20.09 Except where provided in Article 20.05, sick leave shall not apply where a Nurse is already on a leave of absence including holidays or other leaves specified in this Agreement.

20.10 **Union Representation**

A Nurse has the right to be accompanied by a representative of the Union in a meeting with an Employer to discuss her or his ability to attend work regularly due to their health. The Nurse shall be advised of this right prior to the scheduling of a meeting.

**Benefit Plan**

- 20.11(a) Subject to paragraph (b) below, all Nurses are required to join or remain participants in the existing benefits Plan, (which is currently provided by Manulife Financial Group Policy No. G0051743) providing medical, visual, life insurance, prescription drugs and disability insurance with the Employer paying sixty-five percent (65%) of the premium cost and the Nurse paying the remaining thirty-five percent (35%) of that cost with respect to all group health benefits except disability insurance where the cost-sharing percentages will be 50% Employer/50% Nurse.
- (b) A Nurse, either at the time she joins the Plan, or if she is already a member of the Plan, may apply in writing to be excluded from all portions of the Health Benefit Part of the Plan if she is covered under another plan (e.g. spouse's benefit plan) and provides documentation establishing same to the Employer.

20.12 **Sick Leave and LTD**

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

#### 20.13 **Sick Leave Medical/Dental; Family; Emergency**

Nurses with sufficient sick leave credits shall be allowed paid leave of absence of up to a total of forty (40) hours per annum (pro-rated for Part-Time Nurses based on regular hours paid) debited against sick leave credits in order to:

- (a) engage in and facilitate the Nurse's personal preventative medical or dental care. Nurses shall advise their immediate supervisor when they become aware of their need for personal medical, dental care for a shift the Nurse is scheduled to work. Such leave shall not be unreasonably denied.
- (b) attend to emergencies where:
  - (i) the Nurse's own medical or dental health is at an immediate and serious risk;
  - (ii) a member of the Nurse's immediate family, as defined in Article 4.16 who has become ill or disabled, in order to make alternate care arrangements where the Nurse's personal attention is required and which could not be serviced by others or attended to by the Nurse outside of his/her assigned shifts;
  - (iii) there is a critical condition (e.g. Fire, Flood) (excluding conditions included in Article 9) which requires the Nurse's personal attention which could not be serviced by others or attended to by the Nurse outside of his/her assigned shifts.

The Employer may require verification of the condition claimed.

- (c) **A Nurse** will be permitted to use up to sixteen (16) of the hours referred to in Article **20.11** (pro-rated for Part-Time Nurses based on regular hours paid) to attend to Medical and Dental appointments for their Immediate Family. Nurses shall endeavour to arrange for such appointments during off duty hours.

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

A Nurse is expected to report to work for all scheduled shifts unless he or she is on an authorized leave. Where a Nurse has been on an authorized sick leave for a period of two (2) consecutive months or longer, the Nurse must provide a minimum of two (2) weeks' notice of his or her intended date to return to work, except where a shorter period of notice is mutually agreed between the Nurse and the Employer.

#### 20.15 **Payment for Medical Tests or Examinations**

Where a Nurse is required by the Employer to have medical tests or examinations, such as,

but not limited to, an independent medical examination, the Employer shall be responsible for paying the direct cost of any such tests or examinations which are not covered by medical insurance. Any information received regarding a Nurse from such tests or examinations shall be handled in strict confidentiality.

## **ARTICLE 21: TERMINATION OF EMPLOYMENT**

- 21.00(a) Four (4) weeks written notice of resignation shall be given regarding resignation of employment by the Nurse, unless mutually satisfactory arrangements are made otherwise. Earned vacation, holiday and overtime benefits shall be paid out on the day of resignation or on the next regular pay day where the resignation day and pay day are not the same.
- (b) When a Nurse resigns, is discharged, retires or dies, the Nurse or the estate shall receive payment for any unused earned vacation leave credits, holiday leave credits and overtime lieu time credits, computed as of the last day of employment. The Employer is entitled to withhold any monies owed to the Employer from any such earned but unpaid benefits.
- 21.01 Within ten (10) working days of a suspension or termination of a Nurse's employment by the Employer, the Nurse shall be given written reasons for the action taken, stating the substance of the allegations against her. If this procedure is not followed, the action taken shall not be void but the time limits under Article 14 shall not commence until the reasons are given.
- 21.02 It shall be a violation of this Agreement, subject to the grievance and arbitration procedures herein, if a Nurse is suspended or disciplined, or has been discharged by the Employer without just cause.
- 21.03 If a Nurse is dismissed or suspended for cause, the Employer will advise the Local Union President in writing as soon as reasonably possible.
- 21.04 When a Nurse is to be advised in person of a disciplinary action the Employer shall advise the Nurse of the right to elect to have a representative of the Local Union at the meeting. The Employer will give the Nurse and the Local union Representative reasonable advance notice of the meeting. The Employer will be notified prior to the meeting, of the Nurse's intention to be accompanied by a Local union Representative. Where circumstances warrant an immediate meeting, the meeting may proceed should a representative not be readily available. In the case of a suspension or termination, the union representation may be provided by a Labour Relations Representative of the Union.

## **Disciplinary Record**

- 21.05 A Nurse who has been subject to disciplinary action other than suspension may, after twenty-four (24) months of continuous Service from the date the disciplinary measure was invoked, request in writing that her file be cleared of any record of the disciplinary action. Such request shall be granted provided the Nurse's file does not contain any further record of disciplinary action during the twenty-four (24) month period. The Employer shall confirm in writing to the Nurse that such action has been effected.
- 21.06 A Nurse who has been subject to a period of paid or unpaid suspension, may after five (5) years of continuous Service from the date of the suspension request in writing that her file be cleared of any record of suspension. Such request shall be granted provided the Nurse's file does not contain any further record of disciplinary action during the five (5) year period. The Employer shall confirm in writing to the Nurse that such action has been effected.

## **ARTICLE 22: ALCOHOL AND DRUG DEPENDENCY**

- 22.00 Without detracting from the existing rights and obligations of the Parties recognized in other provisions of this Agreement, the Employer and the Union agree to cooperate in encouraging Nurses afflicted with alcoholism or drug dependency to undergo a coordinated program directed to the objective of their rehabilitation. Provided Nurses have sufficient sick leave credits, they shall be eligible for sick leave benefits for the duration of the treatment program.
- 22.01 When a Nurse is required by the Employer to submit to random body fluid testing as part of a settlement agreement between the Employer, the Union, and a Nurse, the Employer shall pay the costs of such testing.

## **ARTICLE 23: PERFORMANCE REVIEWS AND EMPLOYEE FILES**

### **Performance Appraisal**

- 23.00 Where the Employer maintains a performance appraisal program, such appraisals shall be discussed with the Nurse. The Nurse shall have twenty-four (24) hours to assess the evaluation and shall have the opportunity to sign and comment on the evaluation.
- 23.01 The Employer agrees not to introduce as evidence in a hearing relating to a disciplinary action any document from the personnel file of a Nurse the existence of which the Nurse was not made aware of prior to the hearing.

23.02 Each Nurse is entitled to have reasonable access to the Nurse's personnel file during normal business hours. In such case the Nurse shall make an appointment with the Employer. The Nurse shall have the right to make a copy of materials on the Nurse's personnel file, except that references or appraisals from outside the Employer may not be shown to the Nurse.

#### **ARTICLE 24: WEEKEND NURSE**

24.00 In the event that the Employer wishes to introduce a Weekend Nurse position, the provisions of the Acute Care Collective Agreement shall form the basis of the applicable position for this Employer.

#### **ARTICLE 25: MEMORANDA OF AGREEMENT**

25.00 Memoranda of Agreement that were in effect between the Parties on the date of signing and which are not appended and signed within six (6) months of the signing of the Collective Agreement are deemed replaced and therefore redundant following the signing of the Collective Agreement.

25.01 Memoranda of Agreement that remain in effect are detailed in Appendix B.

#### **ARTICLE 26: UNION MANAGEMENT CONSULTATION COMMITTEE**

26.00 The Employer and the Union shall be represented on this committee by no more than three (3) representatives each, the Union representatives being Nurses.

26.01 The Committee shall meet by agreement of the Parties, but at least every other month.

26.02 Topics for discussion shall be agreed upon by the Committee and may include, but are not limited to, concerns related to nursing and staffing problems, e.g. workload, staff orientation, vacation scheduling, etc. but no matter currently the subject of grievance (unless by mutual agreement).

26.03 Committee members shall not suffer any loss of pay while attending Committee meetings.

#### **ARTICLE 27: NURSE MOBILITY**

**27.00 In the event an Employer rehires a Nurse to a regular position within six (6) months of the Nurse leaving, or an Employer hires a Nurse to a Regular position to**

commence work within six (6) months of the Nurse leaving employment from a position in any other bargaining unit represented by the Nova Scotia Nurses' Union in the Province of Nova Scotia, the Nurse shall have Service with the previous Employer recognized for vacation earning entitlement, retirement allowance, placement on the increment scale (and advancement) and Seniority with the hiring Employer. Qualifying periods under the Benefits Plans of the hiring Employer will be as set out in the Plans.

**27.01 Canadian Nurse Portability**

In the event that the Employer hires a Nurse to a Regular position to commence work within six (6) months of the Nurse leaving employment from a position in any other bargaining unit represented by a member of the Canadian Federation of Nurses' Unions (including but not limited to British Columbia Nurses Union (BCNU), United Nurses of Alberta (UNA), Saskatchewan Union of Nurses' (SUN), Manitoba Nurses Union (MNU), Ontario Nurses Association (ONA), New Brunswick Nurses Union (NBNU), Newfoundland and Labrador Nurses Union (NLNU), and Prince Edward Island Nurses Union (PEINU)), shall be credited with equivalent Seniority as at the time of termination from the other bargaining unit.

**27.02 In the event that the above noted Nurse has the same Seniority date as a current Bargaining Unit member(s), the Nurse who is porting her Seniority date shall be placed on the Seniority list below the other pre-established Bargaining Unit member(s).**

**ARTICLE 28 – WORKLOAD**

- (a) A Nurse who believes that adequate and safe care of residents cannot be provided because of that Nurse's workload, shall bring the matter to the attention of the immediate Supervisor. If the matter is not satisfactorily resolved, the Nurse may file a written report (Clinical Capacity Form) which is attached at Appendix C which shall be submitted to the Employer.**
- (b) Failing resolution of the issue, the Nurse may refer the matter to the Union Management Consultation Committee as set out in Article 26.**

**ARTICLE 29: TERM OF AGREEMENT**

**29.00 Subject to Article 8.10, this Collective Agreement shall be for the period commencing November 1, 2012 and ending October 31, 2014, and shall remain in effect from year to year thereafter unless one of the Parties hereto notifies the other in writing within a**

period of not less than sixty (60) working days prior to the automatic renewal date of its intention to revise or amend this Agreement or to conclude a new Agreement.

The Parties have executed this Agreement in \_\_\_\_\_, NS on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**FOR THE UNION:**

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

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

**FOR THE EMPLOYER:**

\_\_\_\_\_

\_\_\_\_\_

## APPENDIX “A”

### (Hourly rate determined by 2080 hours)

#### RN-1

		Start
May 1, 2012 (+ 1.6%)	Annual Hourly	\$52,759 \$25.3649
Nov. 01, 2012 (+ 2.5%)	Annual Hourly	\$54,078 \$25.9990
Nov. 01, 2013 (+ 3%)	Annual Hourly	\$55,701 \$26.7790

#### RN-2

		Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 25
May 1, 2012 (+1.6%)	Annual Hourly	\$60,664 \$29.1654	\$62,461 \$30.0293	\$64,483 \$31.0014	\$66,730 \$32.0817	\$69,056 \$33.2000	\$71,473 \$34.3620	\$73,975 \$35.5649
Nov. 01, 2012 (+ 2.5%)	Annual Hourly	\$62,181 \$29.8945	\$64,022 \$30.7801	\$66,095 \$31.7765	\$68,399 \$32.8838	\$70,783 \$34.0300	\$73,260 \$35.2211	\$75,824 \$36.4540
Nov. 01, 2013 (+ 3%)	Annual Hourly	\$64,046 \$30.7914	\$65,943 \$31.7035	\$68,077 \$32.7298	\$70,451 \$33.8703	\$72,906 \$35.0509	\$75,458 \$36.2777	\$78,099 \$37.5476



## **APPENDIX "B"**

### **MEMORANDUM OF AGREEMENT#1 EDUCATION PREMIUMS**

A Nurse who is qualified for more than one education premium shall only receive the highest education premium for which the Nurse qualifies in Group A. A Nurse may also qualify for a premium in Group B. A Nurse may also qualify for either or both of the premiums in Group C.

Education premiums shall be pro-rated for Part-Time and Casual Nurses based on regular hours paid. That is to say that the annual amount will be divided by 2080 hours and will be payable on each bi-weekly pay based on regular hours paid which shall include the straight time hourly equivalent of overtime hours worked and hours worked under the premium pay provisions of Article 7 to a maximum of the Education Premium entitlement for a Full-Time Position.

#### **EDUCATION PREMIUMS - GROUP A**

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

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

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

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

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

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

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

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

- one thousand four hundred forty-five dollars (\$1445.00)

**(d) Masters Degree in Nursing**

For any Registered Nurse in the bargaining unit who holds a Masters Degree in Nursing, the following premium will be added to the Nurse's regular annual rate of pay:

- one thousand nine hundred sixty-one dollars (\$1961.00)

**CANADIAN NURSE ASSOCIATION CERTIFICATION PREMIUM - GROUP B**

The following premium will be added to the regular annual pay for any Registered Nurse in the Bargaining Unit who is in receipt of a current certification under the Canadian Nurse Association Certification program and who is employed in a capacity utilizing this training, who submits proof of the certification to the Employer, payable each year the certification is current:

- nine hundred ninety-six dollars (\$996.00)

**NURSING PRACTICE AND NURSING LEADERSHIP PREMIUMS - GROUP C**

Nursing Practice and Nursing Leadership premiums are intended to recognize and encourage Nursing leadership activities and are provided as an alternative to former "Special Units".

To be eligible for either premium a Nurse must earn seventy (70) points **for the Nursing Practice Premium and sixty (60) points for the Nursing Leadership Premium points** by participating in Employer approved activities. The initial list of these activities along with the relative weight for each is included in this Appendix for illustrative purposes. It is understood that these initial lists are not exhaustive but will guide the Employer in determining relative point values for other approved activities.

In order for a Nurse to qualify for either premiums s/he must attain **the required** points based on the relative weights assigned to the approved activities. The Nurse must maintain a record of recognized educational or leadership activities completed in the previous 12 month period. The Nurse must submit written proof of these activities to the Employer by October 31<sup>st</sup> each year.

A Nurse who qualifies for either premium shall be paid an annual supplement of **\$850.00 each**, and shall then be paid as a lump sum payment by December 15 in the year to Nurses who achieve the eligibility for them in accordance with Appendix "B". They shall be prorated for Part-time and Casual Nurses based on regular hours worked in the previous 12 month period from November 1<sup>st</sup> to the prior October 31<sup>st</sup>

for the year of eligibility.

A Nurse may qualify for one of the current education premiums, the new CNA premium and either or both of the new Nursing Practice and Nursing Leadership Premiums.

**NURSING PRACTICE PREMIUM - GROUP C**  
**(For illustrative Purposes)**

**CERTIFICATION IN A SPECIALTY (25 points)**

Defined course of study/evaluation

Not covered by a premium

E.g. Infection Control, Palliative Care, OH&S, Gerontological Nursing, Continuing Care Certificate, PLAR Assessor Course

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

Evaluation/Recertification

National/International standards

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

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

Internally/Externally developed

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

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

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

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

E.g. Leadership course, Preceptorship course

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

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

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

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

**E-LEARNING (5 points)**

E.g. Telehealth, public domain modules

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

**CATEGORIES:**

**A. Committee/Task Force Involvement (for Hospital, District, Province, Union, Professional Organization or Association, Agency)**

- \$ Chair of a committee/task force that meets 9-12 times per year (20 points)
- \$ Member of a committee/task force that meets 9-12 times per year (15 points)
- \$ Chair of a committee/task force that meets 4-6 times per year (15 points)
- \$ Member of a committee/task force that meets 4-6 times per year (10 points)
- \$ Chair of a committee/task force that meets 1-3 times per year (10 points)
- \$ Member of a committee/task force that meets 1-3 times per year (5 points)
- \$ Telehealth Coordinator

**B. Professional Association Involvement**

- \$ Maintains an active membership in a Professional Association Special Interest Group (e.g. Canadian Association of Gerontological Nurses; Canadian Association of Occupational Health Nurses, Canadian Hospital Infection Control Association etc)
- \$ Holds office in a professional nursing organization or special interest: with subheadings for National, Provincial or Local level and further subdivided to recognize if you are President vs. a Member of the Executive.

	<b>President</b>	<b>Executive</b>	<b>Member</b>
<b>National</b>	25 points	20 points	10 points
<b>Provincial/Local</b>	20 points	15 points	10 points

**C. Publications/Presentations**

- Publication in a peer-reviewed professional journal or textbook (25 points)
- Publication in a non-peer-reviewed journal (e.g. hospital newsletter, local paper or publication) (10 points)
- Speaker at a National Conference (25 points)
- Speaker at a Provincial Conference (20 points)
- Speaker at a Local Conference (20 points)
- Speaker at a facility-based in-service session (10 points)
- Poster Board Presenter at a National Conference (20 points)
- Poster Board Presenter at a Provincial Conference (15 points)

- Poster Board Presenter at a Local Conference (15 Points)
- Poster Board Presenter at a facility-based Conference (10 points)

**D. Research**

- Primary Investigator as part of a multi-site study (25 points)
- Co-Investigator as part of a multi-site study (20 points)
- Primary Investigator of a *facility*/unit based research study (15 points)
- Co-Investigator of a *facility*/unit based research study (10 points)
- Develops a unit specific research proposal (5 points)
- Conducts a literature review as part of a research study (5 points)

**E. Education**

- Enrolled in PhD Program (minimally taking 2 courses per year) (25 points)
- Enrolled in Masters Program (minimally taking 2 courses per year) (20 points)
- Enrolled in Degree Program (minimally taking 2 courses per year) (15 points)
- Instructor-Level Status for designated courses (e.g. BCLS, PIECES, ARDCC, etc) (10 points)

**F. Unit Resource/Skill/Content Expert Person**

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

**G. Accepts Additional Leadership Responsibilities**

- \$ Project lead for new product evaluation (10 points)
- \$ Researches/benchmarks new procedures (5 points)
- \$ Develops/revises a new policy or procedure (5 points)
- \$ Serves as a preceptor 1-3 months per year (15 points)
- \$ Serves as a preceptor 4-6 months per year (25 points)
- \$ Instructs a designated course at least once per year (10 points)

**H. Special Projects**

- Involved in a planned endeavour designed and implemented to address a resident, nursing, facility or community health care concern or need. (eg. QI project to improve resident outcomes) (10 B 20 points depending on scope of project)

## **MEMORANDUM OF AGREEMENT #2**

### **Innovative Shifts**

The Parties to this agreement acknowledge the value of creating new and innovative approaches to varied shift lengths and rotations. To that end the Parties agree to encourage individual Nurses, groups of Nurses, and Managers to explore any and all options including such things as Nurses returning after retirement, varied shift lengths, reduced hours and new shift rotations.

1. The Union Representatives of the Union Management Consultation Committee, (UMCC) a Nurse, a group of Nurses, or a manager may make a request for consideration for an innovative shift under this agreement.
2. The request shall be made in writing to the Employer and the Employer will provide a copy of the request to the Union Chair of the UMCC.
3. If approved by the Employer, the proposal shall be referred to the UMCC for its consideration.
4. The request for an innovative shift shall not be unreasonably denied by the Employer or by the Union Representatives of the UMCC.
5. If approved, the details of the proposal shall be incorporated into a memorandum between the Parties.
6. In making their decisions, the Employer and the Union Representatives of the UMCC shall consider factors including the provisions of the Collective Agreement, the operational requirements of the Employer, resident care requirements, and the impact on members of the Bargaining Unit.

### **MEMORANDUM OF AGREEMENT #3**

#### **Reduction in Appointment Status**

The Union and the Employer recognize that Nurses may, at various points in their employment request a temporary or permanent reduction in hours of work and appointment status.

The Union and the Employer also recognize that requests for voluntary reductions in hours of work and appointment status may impact operational requirements.

1. Accordingly, a Regular Nurse who seeks a temporary or permanent reduction in hours of work and appointment status will seek the approval of the Employer by indicating the amount of reduced hours the Nurse seeks and the duration of such reduced hours. The duration of a temporary reduction in hours must be specified and must not exceed one (1) year.
2. Approval by the Employer shall be discretionary and will ensure that the request will not adversely impact operational requirements of the Employer. Such requests shall not be unreasonably denied.
3. The Employer will notify the Local Union of an approved request. In addition, the Employer will advise the Local Union of either its intention to post the remaining hours or part time equivalent of full-time hours within a reasonable time frame, pursuant to the provisions of Article 12, or to hold the posting. If the Employer intends to hold the posting, it shall also provide the reason(s) for doing so.
4. The Employer will maintain a record of all reduced positions created and the remaining hours. A copy of such documentation will be forwarded to the Local Union regularly.
5. The Employer may consider a request for an extension of the temporary reduction of hours and appointment status subject to the above noted considerations of operational requirements. The Employer will advise the Local Union if an extension is approved.
6. A Regular Nurse who has requested a temporary or permanent reduction in her hours of work and appointment status has status as a Part-time Nurse and the relevant provisions of the collective agreement shall apply.

On the date of the return to work from a temporary reduction in hours, or at such earlier or later time as mutually agreed between the requesting Nurse and the Employer, the requesting Nurse is able to return to her previous position and salary.

**MEMORANDUM OF AGREEMENT #4**  
**Uniforms**

Where the Employer wishes to introduce a standard uniform for Nurses, the Employer shall meet with the Union to establish an MOA. The Acute Care MOA **Article 8.18 – Nurse Identity** shall form the basis of the MOA.



**MEMORANDUM OF AGREEMENT #5**  
**Dental Benefits**

**The parties agree that dental benefits will be made available to all eligible permanent Nurses in the bargaining unit in accordance with the following:**

- 1. The Employer will make every effort to make Dental benefits available to eligible permanent Nurses in the bargaining unit effective January 1, 2014. However, the Dental benefits will be made available not later than March 31, 2014.**
- 2. Subject to the eligibility requirements of the plan selected by the employer, participation in the plan will be mandatory for all employees, except where satisfactory proof of coverage under a spousal plan is provided. The employer will receive input through the UMCC committee before making a final decision on plan selection. The intent of this provision is to endure that the selection of dental plan by any given employer involves one comparable in benefits offered to the HANS Dental Plan and comparable in cost.**
- 3. Upon commencement, premium costs for the plan will be shared on the basis of 50% Employer and 50% Nurse.**

## LETTER OF UNDERSTANDING #1

Mr. Paul MacDonald  
Administrator  
Wolfville Nursing Homes Ltd.  
Main Street  
Wolfville, Nova Scotia

June \_\_\_\_\_, 2009

Dear Mr. MacDonald

### **Re: Application of Article 7.05(d)**

The Union and the Employer agree that, in lieu of paying for missed breaks as provided in Article 7.05(d), the Employer may provide the Nurse additional break time at the equivalent rate.

Yours truly,

Mike Coyle  
Legal Counsel and Chief Negotiator  
NSNU

Agreed:

Wolfville Nursing Homes

Per: \_\_\_\_\_  
Paul MacDonald

**APPENDIX “C”**  
**CLINICAL CAPACITY REPORT**

EMPLOYER NAME: \_\_\_\_\_

FACILITY: \_\_\_\_\_

(1) NAME: \_\_\_\_\_ Date of Occurrence: (YYYY/MM/DD): \_\_\_\_\_

UNIT: \_\_\_\_\_ SHIFT/TIME OF OCCURRENCE: \_\_\_\_\_

(2)	STAFFING (NUMBERS)	SCHEDULED:	THIS SHIFT:
	RN's	_____	_____
	LPN's	_____	_____
	OTHER	_____	_____

(3) Number of Residents on Unit: \_\_\_\_\_

(4) Describe situation affecting safe and adequate care of residents:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(5) Detail actions you took in response to the workload situation to address resident needs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

Date: (YYYY/MM/DD) & Time of Submission

---

Signature

**Original to Employer**  
**Cc: Local Union President, Nurse**

## GUIDELINES FOR USE

- (1) A Nurse who believes that adequate and safe care of residents cannot be provided because of that Nurse's workload, shall bring the matter to the attention of the immediate Supervisor. If the matter is not satisfactorily resolved, the Nurse may file a written report (Clinical Capacity Form) which shall be submitted to the Employer.
- (2) Briefly outline:
  - (a) the work situation; and
  - (b) identify specific problem(s). If the form does not provide sufficient space, please add further information on a separate sheet.
- (3) **DO NOT** identify any names of individuals involved in the incident described; use Dr. X or client/resident A.
- (4) Clinical Capacity Reports are not intended to replace any incident report form or other internal documentation required under Employer Policies.