

COLLECTIVE AGREEMENT

BETWEEN

EXTENDICARE (CANADA) INC.
(Operating as Hillcrest Place)

AND

**HILLCREST NURSES LOCAL 74
OF THE MANITOBA NURSES' UNION**

November 1, 2017 to October 31, 2024



A COMMITMENT TO CARING

Table of Contents

PREAMBLE	3
ARTICLE 1 -- SCOPE OF RECOGNITION.....	3
ARTICLE 2 - DURATION.....	3
ARTICLE 3 -- DEFINITIONS.....	4
ARTICLE 4 -- MANAGEMENT RIGHTS.....	6
ARTICLE 5 -- UNION SECURITY AND REPRESENTATION	6
ARTICLE 6 -- CONTINUANCE OF OPERATIONS	8
ARTICLE 7 -- NON DISCRIMINATION.....	8
ARTICLE 7A -- HEALTH AND SAFETY	9
ARTICLE 8 -- TECHNOLOGICAL CHANGE.....	11
ARTICLE 9 -- CHANGE OF FUNCTION OF NURSING UNIT.....	11
ARTICLE 10 -- EMERGENCY RESPONSE PLAN	12
ARTICLE 11 -- JOINT COMMITTEES	13
ARTICLE 12 -- GRIEVANCE PROCEDURE	16
ARTICLE 13 -- ARBITRATION PROCEDURE	17
ARTICLE 14 -- HOURS OF WORK	19
ARTICLE 15 -- SHIFT SCHEDULES	20
ARTICLE 16 -- OVERTIME.....	22
ARTICLE 17 -- SHIFT PREMIUM AND WEEKEND PREMIUM	23
ARTICLE 18 -- STANDBY	24
ARTICLE 19 -- RESPONSIBILITY PAY	25
ARTICLE 20 -- TRANSPORTATION ALLOWANCE.....	25
ARTICLE 21 -- VACATIONS	25
ARTICLE 22 -- RECOGNIZED HOLIDAYS	28
ARTICLE 23 -- INCOME PROTECTION AND WORKERS COMPENSATION	29
ARTICLE 24 -- LEAVE OF ABSENCE	34
ARTICLE 25 -- SENIORITY	45
ARTICLE 26 -- NOTICE OF TERMINATION OF EMPLOYMENT	47
ARTICLE 27 -- LAYOFF AND RECALL.....	47
ARTICLE 28 -- PROMOTION AND REASSIGNMENT	50
ARTICLE 29 -- DISCIPLINE, DEMOTION AND ACCESS TO PERSONNEL FILE.....	51
ARTICLE 30 -- VACANCIES, TERM POSITIONS AND NEW POSITIONS	52
ARTICLE 31 -- PROBATIONARY PERIOD.....	55
ARTICLE 32 -- PERFORMANCE APPRAISALS	55
ARTICLE 33 -- DAMAGE TO PERSONAL PROPERTY	55
ARTICLE 34 -- SPECIAL UNDERSTANDINGS RE PART-TIME NURSES.....	55
ARTICLE 35 -- SPECIAL UNDERSTANDINGS RE CASUAL NURSES	57
ARTICLE 36 -- SPECIAL UNDERSTANDINGS RE GRADUATE NURSES, GRADUATE PRACTICAL NURSES, AND GRADUATE PSYCHIATRIC NURSES.....	59
ARTICLE 37 -- HEALTH PROGRAM	60
ARTICLE 38 -- SALARIES AND INCREMENTS	60
ARTICLE 39 -- EMPLOYEE BENEFIT PROGRAM.....	63
ARTICLE 40 -- OVERPAYMENTS	64
ARTICLE 41 -- STAFF DEVELOPMENT	65

APPENDIX "A" – SALARIES..... 67
APPENDIX "B" -- ACADEMIC ALLOWANCES..... 76
APPENDIX "C" -- OCCUPATIONAL CLASSIFICATIONS 77
APPENDIX "D" – DEFINITION OF FAMILY MEMBER FOR COMPASSIONATE CARE LEAVE 78

MEMORANDUM OF UNDERSTANDING

RE: MANITOBA HEALTH PREMIUMS----- 80
RE: PORTABILITY PROVISIONS FOR NURSES EMPLOYED WITH EXTENDICARE IN MANITOBA----- 81
RE: AGENCY NURSES ----- 83
RE: DATE OF RATIFICATION----- 84
RE: PROVISIONS FOR PART-TIME NURSE OCCUPYING MORE THAN ONE POSITION WITHIN A FACILITY ----- 85
RE: ARTICLE 34- SPECIAL UNDERSTANDING RE: PART-TIME NURSES..... 87
RE: INDEPENDENT ASSESSMENT COMMITTEE (IAC) CHAIRPERSONS----- 88

THIS COLLECTIVE AGREEMENT MADE BETWEEN:

**HILLCREST PLACE
(HEREINAFTER REFERRED TO AS THE "EMPLOYER")**

-- AND --

**HILLCREST NURSES LOCAL 74
OF THE MANITOBA NURSES' UNION
(HEREINAFTER REFERRED TO AS THE "UNION")**

Preamble

WHEREAS, it is the desire of both parties to this Collective Agreement to recognize a mutual obligation to provide the best possible quality of health care through the successful operation of the Health Care Facility as a service institution; and to maintain harmonious relationships between the Employer and the members of the Union; and to recognize the value of joint discussion and negotiation in matters related to working conditions; and

WHEREAS, the Employer and the Union have agreed to enter into a Collective Agreement containing terms and conditions of employment of the nurses as herein set forth; and

WHEREAS, the Employer recognizes the responsibility to secure nurses from risks to their safety, health and welfare arising out of or in connection with the activities in their workplaces, the Employer will comply with their responsibilities in accordance with Section 2.2 of The Workplace Safety & Health Act.

NOW THEREFORE, the Employer and the Union mutually covenant and agree as follows:

ARTICLE 1 -- SCOPE OF RECOGNITION

101 The Employer recognizes the Union as sole bargaining agent for nurses in the bargaining units defined in the Manitoba Labour Board Certificates MLB-4538.

ARTICLE 2 - DURATION

201 This Collective Agreement shall be in force and effect from the 1st day of November, 2017, up to and including the 31st day of October, 2024.

202 Either party to this Collective Agreement desiring to terminate this Collective Agreement or to renegotiate a new Collective Agreement, shall give notice to the other party in writing at least ninety (90) days prior to the expiration date of the Collective Agreement and present its proposals in writing at a meeting between the parties, within thirty (30) days following such notice or present such proposals at another period thereafter as mutually agreed between the parties. If notice is not given as above, the Collective Agreement shall be automatically renewed without change for a further period of one (1) year.

203 The provisions of this Collective Agreement shall continue in effect following the expiry date until replaced by a new Collective Agreement, or until the declaration of a strike or lockout, whichever occurs first.

ARTICLE 3 -- DEFINITIONS

301 A "nurse" shall mean a Registered Nurse, or a Licensed Practical Nurse, or a Registered Psychiatric Nurse, or a Graduate Nurse, or a Graduate Practical Nurse or a Graduate Psychiatric Nurse who is employed by the Employer in one of the occupational classifications described in Appendix "C" attached hereto and forming part of this Collective Agreement, subject to Article 3806 herein.

302 Employment status of nurses shall be defined as:

- (a) A "full-time nurse" shall mean a nurse who works the full prescribed hours of work specified in Article 14.
- (b) A "part-time nurse" shall mean a nurse who works on a regular and continuing basis for less than the full prescribed hours as specified in Article 14 but not less than eight (8.0) hours per bi-weekly period when averaged over a four (4) week period.
- (c) A "casual nurse" shall mean one called in occasionally by the Employer to replace a full-time or part-time nurse or to supplement regular staff coverage in situations of unforeseen staff shortage.

303 A "weekend" shall mean Saturday and Sunday except for purposes of scheduling for the night shift where a weekend shall mean 0715 hours Friday to 2300 hours Sunday.

304 "Bi-weekly period" shall mean the two (2) weeks constituting a pay period.

305 The provisions of this Collective Agreement are intended to be gender neutral and gender inclusive. A word used in the singular applies also in the plural, unless the context otherwise requires.

306 A "Registered Nurse" shall mean a nurse entitled to practice under the Regulated Health Professions Act of Manitoba.

307 A "Licensed Practical Nurse" shall mean a nurse entitled to practice under the Licensed Practical Nurses' Act of Manitoba.

308 A "Registered Psychiatric Nurse" shall mean a nurse entitled to practice under the Regulated Health Professions Act of Manitoba.

309

- (a)
 - (i) A "Graduate Nurse" shall mean a nurse whose name is entered on the Graduate Nurse Register of the College of Registered Nurses of Manitoba.
 - (ii) A "Graduate Practical Nurse" shall mean a nurse whose name is entered on the Register of Graduate Practical Nurses of the College of Licensed Practical Nurses of Manitoba.
 - (iii) A "Graduate Psychiatric Nurse" shall mean a nurse whose name is entered on the Register of Graduate Psychiatric Nurses of the College of Registered Psychiatric Nurses of Manitoba.
- (b) The terms of this Collective Agreement shall be applicable to the Graduate Nurse, the Graduate Practical Nurse and the Graduate Psychiatric Nurse except as otherwise specified in the Collective Agreement.

310 "Position" shall mean employment status, occupational classification and shift.

311 "Nurse Representative" shall mean a nurse who is appointed by the Union for the purposes of Union-Management relations. Without intending to limit the generality of the foregoing, this may include representation during meetings and/or negotiations with the Employer arising out of the Collective Agreement.

312 Continuous Service/Length of Employment

"Length of Employment" shall mean the period of time since an employee last became a full-time or part time employee in a permanent or term position for purposes of calculating all entitlements pursuant to this Collective Agreement including, but not limited to, vacation, bonus vacation and pre-retirement leave and "Length of Service" shall have a similar meaning. Conversion from full-time or part-time status to casual status shall be considered a break in service and no period of casual employment or prior full-time or part-time employment in a permanent or term position shall be included in an employee's length of employment or length of service even when a casual employee subsequently becomes a full-time or part-time employee.

ARTICLE 4 -- MANAGEMENT RIGHTS

401 The Union recognizes the sole right of the Employer, unless otherwise provided in this Collective Agreement, to exercise its function of management under which it shall have, among others, the right to maintain efficiency and quality of resident care; the right to direct the work of its nurses; the right to hire, classify, assign to nursing positions and promote; the right to determine job content and the number of nurses in a nursing unit; the right to demote, discipline, suspend, layoff and discharge for just cause; the right to make, alter and enforce rules and regulations in a manner that is fair and consistent with the terms of this Collective Agreement.

402 The Employer, in administering the Collective Agreement, shall act reasonably, fairly, in good faith, and in a manner consistent with the Collective Agreement as a whole.

ARTICLE 5 -- UNION SECURITY AND REPRESENTATION

501 All nurses who are Union members in good standing, or who may subsequently become Union members in good standing shall as a condition of employment maintain union membership during the life of this Agreement. All nurses who are not Union members shall not be required to become members as a condition of employment. All new nurses hired shall as a condition of employment, become Union members within ninety (90) days from the date of employment and shall as a condition of employment, remain Union members in good standing during the life of this Agreement.

The Employer agrees to deduct an amount equal to the current Union dues as directed in writing by the Manitoba Nurses' Union from each nurse in the bargaining unit, whether a member of the Union or not. Such letter shall include any dues exemptions. The Employer shall forward such dues to the Manitoba Nurses' Union by the fifteenth (15th) day of the following month together with a list of the names of nurses from the facility for whom deductions have been made and a list of the names of all nurses newly hired/terminated and all nurses on leave of absence for a period of four (4) weeks or longer. Electronic copies of the lists will be provided with specifications as indicated below.

Annually, a list including the name, address, and telephone number of each nurse currently in the bargaining unit shall be sent to the Union. This information may only be used by the Union for the purpose of communicating with its members.

The Employer also agrees to deduct once annually the amount of any special general assessment made by the Union. The Union shall notify the Employer, in writing, of the amount of the assessment at least one (1) month in advance of the end of the pay period in which the deductions are to be made.

The Union agrees to provide each newly hired nurse with a Union Membership Form, or provide an electronic Union Membership Form, or link to an electronic Union

Membership Form as requested/determined by the Union at the time of hiring. A nurse who chooses to complete the Union Membership Form shall forward the completed Union Membership Form to the Local President.

The Union commits to have in place reasonable administrative and physical safeguards to ensure the confidentiality and security of this information.

502 The Employer agrees to deduct union dues and the amount of any special general assessment in arrears upon receiving written authorization from the Union, and the Union agrees that all nurses to which the foregoing applies shall be given advance notice of the requested adjustment; and the Union further agrees to make refunds to nurses in the event of an over deduction of dues.

503 When a nurse makes known to the Employer or the Union that they are a member of a religious group which has as one of its articles of faith the belief that members of the group are precluded from being members of or financially supporting any union or professional association, the matter shall be dealt with in accordance with Section 76(3) of the Labour Relations Act of Manitoba.

504 The Union shall notify the Employer in writing of any change in the amount of dues at least one (1) month in advance of the end of the pay period in which the deductions are to be made; however, such change shall not be made more frequently than once in a twelve (12) month period.

505 The Union shall save the Employer harmless from any claims from nurses covered by this Collective Agreement as a result of dues or special general assessments having been collected in accordance with the terms of this Article.

506 The Union shall provide the Employer with a list of officers and nurse representatives of the Union and shall provide the Employer with a revised list within four (4) weeks of any changes made.

507 Union activities other than those provided for in this Collective Agreement shall not be conducted during the hours of duty of any nurse, nor in any non-public restricted area of the Employer's premises, without prior authorization of the Employer.

508 Two (2) Nurse Representatives from each Home, unless otherwise mutually agreed between the Employer and the Union, shall be granted time off duty without loss of regular pay to participate in negotiations in which both the Union and the Employer are represented.

Time off duty without loss of regular pay for administering the Collective Agreement shall be granted at the discretion of the Employer.

A nurse scheduled on the night shift or the evening shift on the day that negotiations take place shall receive paid time off for the nurse's regular hours of that shift.

509 The Union agrees to provide copies of this Collective Agreement to each newly hired nurse at the time of their orientation.

510 A suitable notice board or notice board space for the use of the Union will be provided by the Employer. The Employer reserves the right to request the removal of posted material if considered damaging to the Employer and the Union agrees to comply with this request.

511 A representative of the Union shall be granted not less than thirty (30) minutes during the orientation period in order to familiarize nurses in the bargaining unit with the general conditions and responsibilities with respect to this Collective Agreement and to the Union. A representative of the Employer may be present during this period. The Employer shall notify the Union when orientation of new nurses is scheduled.

512 No nurse shall be permitted or required to make a written or verbal agreement with the Employer which may conflict with the terms of this Collective Agreement, in accordance with Section 72(1) of the Labour Relations Act of Manitoba.

513 The Employer will include on the income tax (T-4) slip of each nurse, the total amount of union dues deducted from their earnings and remitted to the Union.

ARTICLE 6 -- CONTINUANCE OF OPERATIONS

601 The Union agrees that during the life of this Collective Agreement there shall be no slowdown of work, suspension or picketing in relation to this Collective Agreement, and to this end the Union will take affirmative action to prevent any nurse covered by this Collective Agreement from slowing down their work or suspending or picketing. The Employer agrees that for the duration of this Collective Agreement, there shall be no lockout.

ARTICLE 7 -- NON DISCRIMINATION

701 The parties agree that there shall be no discrimination, interference, restriction, harassment or coercion knowingly exercised or practiced by the Employer, the Union or any nurse by reason of age, religion, race, colour, national origin, political or religious affiliation, sex, sexual orientation, marital status, place of residence, family relationship, mental/physical handicap, nor by reason of their membership or non-membership or activity in the Union or other applicable characteristics cited in Section 9 of the Human Rights Code of Manitoba, which may be amended from time to time.

702 The Employer and the Union agree that no form of workplace harassment sexual harassment, disruptive workplace conflict, disrespectful behaviour or violence, shall be condoned in the workplace. It is further agreed that both parties will work together in recognizing and resolving such problems should they arise. Situations involving sexual harassment shall be treated in strict confidence by both the Employer and the Union, except where disclosure is required by law.

ARTICLE 7A -- HEALTH AND SAFETY

7A01 The parties to this Collective Agreement endorse the importance of a safe and secure environment, in which nurses must work. The parties will work together in recognizing and resolving occupational health and safety issues.

7A02 In accordance with the Workplace Safety and Health Act, the Employer agrees to make reasonable and proper provisions for the maintenance of a high standard of health and safety in the workplace and will provide safety and personal protective equipment where required and install safety devices where necessary.

7A03

- (a) The Workplace Safety and Health Committee shall operate with Union representation for the purpose of ensuring health and safety in the workplace and the identification of health and safety hazards.
- (b) Regular pay or equivalent time off, with a minimum of one (1) hour guaranteed to nurse(s) who are not on duty, will be granted to nurses appointed by the Union to attend meetings of the Workplace Safety & Health Committee.

In accordance with the Workplace Safety & Health Act, a nurse is entitled to take time off from their regular work duties in order to carry out their duties as a Committee member under this Act and its regulations. The nurse shall be paid by the Employer at their regular or premium pay, as applicable, for all time spent carrying out their duties as a Committee member under this Act and its regulations.

Upon application, each nurse on the Workplace Safety & Health Committee shall be granted paid educational leave in accordance with the Workplace Safety & Health Act.

As part of the above paid education days, new Committee Members shall be required to attend a basics course offered by Manitoba Workplace Safety and Health or an equivalent course approved by the Workplace Safety and Health Committee within their first year on the Committee.

On an annual basis the Workplace Safety and Health Committee will be provided with and will review the Critical Incident Stress Management policy, security/response plans and all other or applicable policies and regulations for review.

The Employer will make available appropriate Critical Incident support to a nurse affected by a Critical Incident, an incident or circumstances that are deemed by the nurse to be outside the normal experience of their duties/workplace, and/or upon request of the nurse, or the manager on behalf of the nurse.

The Employer will provide information as to the nature of the support provided by the Employer

7A04 The Employer and the Union agree that no form of abuse of nurses will be condoned in the workplace. Both parties will work together in recognizing, facilitating the reporting of alleged abuse and resolving such problems as they arise.

Any nurse who believes a situation may become or has become abusive shall report this to the immediate supervisor. The Employer shall notify the Union ninety-six (96) hours after the receipt of the report. Every reasonable effort will be made to rectify the abusive situation to the mutual satisfaction of the parties.

There shall be a policy supporting a Respectful Workplace and zero tolerance of staff abuse which shall be reviewed annually by the Workplace Health and Safety Committee. Such policy shall address the issue of communication strategies, which will include signage. The Employer's Respectful Workplace policy shall include a commitment to conclude the investigation as quickly as is reasonably possible and that the investigation process itself will be conducted in an impartial manner.

7A05 The Employer will provide vaccinations to nurses in accordance with the Manitoba Workplace Safety and Health Act and its regulations.

7A06 **Rehabilitation and Return to Work Program** – The Employer agrees to actively participate and facilitate the rehabilitation and return to work of ill, injured or disabled nurses. The Union shall be notified by the Employer if there is a request for a Rehabilitation and Return to Work Program for a nurse. The Employer shall include the Union in the initial meeting with the nurse to review the provisions of the program to ensure that the work designated is within their restrictions and limitations. If required, the Employer shall schedule subsequent (progress) review(s) with the Union and the nurse and may proceed without the Union's involvement subject to the Union's concurrence. Where appropriate, by agreement between the Employer and the Union, job postings may be waived.

The Employer recognizes the obligation under the Human Rights Code of Manitoba of its duty to reasonably accommodate nurses with physical or mental disability up to undue hardship and will continue to adhere to legislative requirements as defined in the Code. The Employer will collaborate with the Union and the nurse on accommodation requests.

7A07 Whistle Blowing Protection

Nurses who exercise their rights in accordance with the Public Interest Disclosure Act shall not be subject to discipline or reprisal.

ARTICLE 8 -- TECHNOLOGICAL CHANGE

801 Should the Employer find it necessary, in the interest of resident care, reduction of costs, or increased efficiency;

- (a) to introduce technological change by altering methods or utilizing different equipment, or
- (b) in the case of qualified bargaining unit members being unavailable to perform the required work, to transfer work to outside agencies or third parties, and
- (c) if such change will displace, or affect the occupational classification of nurses in the bargaining unit, the Employer will notify the Union at least one hundred twenty (120) days in advance of such change and will meet and negotiate with them reasonable provisions to protect the interest of nurses so affected.

Failing agreement, such matters may be referred to arbitration subject to Article 13 herein.

ARTICLE 9 -- CHANGE OF FUNCTION OF NURSING UNIT

901 Should the Employer find it necessary in the interest of resident care, reduction of costs, or increased efficiency, to change the general overall function of a nursing unit, the Employer shall provide written notice to the nurses and the Union at least ninety (90) days in advance of the change in function. The Employer and the Union shall enter into discussion within fourteen (14) calendar days of notice being given for the purpose of discussing the factors involved, including the interests of nurse(s) so affected.

ARTICLE 10 – EMERGENCY RESPONSE PLAN

1001

Emergency

- (a) In any emergency, nurses are required to perform duties as assigned notwithstanding any contrary provision in this Collective Agreement.

For purposes of this Article, emergencies will be those situations which directly affect the safety or well-being of residents in the Facility.

In the event of the declaration of an emergency by the Employer, written confirmation of same will be given to the President of the Local by the Employer.

The Employer will notify the Union if it has been advised by the department of the Chief Medical Officer of Health for Manitoba of a major health alert related to the Facility, such as a possible pandemic occurrence.

- (b) Compensation for unusual working conditions related to such emergency will be determined by later discussion, between the Employer and the Union, and/or by means of the grievance procedure if necessary, except that the provisions of Article 16 shall apply to overtime hours worked.
- (c) This Article is subject to the Labour Relations Act of Manitoba.

1002

Drills

- (a) Emergency response plans brought into effect by drill shall override the provisions of this Collective Agreement provided always that where overtime is worked by reason of an emergency response drill, nurses shall be paid in accordance with Article 16, or by mutual agreement, equivalent time off will be granted.
- (b) The importance of regular emergency response plan drills is mutually acknowledged by the Employer and the Union and, to this end, the participation of all nurses is encouraged.
- (c) Fire drills and equipment testing shall be held in accordance with the Manitoba Fire Code, and a review of written disaster plan exercises will be conducted at least once annually. The Facility will ensure that the telephone fan-out system will be maintained on a perpetual basis. Each newly hired nurse shall receive the appropriate information relative to the emergency response plans during orientation to the Facility. An inservice session related to evacuation procedures will be conducted at least once annually.

The Workplace Safety and Health Committee will be provided with a copy of the written disaster plan annually for their information. The Committee may provide feedback.

ARTICLE 11 -- JOINT COMMITTEES

1101 **Release Time**

- (a) Basic pay or equivalent time off, with a minimum of one (1) hour guaranteed to nurses who are not on duty, will be granted to nurses appointed by the Union to attend meetings of the Union Management Committee, Nursing Advisory Committee and any other Facility joint committee to which the Union is required or requested to appoint representatives.
- (b) All reasonable efforts will be made to relieve a nurse who is appointed to attend meetings of the Union Management Committee, Nursing Advisory Committee or any other Facility joint committee to which the Union is required or requested to appoint representatives, without loss of salary or benefits. This Article is applicable when the meeting(s) occurs during hours the nurse is otherwise scheduled to work.

1102 **Union Management Committee**

The Employer and the Union agree to maintain a Union Management Committee consisting of not less than two (2) persons appointed by each of the parties. Management representatives shall include the Administrator and/or Director of Care and/or Assistant Director of Care; Union representatives shall include the President and/or Vice-President of the Local. Appointments shall be made by each party at their discretion. The Committee shall meet at the request of either party subject to five (5) days notice being given but not less than bi-monthly unless otherwise mutually agreed. Other persons may be invited to participate as mutually agreed.

The purpose of the Committee shall be to discuss/study/make recommendations to the Employer and the Union regarding matters of mutual concern.

The committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement. The committee shall not supersede the activities of any committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decision or conclusions reached in their discussion. The committee may make recommendations to the Union and the Employer with respect to its discussions and conclusions.

The Regional Director of Extendicare (Canada) Inc. will be consulted as required to assist with resolution of ongoing concerns.

1103 **Nursing Advisory Committee**

- (a) At the request of either the Union, or the Employer's senior nursing management representative, a Nursing Advisory Committee (NAC) shall be established to:

- (i) Review and make recommendations relative to those unresolved issues relating to workload and staffing including documented Workload Staffing Reports.
 - (ii) Provide a forum for discussion and make recommendations on issues relative to nursing professional practice such as nursing standards, nursing functions, physical planning and layout of facilities as they relate to nursing and other matters of concern.
- (b) The NAC shall be comprised of at least two (2) and up to three (3) nurses appointed by the Union and senior nursing management representatives appointed by the Employer, the number of whom shall not exceed the number of Union representatives. Other persons may be invited to participate as mutually agreed.
- (c) The NAC shall meet monthly or as otherwise mutually agreed.
- (d) The chair and the secretary of the NAC shall alternate between the parties. The secretary shall be the opposite party to the chair.
- (e) Agendas shall be circulated at least seven (7) calendar days prior to each meeting; however this shall not preclude members from raising issues without prior agenda notice. It is understood that issues may be deferred to future meetings to enable appropriate investigation.
- (f) Minutes of the NAC meetings shall be circulated to members of the committee and shall be approved at the next NAC meeting.
- (g)
 - (i) A nurse(s) with a concern as referenced in clause 1103 (a) (i) above shall discuss the matter at the unit level utilizing established lines of communication with the objective of resolving the concern. If the matter is not resolved to the satisfaction of the nurse(s), the nurse(s) may complete and submit a "NAC Summary Report" to the chair of the NAC Nursing Workload Staffing Reports shall be responded to as soon as reasonably possible, but no later than fourteen (14) calendar days.
 - (ii) Those issues referenced in 1103 (a) (ii) above may be placed on the agenda at any time by any NAC member.
- (h) If the decision of the NAC regarding an issue referenced in 1103 (a) (i) above is unacceptable to the nurse(s) who submitted the issue, or if the NAC is unable to resolve the issue, the matter shall be referred in writing to the facility Administrator and Regional Director.

- (i) The response of the Administrator and Regional Director shall be provided in writing to the nurse(s) and the NAC within fourteen (14) calendar days of the referral unless otherwise mutually agreed.
- (j) Where, in the opinion of the nurse(s) who submitted the issue, the response from the Administrator and Regional Director does not resolve the issue, it may be referred to an Independent Assessment Committee (IAC) within twenty-one (21) days following the response.

1104 **Independent Assessment Committee (IAC)**

- (a) The IAC shall be composed of three (3) nurses, one (1) of whom shall be appointed by the Manitoba Nurses' Union, and one (1) of whom shall be appointed by the Employer. The third (3rd) nurse shall chair the IAC and shall be selected in the following manner:
 - (i) A list of IAC Chairpersons as agreed between the parties shall be appended to this Collective Agreement.
 - (ii) When a Chairperson is required, the Employer and the Manitoba Nurses' Union will be contacted. They will provide the name of the person to be utilized on the alphabetical listing of Chairpersons. The name to be provided shall be the name following that of the last person utilized.
 - (iii) Should the person whose name is so selected be unable to serve, or where the person would be unsuitable due to connections with the parties or geographic community involved, the next person on the list shall be approached to act as Chairperson.
 - (iv) For the purposes of Article 1104 (a), 'nurse' shall mean a person who is registered with any of the professional nursing associations cited at Articles 306, 307 and 308. Without intending to limit the generality of the foregoing, the term 'nurse' is not restricted by Article 301.
- (b) A meeting of the IAC to investigate and make recommendations shall be held within fourteen (14) calendar days of the IAC's appointment. Such recommendations shall be provided in writing to the nurse(s), the NAC and the Administrator and Regional Director within a further fourteen (14) calendar days.
- (c) Each party shall bear the cost of its own appointee to the IAC and shall jointly bear the cost of the Chairperson.
- (d) Nurses required to attend IAC meetings shall be granted Union leave upon seven (7) calendar days notice in accordance with Article 2407.

- (e) Recommendations of the NAC relative to those issues referenced in Article 1103 (a) (ii) shall be submitted in writing to the Administrator and Regional Director.

ARTICLE 12 -- GRIEVANCE PROCEDURE

1201 For purposes of this Collective Agreement "grievance" shall mean a dispute between a nurse; or between a group of nurses with a similar grievance; or between the Union and the Employer regarding the application, interpretation or alleged violation of this Collective Agreement.

1202 Unless dismissed or suspended by the Employer a nurse shall continue to work in accordance with this Collective Agreement until such time as the dispute has been resolved. It is understood that a nurse may be taken off the schedule without loss of pay during an investigation.

1203 A nurse may be accompanied by, or represented by, a Union representative at any stage of the grievance procedure.

1204 A nurse or Union representative shall request permission from their immediate supervisor outside the bargaining unit to leave their duties in order to process grievances; they shall report to their immediate supervisor outside the bargaining unit upon their return; they shall be granted this permission when, in the opinion of their immediate supervisor outside the bargaining unit, it will not prejudice resident care or student education or require any staff replacement . They shall not suffer loss of regular salary when engaged in such activities during regular working hours.

1205 Discussion Stage:

A nurse shall, within fifteen (15) days of the occurrence of the grievance, attempt to resolve the grievance through discussion with their immediate supervisor outside the bargaining unit, and if the matter is not settled to their satisfaction the nurse may proceed with the grievance themselves or elect to be represented by a Union representative.

1206 Step One:

- (a) If the grievance is not resolved within the time period specified in Article 1205 above, the grievor and/or Union representative may, within a further ten (10) days, submit the grievance in writing to the immediate supervisor outside the bargaining unit. The immediate supervisor outside the bargaining unit shall reply in writing within ten (10) days of receipt of the written grievance.
- (b) A grievance concerning general application or interpretation of the Collective Agreement, including the question of whether the matter falls within the scope of this Collective Agreement, or which affects a group of nurses in more than one (1) unit, may be submitted as Step One.

1207 Step Two:

If the grievance remains unresolved, the Union may within a further ten (10) days submit the grievance in writing to the Administrator (or Designate), and the Administrator (or Designate) shall reply in writing within ten (10) days of receipt of the written grievance.

1208 For purposes of determining the lengths of time in the foregoing procedure, Saturdays, Sundays and recognized holidays are excluded.

1209 The time limits fixed in the grievance procedure may be extended by the mutual written consent of the Employer and the aggrieved nurse and/or the Union.

1210 Subject to the provision of Article 1209 above, and subject to Section 121(2) of the Labour Relations Act of Manitoba, failure of the nurse/Union to comply with any of the time limits specified in this Article shall result in the grievance being deemed abandoned, without prejudice to future similar grievances.

ARTICLE 13 -- ARBITRATION PROCEDURE

1301 In the event of the failure of the parties to settle a grievance by means of the grievance procedure stated in Article 12, within ten (10) days of the date upon which the written reply referred to in Article 12 is received from the Administrator/Director of Care, the matter may then be referred to arbitration as hereinafter set forth.

1302 If mutual agreement is not reached by both parties to choose a single Arbitrator within ten (10) days from the time that the matter is referred to arbitration as defined in clause 1301 above, then the procedure stated below will be followed.

1303 Either party may submit the matter in dispute to a Board of Arbitration by giving notice to the other party within a further seven (7) days and by appointing in that notice one (1) nominee to the intended Board of Arbitration. The other party to the dispute shall, within seven (7) days after the receipt of such notice, also appoint a nominee and the two (2) nominees thus appointed shall, within ten (10) days thereafter, select a third member who shall be Chairperson.

1304 Should either party fail to appoint an Arbitrator as herein provided, or if any Arbitrator thus appointed should fail or be unable to serve and another Arbitrator not be appointed in their place by the party who made the original appointment, then the other party to the dispute may request the Minister of Labour for Manitoba to select a substitute.

1305 Should the two (2) appointed nominees fail within ten (10) days to agree upon a Chairperson, the two (2) nominees shall forward a request to the Minister of Labour for Manitoba to select a Chairperson.

1306 It is mutually agreed by both parties to this Collective Agreement that the decision of the Arbitrator, or the decision of the Chairperson in the absence of the majority decision of the Arbitration Board shall be final and binding upon the Employer, the Union and the nurse(s) concerned; however, the Arbitrator or the Arbitration Board shall not be authorized to make any decisions inconsistent with the provisions in this Collective Agreement.

1307 The Board of Arbitration shall determine its own procedure but shall give full opportunity to all parties to present evidence and make representations.

1308 In the event of a grievance alleging unjust layoff, suspension or discharge being referred to arbitration, the Arbitrator or Board of Arbitration shall be authorized to rule whether or not the nurse(s) concerned shall be reinstated and, in the event of reinstatement, shall also be authorized to make an award in terms of compensation for regular salary lost or a reasonable alternate award, however, any monetary award shall not exceed the difference between salary lost and any wages that may have been earned from employment with another Employer during the period of the layoff, suspension or discharge.

1309 Any costs incurred by either of the parties hereto, preceding or during arbitration proceedings, shall be borne by the respective parties incurring such costs, but the costs of the Arbitrator or of the Chairperson of the Arbitration Board shall be borne by the parties hereto in equal shares.

1310 For the purposes of determining lengths of time in the foregoing procedure, Saturdays, Sundays and Recognized Holidays are excluded.

1311 Nothing in this Collective Agreement shall preclude a nurse or the Union and the Employer from mutually agreeing to settle a dispute by means other than those described in the grievance and arbitration procedures or to extend any of the stipulated time limits.

1312 Nurses whose attendance is required at arbitration hearings related to the Collective Agreement shall be given permission to be absent from work and shall not suffer any loss of regular salary as a result.

1313 The Arbitrator shall be requested to provide both parties with a hard (paper) copy as well as an electronic version of an arbitration award.

ARTICLE 14 -- HOURS OF WORK

1401 Regular hours of work for all full-time nurses will be:

- (a) eight (8.0) consecutive hours per day, including one half of the meal period, and
- (b) an average of eighty (80) hours per bi-weekly period, and
- (c) two thousand and eighty (2080) hours per year.

1402 The meal period will be scheduled by the Employer and will be one-half (.50) of an hour in duration, unless otherwise mutually agreed between the nurse(s) concerned and the Employer.

1403 A rest period of fifteen (15) minutes will be allocated by the Employer during each continuous three (3) hour period of work.

1404 A shift shall be eight (8) consecutive hours of work inclusive of two (2) fifteen (15) minute rest periods and fifteen (15) minutes of each meal period and exclusive of fifteen (15) minutes of each meal period. This clause shall not, however, prevent trial and implementation of changes in shift lengths if mutually agreed between a majority of nurses whose schedule is affected, the Union representing those nurses whose schedule is affected, and the Employer. Any change in shift length agreements shall take the form of a written addendum attached to and forming part of this Collective Agreement.

1405 A full-time or part-time nurse who is advised not to report for their scheduled shift, or who is sent home because of lack of work, shall receive pay for the scheduled hours not worked.

1406

- (a) Where a nurse cannot arrive as scheduled at the Facility due to whiteout/blizzard conditions as declared by Environment Canada or the Employer, or due to road closures as declared by police agencies or the Manitoba Infrastructure, the nurse shall be rescheduled at a mutually agreeable time if possible during the following two (2) consecutive bi-weekly pay periods to work any hours missed. Where the scheduling of such shift cannot be accommodated or the nurse chooses not to be rescheduled, the nurse may take the time from banked time which includes banked overtime, Recognized Holidays or vacation.
- (b) Where a nurse is unable to leave the facility due to the conditions outlined in (a) above, and is required to work, they shall be paid at the overtime rates outlined in Article 16.
- (c) Where a nurse is required to stay at or near the facility due to the conditions outlined in (a) above, in order to ensure their ability to attend their next scheduled shift, the Employer shall provide accommodation and meals for the duration.

1407 Whenever a nurse is called in to work within one (1) hour of the start of the shift and reports for duty within one hour of the start of the shift, they shall be entitled to pay for the full shift. In such circumstances the scheduled shift hours shall not be extended to equal a full shift.

ARTICLE 15 -- SHIFT SCHEDULES

1501 Shift schedules for a minimum of a four (4) week period shall be posted at least two (2) weeks in advance of the beginning of the scheduled period. Shifts within the minimum four (4) week period shall not be altered after posting except by mutual agreement between the nurse(s) concerned and the Employer. Requests for specific days off duty shall be submitted in writing at least one (1) week prior to posting and granted, if possible in the judgment of the Employer. A decision shall be communicated to the nurse within one (1) week of the request. Requests for interchanges in posted shifts, or a portion thereof, shall also be submitted in writing, co-signed by the nurse willing to exchange shifts with the applicant and are subject to the approval of the Administrator (or Designate). Where reasonably possible, interchanges in posted shifts are to be completed within the posted shift schedule.

1502 It is understood that any change in shifts or days off initiated by the nurses and approved by the Employer shall not result in overtime costs or any other supplementary salary costs to the Employer.

1503 Night shift shall be considered as the first shift of each calendar day (i.e. midnight to midnight).

1504 Master rotations for each nursing unit shall be planned by the Employer in meaningful consultation with the nurse(s) concerned. The process for meaningful consultation shall include:

- Employer proposes a master rotation including the Employer established criteria and provides to Nurses concerned
- Nurses are provided reasonable time to submit feedback and/or an alternate master rotation for consideration.
- The amended or new master rotation is provided to Nurses for review. Nurses are provided with a reasonable time to submit feedback.
- At each step of the consultation process the Union will be provided with the new or revised master rotation to ensure contract compliance.
- Employer has the sole discretion to select the new master rotation and provides rationale for the selection.

Note: The Float Nurse position schedule may not be part of a master rotation.

- (a) a minimum of fifteen (15) hours off between assigned shifts as defined in clause 1404 herein.
- (b) a minimum of forty-seven (47) hours off at one time except in a staffing pattern that provides for two (2) weekends out of three (3) off, when a single day off may be given.
- (c) a minimum of eight (8) days off within each period of four (4) consecutive weeks.
- (d) two (2) of every three (3) weekends off shall be granted to each nurse as much as reasonably possible. However, each nurse shall be granted not less than alternate weekends. Effective December 19, 2002, for newly employed nurses or nurses transferring permanently to a different position, alternate weekends off shall be granted as often as reasonably possible with each nurse receiving a minimum of every third weekend off.
- (e) a maximum of five (5) consecutive days of work and preferably less between days off.
- (f) upon request, a nurse may be permitted to work permanently on Evening shift or Night shift.
- (g) nurses who are required to rotate shifts shall be assigned to work either Day shift and Evening shift, or Day shift and Night shift. There shall be at least as great a number of Day shifts assigned as there are Night (or Evening) shifts within each standard rotation pattern.

Notwithstanding that a Float Nurse position [nurse working on more than one (1) unit] may be exempted from the above-noted 50/50 split, efforts will be made to ensure there is an average of the 50/50 split over a six (6) month period.

- (h) a nurse will receive consideration in scheduling to allow her/him to pursue academic course(s) to further their education. Whenever reasonably possible, subject to resident care requirements, the granting shall be based on the following:
 - (i) the nurse submits their written request at least three (3) months prior to commencing the academic course(s), and
 - (ii) another nurse(s) on the unit is (are) prepared to interchange their 'normally' scheduled shifts for the 'normally' scheduled shifts of the nurse attending the academic course(s), as agreed in writing,
 - (iii) upon completion of the academic course(s) each nurse shall revert to their former rotation pattern.

Proof of registration in such course(s) shall be submitted by the nurse upon request.

ARTICLE 16 -- OVERTIME

1601 Overtime shall be authorized time worked which exceeds the normal daily shift as defined in Article 14 herein or in excess of one hundred and sixty (160) hours in a four (4) week schedule for full-time and part-time nurses. Overtime hours extending beyond the daily shift into the next calendar day shall continue to be paid at the overtime rates, in accordance with Article 1602.

Authorization must be obtained prior to the start of any overtime work except in emergency situations. The Employer agrees the authorization in these emergency situations will not be unreasonably withheld. Payment for overtime worked when emergency circumstances prevent prior authorization shall be subject to a claim accompanied by a special written report prepared by the nurse before leaving their place of employment substantiating the reason for the overtime work.

1602 Effective October 27th, 2022 each nurse shall be paid at the rate of two (2.0) times their regular salary for all hours of authorized overtime in any one (1) day. A full-time nurse shall receive two (2) times their regular salary for all overtime worked on a scheduled day off. However, notwithstanding Article 1601 above, all overtime worked on a Recognized Holiday shall be paid at two and one-half (2.50) times their regular salary.

1603 Notwithstanding Articles 1601 and 1602 above, whenever a nurse works two (2) consecutive shifts, the nurse shall receive pay at the rate of double their regular salary for the additional shift, except when the additional shift is worked on a Recognized Holiday, they shall receive pay at the rate of two and one-half (2.50) times their regular salary for the additional shift.

1604 At the nurse's request, overtime shall be banked and shall be compensated by time off at overtime rates, to be taken at a time mutually agreed upon. At the nurse's request, any banked overtime, or portion thereof, shall be paid out on a regular pay cheque. Overtime may be accumulated to a maximum of forty (40) hours at any one time. Any overtime in excess of forty (40) hours shall be paid as earned. All accumulated overtime must be taken as time off or paid out by March 31st of each calendar year.

1605 A full-time nurse reporting back to work upon request after leaving the grounds of the Facility following completion of a shift but before commencement of their next scheduled shift shall be paid at overtime rates of pay with a guaranteed minimum of three (3) hours at overtime rates. If the extra time worked under this subsection commences within less than three (3) hours before the start of a shift, the guaranteed minimum of overtime pay will not apply. In such cases, the nurse will be paid at overtime rates from the time the nurse starts to work to the beginning of their shift.

1606 Overtime worked as a result of the changeover from Daylight Savings Time to Central Standard Time shall be deemed to be authorized overtime.

The changeover from Central Standard Time to Daylight Savings Time will be considered as full hours worked for that shift.

1607 Overtime shall be distributed as equitably as possible, within the posted shift schedule, amongst those nurses qualified for the work in accordance with Article 1601.

No nurse shall be required to work overtime against their wishes when other qualified nurses within the same site are able and willing to perform the required work. The Employer may maintain a sign-up sheet (or in electronic format) for nurses to indicate advanced availability for work in such case.

1608 **Rest Periods**

In every period of overtime, a paid rest period of twenty (20) minutes shall occur during each continuous three (3) hours, unless the overtime worked is a full shift in which case regular meal/rest periods shall occur.

1609 A nurse required to work overtime for a period in excess of three (3) hours immediately following their regular shift shall receive a meal voucher for the Facility cafeteria to cover the cost of a meal of up to five dollars (\$5.00) [ten dollars (\$10.00) effective October 27th, 2022], or if this is not possible, a meal allowance of five dollars (\$5.00) [ten dollars (\$10.00) effective October 27th, 2022], shall be provided.

1610 A nurse shall not be required to take time off during regular hours to equalize any overtime worked.

ARTICLE 17 -- SHIFT PREMIUM AND WEEKEND PREMIUM

1701

- (a) An evening shift premium of one dollar and seventy-five cents (\$1.75) [two dollars (\$2.00) effective October 27th, 2022] per hour shall be paid to a nurse for all hours actually worked on any shift when the majority of the hours on that shift fall between 1800 hours and the next succeeding 2400 hours.
- (b) A night shift premium of two dollars and fifty cents (\$2.50) [three dollars and fifty cents (\$3.50) effective October 27th, 2022] per hour shall be paid to a nurse for all hours actually worked on any shift when the majority of hours on that shift fall between 2400 hours and 0600 hours.

The Evening shift premium shall also be applicable to each hour worked after 1600 hours on a "modified" Day or Evening shift during which at least two (2) hours are worked between 1600 hours and the termination of the shift.

For purposes of application of this provision, a "modified" Day shift shall mean one that commences at a different time than the majority of Day shifts worked by nurses, and a "modified" Evening shift shall mean one that commences at a different time than the majority of Evening shifts worked by nurses. This provision shall be applicable from 1600 hours to the termination of the Day shift on a twelve (12) hour shift pattern.

1702 Subject to Article 18, should standby be implemented, when a nurse is on standby, shift premium and weekend premium are payable only for hours actually worked on a callback.

1703 A weekend premium of two (\$2.00) dollars per hour shall be paid to a nurse for all hours actually worked on any shift where the majority of the hours on that shift fall between 0001 hours on the Saturday and 2400 hours on the following Sunday.

ARTICLE 18 -- STANDBY

1801 "Standby" shall refer to any period of time duly authorized by the Employer during which a nurse is required to be available to return to work without undue delay. The Employer agrees that standby shall not be used to provide baseline staffing.

In the event that Standby occurs, the following terms and conditions will apply:

(a) Nurses will sign a "standby availability list" to which the Employer shall refer in the event standby occurs as outlined above. A nurse may remove or add their name to the "standby availability list" at any time. If no nurse from the list is available, the Employer may then offer the assignment to any qualified nurse in the employ of the facility.

Should the assignment of standby be known in advance, the Employer will schedule and distribute the standby as equitably as possible amongst the nurses who signed the "standby availability list".

(b) Nurses who mutually agree to be on standby shall receive two (2) hours regular pay per eight (8.0) hour shift or portion thereof. Nurses will receive these two (2) hours of pay regardless of whether they are called in to work.

(c) A nurse actually called back to work when they are on standby shall be paid for hours worked at the overtime rates, or may at the nurse's request, be granted time off which is equivalent of overtime rates. The nurse will be guaranteed a minimum of three (3) hours at the overtime rate except when called within three

(3) hours of the commencement of their next shift. In such cases the nurse shall be paid at the overtime rate from the time the nurse started work to the beginning of their shift.

- (d) The Employer will provide parking space in near proximity to the facility for the use of nurses on standby in the event a return to the workplace is necessary.

ARTICLE 19 -- RESPONSIBILITY PAY

1901 An additional one dollar (\$1.00) per hour will be paid for all hours worked by a nurse from the bargaining unit who has been designated to be responsible for the facility on Evenings, Nights, Saturdays, Sundays, Recognized Holidays or during the day shift in the absence of the Administrator/Director of Care and the Unit Manager.

1902 The assignment of charge responsibility shall be equitably distributed amongst those nurses available and qualified for the assignment.

ARTICLE 20 -- TRANSPORTATION ALLOWANCE

2001 Transportation Allowance:

A nurse who is required to terminate or commence their shift between the hours of 0001 and 0600 hours and who does not have their own transportation, will have transportation provided by the Employer at no cost to the nurse.

2002 Where a nurse is required and authorized to use their privately owned vehicle on the Employer's business, they shall be reimbursed by the Employer for such travel at the following mileage rate:

\$ 0.44 per kilometer

ARTICLE 21 -- VACATIONS

2101

- (a) The vacation year shall be from April 1st to March 31st. The dates used to calculate vacation earned shall be from the end of the last full pay period of March in one vacation accrual year to the end of the last full pay period of the following March. Vacation earned in any vacation year is taken in the following vacation year.

- (b) Unless otherwise agreed between the nurse and the Employer, the Employer will provide for vacation days to be taken on a consecutive basis, recognizing that five (5) vacation days (forty (40) hours) equals one (1) calendar week.
- (c) The whole of the vacation year shall be available for the taking of accrued vacation time whenever reasonably possible. The nurse shall have the right to request which day of the week their vacation begins.
- (d) Upon request, a nurse may be permitted to retain up to three (3) days of their vacation for the purpose of taking such time off for personal reasons such as religious observance or special occasion. Any such days not scheduled at the start of the vacation year in accordance with clause 2109 shall be requested and duly considered in accordance with clause 1501.
- (e) Vacation time requested will be in blocks of no less than one (1) week. There shall be no limit on the number of week blocks that a nurse may split vacation.

2102 A nurse who has completed less than one (1) year of employment as at the cut-off date shall be entitled to a paid vacation at the rate of one and one-quarter (1.25) days per month worked, however, unless otherwise mutually agreed, the Employer is not obliged to permit earned vacation to be taken until a nurse has completed six (6) months of employment.

2103 Nurses shall be entitled to paid vacation calculated on the basis of vacation earned at the following rates:

In the first three (3) years	Fifteen (15) days per year
In the fourth (4 th) to tenth (10 th) year inclusive	Twenty (20) days per year
In the eleventh (11 th) to twentieth (20 th) year inclusive	Twenty-five (25) days per year
In the twenty-first (21 st) and subsequent years	Thirty (30) days per year

Vacation entitlement for the vacation year following completion of the 3rd, 10th and 20th years of continuous employment shall be determined by a pro-rata calculation based upon the two (2) rates of earned vacation.

2104 In recognition of length of service, each nurse shall receive an additional five (5) days of vacation on completion of twenty (20) years of continuous service, and on each subsequent fifth (5th) anniversary of employment (i.e. 25th, 30th, 35th, 40th, etcetera). Such days shall be taken during the vacation year in which the 20th or subsequent 5th anniversary occurs.

2105 For the purposes of determining the rate at which vacation is earned, the term of continuous service of a nurse will be deemed to include:

- (a) any periods when a nurse is receiving income protection benefits, is on paid vacation, is on paid leave of absence, is on unpaid leave of absence related to illness or disability of up to two (2) years;
- (b) any period of Workers' Compensation up to two (2) years;
- (c) any period of unpaid leave of absence of up to four (4) weeks;
- (d) any period of layoff of less than eighteen (18) weeks;
- (e) educational leave of up to two (2) years;
- (f) any period of Parenting Leave.

2106 Nurses on Workers Compensation will continue to accrue paid vacation for a period of one (1) year from the date of the first absence from work related to the occurrence of the compensable injury or illness.

2107 Upon termination of employment, the nurse's vacation pay shall be calculated in accordance with Articles 2103 and 2105 using the nurse's regular rate of pay on the date of termination. The nurse's vacation pay shall be paid out no later than the first full pay period following the date of termination.

2108 The Employer shall notify each nurse, prior to their vacation, of the date and time upon which the nurse is to report back to work following their vacation, but this will not preclude the making of a change during the nurse's vacation period if mutual agreement is reached between the Employer and the nurse.

2109

- (a) The Employer shall be responsible for posting in an accessible location the vacation entitlement lists and the number of nurses in each occupational classification per nursing unit/nursing station/facility that may be scheduled for vacation at any one time by February 15th of each year.
- (b) The vacation entitlement lists shall reflect each nurse's projected vacation entitlement as of March 31st of that year.
- (c)
 - (i) Beginning March 1st of each year, the Employer shall arrange an appointment with each nurse, in order of seniority, so that the nurse may indicate their choice of vacation dates in writing. This appointment shall take place in person, unless otherwise mutually agreed, and shall include reviewing the vacation selected/approved to date.
 - (ii) All of the nurse's vacation shall be chosen at this time except for the three (3) days as set out in Article 2101.

- (d) The selected/approved vacation schedule shall be updated on an ongoing basis and shall be posted in an accessible location daily. The approved vacation schedule will be posted not later than April 1st.
- (e) Once a nurse's vacation selection has been approved, it shall not be changed unless by mutual agreement and without displacing the request of another nurse.
- (f) Except in extenuating circumstances, a nurse who fails to indicate their choice of vacation dates by March 31st shall have their vacation scheduled by the Employer.
- (g) A nurse who transfers to another nursing unit/nursing station after their vacation request has been approved shall have their vacation on the new nursing unit/nursing station scheduled by the Administrator/Director of Care in consultation with the nurse within the time periods remaining during that vacation year.
- (h) A nurse must use their current vacation which was earned during the previous vacation year during the current vacation year. If the current vacation is not used or scheduled by January 15th, then the Employer has the right to schedule the vacation prior to the end of the current vacation year. Vacation may be paid out only in extenuating circumstances.

ARTICLE 22 -- RECOGNIZED HOLIDAYS

2201 For purposes of this Collective Agreement, Recognized (paid) Holidays shall be New Year's Day (January 1st), Louis Riel Day, Good Friday, Easter Sunday, Victoria Day, Canada Day, Terry Fox Day (la journée Terry Fox), Labour Day, National Day for Truth and Reconciliation (September 30th), Thanksgiving Day, Remembrance Day (November 11th), Christmas Day (December 25th) and Boxing Day (December 26th); and any other statutory holidays declared by federal or provincial authority.

2202 Whenever a Recognized Holiday falls on the nurse's scheduled days off or during a week of their vacation, it is understood that this day off in lieu shall be banked in accordance with Article 2206, or the nurse may request that a day in lieu of the Recognized Holiday be scheduled on a date mutually agreed between the Employer and the nurse or the nurse may request that they receive an extra day's pay at their regular rate of pay.

2203 A nurse required to work on a Recognized Holiday shall be paid at the rate of one and one-half (1.50) times their regular rate of pay and in addition it is understood that one (1) day off shall be banked in accordance with Article 2206, or the nurse may request that a day in lieu of the Recognized Holiday be scheduled on a date mutually agreed

between the Employer and the nurse or the nurse may request that they receive an extra day's pay at their regular rate of pay.

2204 As much as reasonably possible a day off given in lieu of a Recognized Holiday shall be added to a weekend off or to scheduled days off unless otherwise mutually agreed.

2205 The Employer agrees to assign time off as equitably as possible over Christmas and New Year's, endeavouring to grant each nurse as many consecutive days off as reasonably possible over either Christmas Day or New Year's Day. A nurse shall not be required to work Christmas or New Year's for two (2) consecutive years unless otherwise mutually agreed.

As much as reasonably possible, Christmas Eve and Boxing Day shall be assigned with Christmas Day; New Year's Eve shall be assigned with New Year's Day, unless otherwise mutually agreed.

2206 A nurse may accumulate up to five (5) days off in lieu of Recognized Holidays to be taken consecutively with scheduled days off as mutually agreed upon between the nurse(s) concerned and the Employer. Unless otherwise mutually agreed between the nurse(s) concerned and the Employer, accumulated Recognized Holidays must be taken in the fiscal year in which they were earned.

2207 A nurse working on the shift commencing at or about midnight shall be deemed to have worked on a Recognized Holiday if the majority of hours worked fall within the day in question regardless of what calendar day any part of such shift was actually worked.

ARTICLE 23 -- INCOME PROTECTION AND WORKERS COMPENSATION

2301 A nurse having accumulated income protection credits may claim regular pay for such income protection against such accumulation with respect to periods during which:

- (a) The nurse was unable to work because of an incapacitation due to accident or illness; however, a nurse cannot receive income protection benefits for any period of time during which the nurse is eligible for wage loss benefits from either the Workers Compensation Board or the Manitoba Public Insurance as a result of a motor vehicle accident [subject to Article 2303], or
- (b) In the opinion of the Employer, the nurse's presence constituted a health hazard for residents and/or other employees and the nurse was instructed by the Employer to leave the nurse's place of duty; or

- (c) The nurse attends an appointment related to a medical/dental examination and/or treatment subject to Article 3704.

2302

- (a) Each nurse shall accumulate income protection credits at the rate of one and one-quarter (1.25) days for each full month of employment.
- (b) For each one and one-quarter (1.25) days of income protection accumulated, one day (80%) shall be reserved exclusively for the nurse's personal use as outlined in Article 2301. The remaining one-quarter (.25) of a day (20%) shall be reserved for either the nurse's personal use as outlined in Article 2301, or for use in the event of family illness as specified in Article 2313. The Employer shall maintain an up to date record of the balance of income protection credits reserved for each of these purposes.

*In the nurse's first year of employment, amend "one day" to read "three-quarters of a day" and amend "one-quarter of a day" to read "one-half of a day".

2303

- (a) (i) A nurse who becomes injured or ill in the course of performing their duties must report such injury or illness as soon as possible to their immediate supervisor.
- (ii) A nurse unable to work because of a work related injury or illness will inform the Employer immediately, in accordance with established procedures, so that a claim for compensation benefits can be forwarded to the Workers Compensation Board (WCB). Workers Compensation payment will be paid directly to the nurse by WCB.
- Where a nurse is unable to work because of injuries sustained in a motor vehicle accident they must advise their supervisor as soon as possible and they must submit a claim for benefits to the Manitoba Public Insurance (MPI). The nurse shall be entitled to receive full income protection benefits for any period of time deemed to be a "waiting period" by MPI.
- (iii) Where a nurse has applied for WCB or MPI benefits and where a loss of normal salary would result while awaiting a WCB/MPI decision, the nurse may elect to submit an application to the Employer requesting an advance subject to the following conditions:
- (iv) Advance payment(s) shall not exceed the nurse's regular salary as defined in Article 3802 (exclusive of overtime), less the nurse's usual income tax deductions, Canada Pension Plan contributions, and EI contributions.

- (v) The advance(s) will cover the period of time from the date of injury until the date the final WCB/MPI decision is received, however in no case shall the total amount of the advance exceed seventy percent (70%) of the value of the nurse's accumulated income protection credits.
 - (vi) The nurse shall reimburse the Employer by assigning sufficient WCB/MPI payments to be paid directly to the Employer to offset the total amount of the advance or by repayment to the Employer immediately upon receipt of payment made by WCB/MPI directly to the nurse.
 - (vii) In the event that the WCB/MPI disallows the claim, including any appeal, the nurse shall be paid for the absence in accordance with the income protection provisions of this Collective Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
 - (viii) Upon request, the Employer will provide a statement to the nurse indicating the amount of advance payment(s) made and repayment(s) received by the Employer.
- (b) (i) A nurse who has accumulated sufficient income protection credits may elect to submit an application to the Employer requesting that the Employer supplement the WCB/MPI payments. The amount of such supplement will equal ten percent (10%) of the nurse's regular net salary not earned due to the time loss. Regular net salary will be based on the nurse's regular salary as defined in Article 3802 of the Collective Agreement (exclusive of overtime), less the nurse's usual income tax deduction, Canada Pension Plan contributions and Employment Insurance contributions.
- The Employer's supplement shall be charged to the nurse's accumulated income protection credits and such supplement shall be paid until the nurse's accumulated income protection credits are exhausted, or until 119 calendar days have elapsed since the first day of supplement, whichever is less.
- (ii) Subject to the provisions of each plan, the nurse may request the Employer to deduct from the supplement, if sufficient, the contributions which would have been paid by the nurse to the Employer's pension plan, dental plan, and D & R plan and group life insurance plan as if the nurse was not disabled. If the supplement is not sufficient, or where the nurse elects to receive an advance, the nurse may, subject to the provisions of each plan,

forward self-payments to the Employer to ensure the continuation of these benefit plans. The Employer will contribute its usual contributions to these benefit plans while the nurse contributes.

- (iii) Further to this, the Employer shall notify Workers Compensation/ Manitoba Public Insurance of salary adjustments at the time they occur.
 - (iv) If at any time it is decided by the WCB/MPI that any payment to be made to the nurse by the Employer must be offset against benefits otherwise payable by the WCB/MPI, then such payment shall not be payable.
- (c) Where the WCB/MPI recommends a work assessment period or a modified return to work period, the provisions of Article 7A06 shall apply.

2304 The Employer shall be entitled to recover any income protection paid to a nurse if their employment is not continued beyond their probationary period, from the nurse's final termination cheque.

2305 A nurse who is unable to report for work due to illness shall inform their supervisor or designate prior to the commencement of their next scheduled shift. A nurse who fails, without valid reason, to give notice as specified below will not be entitled to receive income protection benefits for the shift in question.

Prior to Day shift – one (1) hour
 Prior to Evening shift – three (3) hours
 Prior to Night shift – three (3) hours

A nurse returning to work following an absence of one week or more shall inform the Employer by 1200 hours the day prior to returning to work.

2306 The Employer, either at the time of notification by the nurse of claiming income protection credits, or by advance notice prior to future income protection claims, may require a medical certificate or report as proof of the validity of any claim for income protection and as proof of the nurse's ability to perform their regular duties. Failure to provide such a certificate when requested may disqualify a nurse from receiving paid income protection or may result in a refusal of permission for the nurse to resume their duties.

2307 Days off and Recognized Holidays or days given in lieu of Recognized Holidays, which fall within a period of paid income protection, shall not be considered a part of, or charged to, the nurse's accumulated income protection credits.

2308 At the effective date of this Collective Agreement, each nurse will retain income protection credits accumulated and not used to that date.

2309 As soon as a nurse is aware of a date upon which surgery will occur, they shall notify the Employer, in writing, of this date and any change thereto so that staff coverage for their intended absence may be arranged.

Where a nurse has been provided necessary time off due to scheduled surgery and where the surgery is subsequently cancelled, and where the Employer has made arrangements for alternate staffing to cover the anticipated absence, the Employer shall have the right to cancel the relief shifts.

These relief shifts shall be clearly identified as being subject to twenty four (24) hours notice of cancellation.

2310 If hospitalized due to accident or illness while on scheduled vacation, a nurse may utilize income protection to cover the hospitalization and/or post-hospitalization period, and the displaced vacation shall be re-scheduled at a time mutually agreed between the nurse and the Employer within the available time periods remaining during the vacation year. Proof of such hospitalization and/or post-hospitalization period shall be provided if requested.

2311 The Employer will annually, on written request, provide each nurse with a statement of their accrued income protection credits.

2312 A nurse who has completed the probationary period and who is unable to perform their work by reason of an accident or illness not fully covered by income protection credits, upon providing an acceptable medical certificate, shall be granted unpaid leave of absence as required for recovery. Such unpaid leave of absence shall be subject to review at three (3) months or lesser intervals at the discretion of the Employer.

2313 Subject to the provisions of clause 2302, a nurse may use up to ten (10) days of income protection in any one (1) calendar year for the purpose of providing care in the event of an illness of a spouse, child or parent.

2314 A nurse who is on D&R/WCB/MPI prior to the commencement of their scheduled vacation shall, upon their request, have their vacation displaced. Such vacation shall be re-scheduled at a time mutually agreed between the nurse and the Employer within the available time period remaining during the vacation year. If the current annual vacation is not used, then the Employer has the right to schedule the vacation prior to the end of the current vacation year, or pay out any monies owing.

ARTICLE 24 -- LEAVE OF ABSENCE

2401

- (a) The nurse will be required to submit a written request for any leave of absence unless otherwise stipulated in Article 24. The request will specify:
- (i) the reason for the leave,
 - (ii) the start date of the leave, and
 - (iii) the anticipated end date of the leave.
- (b) Leave of absence requests will be considered on an individual basis and may be allowed at the discretion of the Employer unless otherwise indicated in the Collective Agreement; however, requests for education leave will be given special consideration.
- (c) Except in emergencies, leave of absence requests must be made at least four (4) weeks in advance of the start date.
- (d) The Employer shall notify the nurse of their decision in writing, within two (2) weeks receipt of the request.
- (e) Requests for extension of educational leave, maternity leave, paternity leave, adoption leave and bereavement leave will be granted if reasonably possible.
- (f) Where a nurse requests to return to work prior to the expiry of the leave of absence as set out in the approved request, the Employer shall have no obligation to return the nurse to work until such time that the leave of absence would have expired except as per Article 2408 C. 6
- (g) Where a nurse has been granted a leave of absence from their entire EFT, they shall be eligible to work additional available shifts. However, the nurse shall not have preference over part-time nurses or casual nurses who offer to work these shifts. When the nurse is awarded additional available shifts, they are compensated in accordance with Article 2706 (a) – (f).
- (h) Where a nurse has requested and been granted a partial leave of absence, they will be entitled to accrual of vacation, income protection credits and Recognized Holiday pay on a pro-rata basis in accordance with Article 34.

2402

Overstaying of leave of absence without valid reason may be deemed as a resignation.

2403 The Employer shall make every reasonable effort to assure that a nurse granted leave of absence for any reason shall return to the same position. For leaves of absence of sixty (60) weeks or less, or eighty (80) weeks or less in the case of Parenting Leave or Parental Leave, the nurse is assured of being placed in the same employment status and at the same step on their salary scale on their return, but the nurse cannot be assured of being placed in the same nursing unit or shift. In the case of longer leaves of absence, a nurse may be placed in any position covered by this Collective Agreement and shall be reinstated at their previous basic salary, provided that such basic salary shall not exceed the maximum for the position in which the nurse is placed. Notwithstanding Article 3001, a nurse not placed in their former position will be given consideration over other nurses for the first vacancy made available to the nurse in a similar position.

2404 There shall be no loss of income protection accumulations or vacation accumulations up to the date of any leave of absence whether granted with or without pay.

2405 Income protection and vacation benefits will continue to accrue during any period of an unpaid leave of absence approved by the Employer of four (4) weeks or less.

2406 Professional Leave: If in the opinion of the Employer it is in the best interests of resident care, nurses may, whenever practicable, be granted time off with regular pay in order to attend professional or educational meetings, conventions, workshops and institutes.

2407 Education Leave:

- (a) Where the Employer requires a nurse who is scheduled to work to attend educational conferences, workshops or programs, the nurse shall be without loss of regular salary, and the Employer shall pay registration or tuition fees and related expenses.
- (b) Where the Employer requires a nurse who is not scheduled to work to attend educational conferences, workshops or programs, the nurse shall be without loss of regular salary, and the Employer shall pay registration or tuition fees and related expenses.
- (c) Employer Sponsored Educational Development:
A nurse shall be granted, upon written request, funding up to a maximum of \$200 annually, to attend approved workshops, courses, and other programs that are relevant to nursing practice. Such requests must be submitted to the senior nursing manager or designate prior to attendance at such program. The two hundred dollar (\$200) allowance referenced herein shall be for reimbursement of tuition or registration and recommended/required books/software and shall occur upon satisfactory completion of the workshop, course, or educational program.
- (d) Where a nurse is unable to complete all of their mandatory training during working hours, the nurse will advise their supervisor of such by no later than

September 30th. Should the Employer be unable to arrange for the training to be done during working hours, the Employer will pay the nurse up to 5 hours at their regular rate of pay on the first pay period in December, subject to the completion of mandatory training.

2408 **Parenting Leave:**

Parenting Leave consists of Maternity and Parental Leave. Parental Leave includes Paternity and Adoption Leave. A nurse shall be granted leave of absence for up to eighty (80) weeks where the nurse qualifies Parenting Leave.

(a) **Maternity Leave**

A nurse who qualifies for Maternity Leave may apply for such leave in accordance with either Maternity Leave Plan 'A' or Maternity Leave Plan 'B', but not both.

(i) **Maternity Leave Plan "A" (Plan A):**

1. Up to seventeen (17) weeks of Maternity Leave without pay will be granted subject to the following conditions:

(a) The nurse shall submit a written request for Maternity Leave under Plan A to the Employer not later than the end of the fifth (5th) month of pregnancy and not less than one (1) month before the intended start date of the Maternity Leave.

(b) If requested by the nurse, Maternity Leave of shorter duration may be granted at the discretion of the Employer.

(c) The Employer is entitled to require a nurse to stop work in the case of unsatisfactory job performance or if the state of the nurse's health as verified by a duly qualified medical practitioner becomes incompatible with the requirements of their job.

(ii) **Maternity Leave Plan "B" (Plan B):**

1. In order to qualify for Plan B, a pregnant nurse must:

(a) submit a written request for Maternity Leave under Plan B to the Employer at least four (4) weeks before the date specified in her application as the date on which their intends to commence such leave;

- (b) provide the Employer with a certificate from a duly qualified medical practitioner certifying that they have pregnant and specifying the estimated date of her delivery;
 - (c) provide the Employer with proof that they have applied for Employment Insurance (EI) benefits and that the Employment and Social Development Canada (ESDC) has agreed that the nurse qualifies for and is entitled to EI benefits pursuant to the Employment Insurance Act.
 - (d) The Employer is entitled to require a nurse to stop work in the case of unsatisfactory job performance or if the state of the nurse's health as verified by a duly qualified medical practitioner becomes incompatible with the requirements of their job.
2. A nurse applying for Maternity Leave under Plan B must sign an agreement with the Employer providing that:
- (a) the nurse will return to work and remain in the employ of the Employer in either full-time or part-time status for at least six (6) months following her return to work; except that where a full-time nurse is the successful applicant for a part-time position which commences on the date of their return from Maternity Leave or at any time during the six (6) months following their return from Maternity Leave, the nurse must remain in the employ of the Employer and work the working hours remaining in the balance of the six (6) months of the full-time employment; and
 - (b) the nurse will return to work on the date of the expiry of their Maternity Leave and, where applicable, their Parental Leave unless this date is modified as per Article 2408(g) below.
 - (c) Should the nurse fail to return to work as provided under (a) or (b) above, the nurse shall be indebted to the Employer for the full amount of the Maternity Leave allowance paid to them by the Employer during their entire period of Maternity Leave. Accordingly, the nurse shall re-pay to the Employer the full amount of the Maternity Leave allowance.

- (d) In the event the nurse does not complete the full period of service as required under Part (a) and (b) above, the nurse shall repay a portion of the “top up” as follows:

$$\frac{\text{Monetary value of top up provided} \\ \text{(value is based on hours paid at regular} \\ \text{rate of pay in 6 months prior to leave)}}{\text{Hours of service required to be worked} \\ \text{(based on monetary value)}} \quad \times \quad \text{no. of hours not worked}$$

3. A nurse who qualifies is entitled to a Maternity Leave consisting of:
- (a) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate provided under B (1) (b). or
 - (b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate and the actual date of delivery, if delivery occurs after the date mentioned in that certificate as B (1) (b).
 - (c) The Employer may, notwithstanding the above, vary the length of Maternity Leave upon receipt of a certificate from a duly qualified medical practitioner.

4. Within twelve (12) weeks of receiving the Employment and Social Development Canada (ESDC) approval for Employment Insurance benefits pursuant to the Employment Insurance Act, the nurse must provide proof to the Employer. Reasonable consideration will be given to extending the above period of time for the nurse in exceptional circumstances.

Following receipt of the above proof, the Employer shall provide the nurse a Maternity Leave allowance with the SUB Plan as follows:

- (a) for the first week a nurse shall receive ninety-three percent (93%) of their weekly rate of pay;
- (b) for up to a maximum of sixteen (16) additional weeks, payments equivalent to the difference between the EI benefits the nurse is eligible to receive and ninety-three percent (93%) of their normal weekly earnings.
- (c) All other time absent as may be provided under this Article shall be on a leave without pay basis.

5. Plan B does not apply to a newly hired nurse occupying a term position.
6. Maternity Leave under Plan B shall be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue during this leave of absence.

C. 1 Parental Leave -

- (i) in order to qualify for Parental Leave a nurse must be the natural mother of a child; or be the natural father of a child or must assume actual care and custody of their newborn child (Paternity Leave) or adopt a child under the law of the province (Adoption Leave), or be a partner in a same sex relationship who assumes care and custody of a child.
- (ii) A nurse who qualifies for Parental Leave, except in the case of Adoption Leave as specified below, must submit to the Employer an application in writing for Parental Leave at least four (4) weeks before the intended date of the commencement of the leave.
- (iii) In the case of Adoption Leave, the nurse must submit a written request for such leave. The nurse may commence Adoption Leave upon one (1) day's notice provided that application for such leave is made when the adoption has been approved and the Employer is kept informed of the progress of the adoption proceedings.
- (iv) A nurse who qualifies in accordance with (i), (ii) and (iii) will be granted Parental Leave without pay for a continuous period of up to sixty-three (63) weeks inclusive of vacation as specified in (c) below. If requested by the nurse, extensions to leaves under this Article will be granted in accordance with Article 2401.

2. Except as outlined below, any nurse must use current annual vacation, (which was earned during the previous vacation year), during the current vacation year. If the current annual vacation is not used, then the Employer has the right to schedule the vacation prior to the end of the current vacation year or pay out any monies owing.

Where Parenting Leave is forty-eight (48) weeks or less, vacation shall be scheduled and taken in accordance with the provisions of the Collective Agreement. No carry-over of vacation is permitted.

Where Maternity and/or Parental Leave exceeds forty-eight (48) weeks, the nurse may elect to carry over to the next vacation year, up to five (5) days of

current annual vacation. The balance of the current annual vacation will be paid out at a time immediately following the period during which EI benefits were payable (even if this period extends into the following vacation year).

Any vacation earned up to the time of the commencement of leave will be retained and will be available to be taken in the following vacation year.

3. Subject to 4. below, Parental Leave must commence no later than eighteen (18) months following the birth or adoption of the child or of the date on which the child comes into actual care and custody of the nurse.
4. Where a nurse takes Parental Leave in addition to Maternity Leave, the nurse must commence the Parental Leave immediately on the expiry of the Maternity Leave without a return to work unless otherwise approved by the Employer.
5. Three (3) days of paid leave of absence (24.00 hours) shall be granted to a full-time nurse prior to the commencement of Maternity, Paternity, or Adoption Leave or at the time of the birth or adoption of a child. If the nurse is taking a Maternity, Paternity, or Adoption Leave, the nurse will use this three (3) days of paid leave to replace scheduled hours of work immediately prior to the Sunday of the week the Maternity, Paternity, or Adoption Leave commences.

Part-time nurses shall be entitled to a pro rata amount of this leave based on their hours paid at regular rate of pay in the previous six (6) months.

6. A nurse may end Maternity or Parental Leave earlier than the expiry date of the leave by giving the Employer written notice at least two (2) weeks or one pay period, whichever is longer, before the day the nurse wants to end the leave. This provision includes the cancellation of any term position. Where the Employer has made arrangements for alternate staffing to cover the nurse's absence, the Employer shall have the right to cancel shifts. A minimum of two (2) weeks notice shall be provided for any such cancelled shift.

2409

(a)

Union Leave:

Subject to at least two (2) weeks written notice of request and at no additional costs to the Employer, leave of absence without loss of regular salary or benefits shall be granted to Union representatives for the purpose of attendance at Manitoba Nurses' Union and/or Canadian Federation of Nurses' Unions/Canadian Labour Congress and/or Manitoba Federation of Labour meetings or seminars. It is understood that the Manitoba Nurses' Union will reimburse the Employer for salary, benefits and related payroll costs.

- (b) Subject to four (4) weeks notice, a nurse elected or selected to a full-time or part-time position with the Manitoba Nurses' Union or the Canadian Federation of Nurses' Unions or the Canadian Labour Congress or the Manitoba Federation of Labour shall be granted leave of absence without loss of seniority, regular salary or benefits for a period of up to three (3) years. Such leave shall be renewed each year, on request, during their term of office. It is understood that the Manitoba Nurses' Union will reimburse the Employer for the total recovery of payroll and related costs.

Notwithstanding Article 3006, the Employer may elect to post these terms as either fixed terms up to three (3) years or indefinite terms.

2410 Legal and Investigative Proceedings

- a) A nurse required to attend a court proceeding, other than a court proceeding occasioned by the nurse's private affairs where the nurse is a party to that proceeding, shall receive leave of absence at their regular basic rate of pay, and remit to the Employer any jury or witness fees received, only for those days the nurse was normally scheduled to work. The nurse shall not request reimbursement for, or be required to remit any reimbursement of expenses for such duty.

If a nurse is subpoenaed as a witness in a work related matter on their scheduled day off, the Employer and the nurse will mutually agree on alternate time off in lieu.

- b) A nurse required to attend a court proceeding/inquest to provide medical/clinical evidence shall receive a leave of absence at their regular basic rate of pay, and shall remit to the Employer any witness fees received. The nurse shall not be required to remit any reimbursement of expenses for such duty.
- c) Where a nurse is required to prepare for a court proceeding/inquest where they will provide medical/clinical evidence, during time that the nurse is not scheduled to work, the Employer and the nurse will mutually agree on alternate time off in lieu or compensate for time at regular rates of pay, subject to the Employer's prior approval of the required preparation time.
- d) Where the Employer requires the nurse to participate in a workplace investigation that is required by legislation or Employer policy, and where such investigation meetings cannot be scheduled on the nurse's regular day of work, the Employer will compensate the nurse for the investigation meeting time at regular rates of pay.
- e) A nurse required to attend a court proceeding as a party to that proceeding, occasioned by the nurse's private affairs shall receive a leave of absence without pay for the required absence.

2411**Bereavement Leave -**

- (a) Bereavement leave of up to four (4) working days without loss of regular pay shall be granted in the event of death of a spouse, common-law spouse, same-sex partner, child, step-child, parent, sibling, father-in-law, mother-in-law, grandparent, grandparent-in-law, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, former legal guardian, fiancé, and any other relative who has been residing in the same household. Such days may be taken only in the period which extends from the date of death up to and including the day following interment, funeral or initial memorial service or four (4) calendar days following the death, whichever is the greater. Bereavement leave may be extended by up to two (2) additional working days as may be necessitated by reason of travel to attend the interment, funeral or initial memorial service.

One (1) bereavement leave day may be retained at the nurse's request for use in the case where actual interment, funeral or initial memorial service is at a later date.

- (b) Necessary time off, up to one (1) day without pay will be granted to a nurse to attend a funeral as a pallbearer or mourner.

2412

Leave for Public Office : A nurse will be granted unpaid leave of absence to enable them, if nominated, to campaign for public office and, if elected, to serve their term(s) of office.

2413

Leave Re Citizenship: Nurses shall be allowed the necessary time off with regular pay to attend citizenship court to become a Canadian citizen.

2414

Subject to the provisions of each benefit plan, a nurse granted leave of absence without pay for a period exceeding four (4) weeks, may prepay all monthly payroll deductions which will become due during such absence, with the exception of Union dues.

2415**Compassionate Care Leave:**

A nurse shall receive Compassionate Care Leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:

- (a) A nurse must have completed at least thirty (30) days of employment as of the intended date of leave.
- (b) A nurse who wishes to take a leave under this section must give the Employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
- (c) A nurse may take no more than two (2) periods of leave, totaling no more than twenty-eight (28) weeks, which must end no later than fifty-two (52) weeks after

the day the first period of leave began. No period of leave may be less than one (1) week's duration.

- (d) For a nurse to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
- (1) a family member of the nurse has a serious medical condition with a significant risk of death within twenty-six (26) weeks from
 - (i) the day the certificate is issued, or
 - (ii) if the leave was begun before the certificate was issued, the day the leave began; and
 - (2) the family member requires the care or support of one (1) or more family members.

The nurse must give the Employer a copy of the physician's certificate as soon as possible.

- (e) A family member for the purpose of this Article shall be defined as any family member recognized under the Employment Insurance Act of Canada.

See Appendix "D" attached

- (f) Unless otherwise mutually agreed, a nurse may end their Compassionate Care Leave earlier than twenty-eight (28) weeks by giving the Employer at least forty-eight (48) hours notice. Any additional available shifts resulting from Compassionate Care Leave being granted shall be clearly indicated as "Compassionate Care Leave shifts – subject to forty-eight (48) hours notice of cancellation".
- (g) Seniority shall be retained/accrued as per Article 25.
- (h) In the event that the death of a family member occurs during this period of leave, the nurse shall be eligible for Bereavement Leave as outlined in Article 2411.
- (i) Subject to the provisions of Article 2302, a nurse may apply to utilize income protection to cover part or all of the two (2) week Employment Insurance waiting period.

2416 Pre-retirement Leave

- a) Full-time nurses who:
- (i) retire at age sixty-five (65) years; or
 - (ii) retire after age sixty-five (65) years; or
 - (iii) have completed at least ten (10) years continuous employment with the Employer and retire after age fifty-five (55) years but before age sixty-five (65) years; or
 - (iv) terminate employment at any time due to permanent disability

shall be granted paid pre-retirement leave on the basis of four (4) days per year of employment.

Subject to the above, pre-retirement leave for any period of layoff with the Employer up to a maximum of five (5) years will be calculated on a pro rata basis, based on the following formula:

$$\frac{\text{Hours Worked During Layoff}}{\text{Annual Full-time Hours}} \quad X \quad \text{Entitlement of a Full-Time Nurse}$$

- (b) Part-time nurses who:
- (i) retire at age sixty-five (65) years; or
 - (ii) retire after age sixty-five (65) years; or
 - (iii) have completed at least ten (10) years continuous employment with the Employer and retire after age fifty-five (55) years but before age sixty-five (65) years; or
 - (iv) terminate employment at any time due to permanent disability

shall be granted paid pre-retirement leave as specified above on a pro rata basis. Calculation will be based on the following formula:

$$\frac{\text{Average Annual Hours Actually Worked From Last Date of Employment}}{\text{Annual Full-time Hours}} \quad X \quad \text{Entitlement of a Full-time Nurse}$$

Subject to the above, pre-retirement leave for any period of layoff with the Employer up to a maximum of five (5) years will be calculated on a pro rata basis, based on the following formula:

$$\frac{\text{Hours Worked During Layoff}}{\text{Annual Full-time Hours}} \quad X \quad \text{Entitlement of a Full-Time Nurse}$$

- (c) Calculation of pre-retirement leave entitlement shall begin from the date of the nurse's last commencing employment at the Facility and shall be based on the nurse's total length of continuous employment with the Employer on the date of retirement.
- (d) Payment shall, at the option of the nurse, be made in a lump sum or as a continuation of salary until scheduled retirement date or as a combination of continuation of salary followed by lump sum payment.

NOTE: Where a nurse chooses to take the lump sum payment, the retirement date shall be their last day worked. The lump sum shall be payable as soon as reasonably possible after the last day paid.

- (e) Where a nurse is entitled to pre-retirement leave in accordance with the conditions listed above, and the nurse dies prior to receiving this benefit, it is understood that the pre-retirement leave benefit shall be paid to their estate.

ARTICLE 25 -- SENIORITY

2501 "Seniority" shall be defined as the length of the nurse's continuous employment from the last date on which the nurse commenced work at the Facility, subject to Article 34 herein.

2502 Seniority shall be considered as a factor in vacancy selection (including promotion and transfer), and if all other posted selection criteria are equal, it shall be considered as the governing factor. Seniority of a nurse relates to the seniority of other nurses in the same occupational classification and shall transfer with the nurse when moving from one classification to another.

2503 The seniority of a nurse will be retained but will not accrue if:

- (i) the nurse is on any unpaid leave of absence in excess of four (4) consecutive weeks except those referenced in (ii) below, and those referenced in Article 2504;
- (ii) the nurse is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation, MPI or LTD/D&R, for a period of more than two (2) years from the date of the first absence from work related to the injury or illness;
- (iii) the nurse is on an educational leave of absence in excess of two (2) years;
- (iv) the nurse is laid off for more than twenty-six (26) weeks and less than three (3) years;
- (v) the nurse obtains a term position of sixty (60) weeks or less, or up to a maximum of eighty (80) weeks to replace an employee who is on Parenting Leave or Parental Leave, outside the bargaining unit.

- 2504** The seniority of a nurse will be retained and will accrue if:
- (i) the nurse is on any period of paid leave of absence;
 - (ii) the nurse is on any period of Employer paid income protection;
 - (iii) the nurse is on an educational leave of absence up to two (2) years;
 - (iv) the nurse is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation, MPI or LTD/D&R for a period of up to two (2) years from the date of the first absence from work related to the injury or illness;
 - (v) the nurse is on any period of unpaid leave of absence of less than four (4) weeks, except those referenced in (iv) above;
 - (vi) the nurse is laid off for less than twenty-six (26) weeks;
 - (vii) the nurse is on Parenting Leave;
 - (viii) the nurse is on Compassionate Care Leave, Leave Related to Critical Illness, or Domestic Violence Leave, as provided for in the Employment Standards Code;
 - (ix) the nurse is on a full-time union leave in accordance with Article 2409 (b).

Note: Accrual under these provisions is based on the nurse's regular EFT.

- 2505** The seniority of a nurse will terminate if:
- (i) the nurse resigns;
 - (ii) the nurse is discharged, and not reinstated under the grievance procedure;
 - (iii) the nurse is laid off for more than three (3) years;
 - (iv) the nurse fails to report for duty within seven (7) days after notification to do so, subject to Article 2707;
 - (v) the nurse fails to report for work as scheduled at the end of a leave of absence, vacation, or suspension without valid reason.
 - (vi) the nurse obtains a permanent position outside the bargaining unit; or a term position outside the bargaining unit which is greater than sixty (60) weeks or up to a maximum of eighty (80) weeks to replace an employee who is on Parenting Leave or Parental Leave.
 - (vii) the nurse is absent for three (3) consecutive working days without valid reason;

2506 If a nurse is retained beyond the probationary period, their seniority will date from their first day of employment at the Facility.

2507 The Employer shall once annually, by January 31st, provide the Union with a seniority listing of names of nurses within the scope of this Collective Agreement together with the length of each nurse's continuous employment with the facility. Any alleged errors in the list will be reviewed by the Employer and confirmed errors will be corrected as soon as possible.

ARTICLE 26 -- NOTICE OF TERMINATION OF EMPLOYMENT

2601 Employment may be terminated voluntarily by a nurse or by the Employer subject to four (4) weeks written notice, exclusive of any vacation due, except where any of the provisions of Article 2602 apply.

2602 Employment may be terminated with less notice or without notice:

- (a) by mutual agreement between the nurse and the Employer for special circumstances, or
- (b) during the probationary period of a newly hired nurse subject to Article 31 herein, or
- (c) in the event a nurse is dismissed for sufficient cause to justify lesser or no notice.

2603 The Employer may give equivalent regular pay in lieu of notice.

2604 Subject to other provisions contained in this Agreement relative to termination of employment, each nurse shall, unless otherwise mutually agreed, upon termination of their employment receive pay in lieu of unused vacation, and all salary earned to date of termination on the pay date applicable to the pay period in which the termination date occurred.

ARTICLE 27 -- LAYOFF AND RECALL

2701 Should the Employer plan to alter the delivery of health care and/or reduce the current complement of nurses, it will notify the Union in writing at least ninety (90) days in advance.

1. In the event of planned employee reductions, the Union and the Employer will meet within twenty (20) days of the above date to examine the issue.
2. Should the Employer decide to proceed with the reduction of nurses, it will meet with the Union within five (5) days to develop the process for the reductions.
3. The principle of attrition in the process will be examined by the Employer and the Union.
4. Where reductions cannot be dealt with through attrition, Article 2707 shall apply. Should the nurse choose to not exercise seniority rights under Article 2707, then layoff in accordance with Article 27 shall apply.

5. In the event of #5 above occurring or in the event of the closure of the facility, the Employer and the Union will jointly investigate opportunities for the funding of retraining and redeployment of affected nurses.

2702 When a reduction in the working force becomes necessary nurses will be laid off in reverse order of seniority within their occupational classification, subject only to more senior nurses being qualified and willing to perform the required work.

2703 If the Employer determines it necessary to reduce staffing, nurses will be laid off in reverse order of seniority within their occupational classification, subject only to more senior nurses being qualified, competent and willing to perform the required work.

2704 Notice of intention of layoff or equivalent pay thereof shall be given by personal service or by registered mail to the nurse(s) concerned and a copy of the notice forwarded to the Union. Notice shall be as follows:

- (a) Layoffs of six (6) weeks or less – two (2) weeks notice;
- (b) Layoffs of longer than six (6) weeks – four (4) weeks notice.

A nurse who is on layoff shall not be entitled to notice of lay off when the nurse comes back to work on an incidental basis.

2705 Nurses who are absent from work due to a leave of absence for any reason shall be advised of layoff or deletion of their position in accordance with this Collective Agreement and shall be required to comply with all provisions of this Collective Agreement except that they shall not be expected to return to work prior to the expiry of their leave of absence.

2706 No layoff of full-time or part-time nurses shall occur when casual nurses are being employed, unless no full-time or part-time nurse on staff is qualified, competent and willing to fill the position(s) in question.

Notwithstanding Article 3402, additional available shifts shall be offered to a nurse on layoff, before part-time and casual nurses, provided the nurse is qualified, competent and willing to perform the required work. The available shifts accepted by the nurse on layoff may equal the nurse's regular E.F.T. commitment.

The available shifts accepted by the nurse on layoff may equal the nurse's regular E.F.T. commitment.

In the event the nurse accepts additional available shifts, the provisions of the Collective Agreement shall be applicable except as modified hereinafter:

- (a) vacation pay shall be calculated in accordance with Article 2103 and shall be paid at the prevailing rate for the nurse on each pay cheque, and shall be prorated on the basis of hours paid at regular rate of pay,
- (b) income protection accumulation shall be calculated as follows:
- | | | | |
|--|--|---|--------------------------------------|
| Additional available hours
worked by the laid-off nurse | | X | Entitlement
of Full-time
Nurse |
| Full-time hours | | | |
- (c) in the event the layoff is longer than twenty-six (26) weeks, seniority shall be calculated in accordance with regular hours worked,
- (d) the nurse shall be paid four point six two percent (4.62%) (five percent (5.0%) effective October 27th, 2022) of the basic rate of pay in lieu of time off on Recognized Holidays. Such holiday pay shall be calculated on all paid hours (excluding overtime hours as defined in Article 16) and shall be included in each pay cheque,
- (e) participation in benefit plans is subject to the provisions of each plan.

Any period of time during the layoff when the nurse works additional available shifts or works in a term position shall not extend the five (5) year period referenced in Article 25.

However, a nurse on layoff who agrees to work in a term position shall retain their right to be recalled into a permanent position while working in the term position.

2707 No new nurses will be hired when other nurses are on layoff except for reasons of a special skill requirement.

2708 Nurses shall be recalled in seniority order to available positions in equal or lower paid occupational classifications provided they are qualified to perform the required work. Such recall shall be made in writing by either personal service, registered mail or confirmed electronic mail and shall provide for one (1) week's notice to report back to work.

The nurses affected will contact the Director of Care or their designate by telephone not later than four (4) days excluding Saturdays, Sundays and Recognized Holidays following the notice of recall being delivered. Failure to notify as above shall result in the nurse being placed last on the recall list.

A nurse being placed last on the recall list who is subsequently recalled to work and who fails to report for duty as scheduled without valid reason shall have their employment terminated.

2709 In the event of a deletion of an occupied position, as much notice as possible shall be given to the incumbent who will be entitled to exercise their seniority rights, subject to their ability, performance and qualification, to displace a nurse in a position of equal or lower occupational classification. Any nurse thus displaced shall also be entitled to a like exercise of seniority rights.

2710 Laid off nurses shall be entitled to apply for nursing job vacancies other than those to which they have recall rights. Copies of job postings will be sent to the President of the Local during the period when any nurses are on layoff.

2711 Accumulated vacation entitlement shall be paid out at time of layoff except where, prior to the date of layoff, a nurse has been awarded a term or permanent position which commences within four (4) weeks of date of layoff.

ARTICLE 28 -- PROMOTION AND REASSIGNMENT

2801 Upon promotion, a nurse shall receive the basic salary applicable to their new occupational classification which provides an increase of at least one increment above their former basic salary. A promotion shall mean an increase in occupational classification from one occupational classification to another.

2802 The nurse's anniversary date of employment prior to promotion shall continue to govern with respect to increments.

2803 The first three (3) calendar months following a nurse's promotion shall be considered to be a trial period. During the first six (6) weeks of this trial period, the nurse may return to their former position at their request or be returned to their former position by the Employer. During the last six (6) weeks of this trial period, the nurse may return to their former occupational classification at their request or be returned to their former occupational classification by the Employer.

2804 In the event of a temporary lateral reassignment being necessitated by an unforeseen staffing shortage on a nursing unit, this reassignment will be made as close to the commencement of the shift as possible. Selection of the nurse to be reassigned shall be based on ability and experience and shared as equally as possible.

Orientation of sufficient duration, if required, will be provided to assist the nurse in becoming acquainted with essential information such as policies and procedures, routines, location of supplies and equipment and emergency response plans.

ARTICLE 29 -- DISCIPLINE, DEMOTION AND ACCESS TO PERSONNEL FILE

2901 In all instances where the Employer considers that a nurse warrants disciplinary action, the Employer shall make every effort to take such action at a meeting with the nurse and shall provide the nurse with reasonable advance notice of the nature of the complaint. The nurse may be accompanied at the meeting by a Union representative(s) chosen by the nurse which may include a member of the Local Executive and/or a MNU Labour Relations Officer. The Employer shall inform the nurse of their right to have a Union representative present. In the event that the Union Representative(s) is/are unavailable to meet at the time set by Management, the Employer agrees to postpone the meeting for a reasonable period to facilitate the Union Representative(s) attendance at the meeting.

The Union agrees that any related delay in imposition of discipline shall not prejudice the Employer's ability to discipline the nurse when the meeting is eventually held.

2902 If the disciplinary action referred to Article 2901 results in a written warning, or the suspension or the demotion or the dismissal of a nurse, the Employer shall notify the nurse in writing of the action taken and the reasons either by personal service, registered mail, or confirmed electronic mail. Confirmation includes indication of receipt of such communication.

2903 A nurse who is demoted due to inadequate performance shall be paid at the step of the lower paid occupational classification that corresponds to their level of experience.

2904 If a nurse is reclassified to a lower paid occupational classification because of changing conditions within the Facility, the nurse will retain their current basic salary until the salary scale of the lower paid occupational classification reaches their current basic salary.

The application of this provision as it relates to the layoff/recall procedure shall be limited to a three (3) year period from the date the nurse assumes a position in the lower paid occupational classification or until the salary scale of the lower paid occupational classification reaches their current basic salary, whichever occurs first.

2905 A nurse, accompanied by a Union representative if they so elect, shall be given every reasonable opportunity to examine any document which is placed in their personnel file including, but not limited to, those documents which may be utilized to substantiate a disciplinary action against them, and their reply to any such document shall also be placed in their personnel file. Upon written request, the nurse shall also receive an exact copy of such document. The Employer agrees to remove and destroy any disciplinary documentation, from the personnel file of a nurse, upon written request from the nurse, after twenty-four (24) months, providing no similar incidents occur within that period. In the event a nurse is laid off or on a leave of absence of one (1) calendar

month or more during the twenty-four (24) months immediately following the discipline, the discipline record will extend the twenty-four (24) calendar month period by the length of the actual lay off or leave of absence.

2906 A nurse shall have recourse to the grievance procedure to dispute any derogatory entry in their personnel file. The Employer agrees not to introduce as evidence any such derogatory entry at any hearing unless the nurse has been made aware of its contents at the time of filing or a reasonable time thereafter. Any nurse who has been terminated may consult their file and upon written request shall receive copies of specified documents so long as the written request is made within sixty (60) days of their termination.

2907 There shall be one (1) personnel file maintained by the Employer for each nurse.

ARTICLE 30 -- VACANCIES, TERM POSITIONS AND NEW POSITIONS

3001 Subject to Article 3002, the Employer agrees to post notices of vacant, term or new positions (job posting) covered under this Collective Agreement for at least seven (7) days to enable nurses presently in the employ of the Employer to apply for same. Such job posting shall not preclude the Employer from advertising outside the Employer's premises. All job postings shall state minimum qualifications required, the equivalent to full-time (E.F.T.) and date of closing of the job posting. Job descriptions shall be available to applicants on request.

3002 The Employer will be required to post a job posting for only five (5) days for a vacancy that is created by:

- (a) a nurse terminating employment and not giving the full period of notice as specified in Article 26, or
- (b) a transfer resulting from another job posting, or
- (c) a term position due to a leave of absence where less than four (4) weeks notice has been given for the leave of absence.

3003 Provided that equivalent qualifications are met, preference shall be given to nurses presently in the bargaining unit who have submitted a written application for the job posting.

Seniority shall be considered as a factor in vacancy selection (including promotion and transfer), and if all other posted selection criteria are equal, it shall be considered as the governing factor. Seniority of a nurse relates to the seniority of other nurses in the same occupational classification and shall transfer with the nurse when moving from one classification to another.

3004 Each nurse who applies in writing, including email or fax applications, for a job posting will be notified in writing of the disposition of their application.

3005 The applicant selected for the vacant, term or new position shall receive, within two (2) weeks of the selection being made, written confirmation of the salary scale, their placement on such scale, and any special conditions that may be applicable to their appointment.

The name of the successful applicant and the position awarded will be posted on the bulletin board for a period of seven (7) calendar days with a copy of this information forwarded to the Union.

Any nurse who was interviewed but was not the successful applicant shall be entitled to consult with the hiring Manager. Such consultation will take place within two (2) weeks of the request. The purpose of the consultation shall be to provide the nurse with constructive feedback regarding their application. An unsuccessful applicant may inquire of the hiring Manager or the Human Resources Consultant to why the nurse was not selected for an interview.

3006 **Term Position**

- (a) A position occupied by a full-time or part-time nurse for a specified period of time, up to a maximum of sixty (60) weeks or up to a maximum of eighty (80) weeks to replace a nurse(s) who is/are on Parenting Leave or Parental Leave, where resident census or workload necessitates a temporary increase in staffing, if mutually agreed, to replace a nurse(s) who is/are on vacation or leave of absence, or to carry out a special short term project or where the Employer has provided notice of permanent deletion of position(s) under the Employment Security provisions in Article 27, or as otherwise mutually agreed between the Union and the Employer. If the Employer determines there is a term position to be filled by a nurse, the term position shall be posted in accordance with Article 30. This shall not preclude the Employer from utilizing part-time nurses and/or casual nurses to work available shifts as specified in Articles 34 and 35 when the Employer decides that a term position is not required.
- (b) The Employer shall provide written confirmation of the start and expiry dates of the term position prior to the nurse's commencement in the position. This period may be extended if the Employer so requests and the Union agrees.

- (c) The maximum duration specified in Article 3006(a) for term positions shall not apply in situations where a nurse is absent indefinitely due to Workers Compensation and/or illness and/or accident or where there is a temporary vacancy due to leave for Public Office. In these cases, the Employer shall state on the job posting that the said term position is an "indefinite term" which will expire subject to a minimum of twenty-four (24) hours notice. The "indefinite term" will expire upon either the return to work or termination of employment of the nurse on leave or the nurse relinquishes their position and remains on leave. Any term positions directly resulting from the above procedure will be posted in the same manner.
- (d) In case a nurse on Maternity or Parental Leave wants to exercise their right to return from such leave earlier than anticipated, having given appropriate notice as per Article 2408 C.6, the Employer shall state on the job posting that the said term position is a "Maternity or Parental Leave of absence term" which may expire sooner than indicated, subject to minimum notice of two (2) weeks or one pay period, whichever is longer. Any term positions directly resulting from the filling of such a term position will be posted in the same manner.
- (e) The terms of this Collective Agreement shall be applicable to the nurse in the term position, except that a nurse occupying a term position may be required to complete the term before being considered for other term positions within the bargaining unit.
- (f) On expiry of the term position the nurse:
 - (i) newly hired from outside the Facility or a casual nurse from within the Facility shall be entitled to exercise their seniority rights to obtain any vacant position for which the nurse is qualified without interruption of seniority or benefits provided the position commences within six (6) weeks of the expiry of the term position. During this six (6) week period if a nurse secures casual employment, they may work available casual shifts.
 - (ii) who was employed by the Employer immediately prior to accepting the term position shall return to their former position if reasonably possible. A nurse not returned to their former position shall be returned to their former occupational classification and employment status.

ARTICLE 31 -- PROBATIONARY PERIOD

3101 The period from the date of last employment to the completion of three (3) calendar months of employment for full-time nurses and from the date of last employment to the later of completion of four (4) calendar months or thirty (30) shifts worked for part-time nurses will be recognized as a probationary period. During such period the nurse shall not have recourse to the grievance procedure for reasons of termination of employment for unsuitability or unsatisfactory performance. This clause shall not preclude the Employer from extending the probationary period of a full-time or part-time nurse up to an additional three (3) calendar months providing that the Employer gives written notification to the Union specifying the reason(s) for the extension.

ARTICLE 32 -- PERFORMANCE APPRAISALS

3201 The Employer shall complete a written appraisal of a nurse's performance once every two (2) years. Upon request, the nurse shall be given an exact copy of the performance appraisal.

3202 The nurse shall have an opportunity to read and discuss such document with the Employer.

3203 The nurse's signature on such document only signifies that the contents of the document have been read by the nurse and discussed with them.

3204 If the nurse disputes the performance appraisal, the nurse may file a reply to the document in accordance with Article 29, and/or the nurse may file a grievance under Article 12 of this Collective Agreement.

ARTICLE 33 -- DAMAGE TO PERSONAL PROPERTY

3301 In recognition of the fact that during the performance of their duties, nurses may have their clothing or other personal property damaged, the Employer agrees to make appropriate compensation for same in accordance with the Employer policy.

ARTICLE 34 -- SPECIAL UNDERSTANDINGS RE PART-TIME NURSES

3401 A part-time nurse shall be assigned and committed to work their EFT as agreed to in writing at the time of commencing employment. This written agreement shall only be revised when the nurse secures an alternate position in accordance with the provisions of the Collective Agreement.

3402 Part-time nurses who make known to the Employer that they wish to work occasional additional available shifts shall be given preference for such shifts unless the part-time nurse has already worked in that day.

3403 A part-time nurse called back to work hours in excess of a shift (as defined in Article 1404) in any one (1) day shall be paid at overtime rates of pay with a guaranteed minimum of three (3) hours at overtime rates. If the extra time worked under this subsection commences within less than three (3) hours before the start of a shift, the guaranteed minimum of overtime pay will not apply. In such cases, the nurse will be paid at overtime rates from the time the nurse starts to work to the beginning of their shift.

3404 Up to October 27, 2022, except for part-time nurses who agree to work on a greater number of weekends, it is understood that a part-time nurse may be required to work on every third (3rd) weekend. This provision will only be applicable to those nurses whose names will be included in a LOU attached to and forming part of this Agreement.

Effective October 27, 2022

Except for part-time nurses who agree to work on a greater number of weekends, it is understood that a part-time nurse may be required to work on alternate weekends.

3405

(a) Vacation pay shall be calculated as follows:

$$\frac{\text{Hours Paid at Regular Rate of Pay (during vacation year)}}{\text{Full-time Hours (2080 hrs)}} \times \text{Entitlement of a Full-time Nurse}$$

(b) Part-time nurses shall receive their entitled vacation over a period of time equivalent to the vacation period of a full-time nurse and shall be paid their earned vacation pay proportionately during each week of scheduled vacation.

3406 Income protection accumulation for part-time nurses shall be calculated as follows:

$$\frac{\text{Regular Hours Worked by Part-time Nurses}}{\text{Full-time Hours}} \times \text{Entitlement of Full-time Nurses}$$

3407 Part-time nurses will be paid four point six-two percent (4.62%) [five percent (5.0%) effective October 27, 2022] of their basic pay in lieu of time off on Recognized Holidays. Such holiday pay shall be calculated on all paid hours (excluding overtime hours as defined in Article 16) and shall be included in each regular pay cheque.

3408 A part-time nurse shall receive increments (calculated from the date of their last increment, or their starting date as the case may be) on the basis of one (1) increment for each 1387 hours worked or one (1) year's service, whichever occurs later. In the case of the increment being given on the basis of 1387 hours worked, it shall be applied to the pay period next following completion of 1387 hours worked.

3409 Seniority accumulated by a part-time nurse up to date of ratification shall be retained. Seniority hours calculated after date of ratification shall be in accordance with hours paid at the regular rate of pay including the provisions of Article 2504.

3410 Subject to Article 3805 nurse whose employment status changes from part-time to full-time shall be entitled to receive an increment on the later of:

- (a) one (1) calendar year from the current date of their last increment, or starting date as the case may be; or
- (b) on completion of 2080 hours calculated under the formula:

$$B = 2080 - (A \times 3/2)$$

A = number of hours during which seniority was accrued under part-time status since the date of their last increment, or starting date as the case may be.

B = number of hours remaining to be worked as full-time to earn an increment.

ARTICLE 35 -- SPECIAL UNDERSTANDINGS RE CASUAL NURSES

3501 Casual nurses will receive vacation pay at the rate of six percent (6%) of all hours paid at regular salary including hours worked on Recognized Holidays in a bi-weekly pay period.

3502

- (a) Casual nurses shall be paid in accordance with the salaries specified in Appendices "A" and "B" and shall receive a starting salary as described in Article 38.
- (b) A casual nurse shall receive increments (calculated from the date of their last increment or their starting date as the case may be), on the basis of one (1) increment for each 2080 hours worked. Such increment shall be applied to the pay next following completion of 2080 hours worked.

3503 When a nurse elects to terminate their full-time or part-time position and immediately applies for and is accepted to casual employment status, the following conditions will apply:

- (a) Such casual nurse will be paid in accordance with the salary specified in Appendices "A" and "B";

- (b) The nurse will receive the salary of the occupational classification into which they are assigned and at the same increment level that had been attained while working as a full-time or part-time nurse.

3504 Casual nurses will be entitled to:

- (a) compensation for overtime worked in accordance with Article 16;
- (b) shift premium and weekend premium outlined in Article 17;
- (c) the allowance as outlined in Article 18;
- (d) Responsibility Pay premium outlined in Article 19;
- (e) Transportation allowance outlined in Article 20;
- (f) the rights outlined in Articles 2905 ,2906 and 2907;
- (g) the Employer Sponsored Education Allowance in 2407(c)
- (h) Legal and Investigative Proceedings in Article 2410.
- (i) continuation of placement at the twenty (20) year rate if rehired after a period of no longer than six (6) months. For clarity a period of pre-retirement leave does not count towards the six (6) month qualification time limit.

3505 Casual nurses required to work on a Recognized Holiday, excluding Remembrance Day, shall be paid at the rate of time and one-half (1.50) their regular rate of pay. Casual nurses required to work on Remembrance Day shall be paid at the rate of double their regular rate of pay.

3506 The Employer agrees to deduct union dues in an amount specified by the Union in any pay period for which the casual nurse receives any payment, and such dues shall be forwarded to the Manitoba Nurses' Union monthly in accordance with Article 501.

In the event that no payment is made during the pay period, the Employer shall have no responsibility to deduct and submit dues for that period.

3507 A casual nurse reporting for work and finding no work available will be guaranteed three (3) hours pay at their regular rate of pay.

3508 Articles 12 and 13 herein apply only with respect to the terms of this Article.

3509 Casual nurses shall accrue seniority for hours worked only for the purposes of Article 30 and only in situations related to competition for a position where there are no qualified full-time or part-time applicants currently in the bargaining unit. On expiry of a term position, if a casual nurse is not successful in obtaining another term or permanent position in accordance with Article 3006 (a), they shall retain any previous casual seniority and seniority accrued while in the term position shall be converted to casual seniority.

For the purpose of application for posted full-time and part-time postings, casual nurses are deemed to be in the employ of the Employer.

ARTICLE 36 -- SPECIAL UNDERSTANDINGS RE GRADUATE NURSES, GRADUATE PRACTICAL NURSES, AND GRADUATE PSYCHIATRIC NURSES

The terms of this Collective Agreement shall be applicable to the graduate nurse, graduate practical nurse and graduate psychiatric nurse except as follows:

3601 Salaries and Increments of the Graduate Nurse, Graduate Practical Nurse and Graduate Psychiatric Nurse:

(a) Starting salary of the newly graduated Graduate Nurse, Graduate Practical Nurse or Graduate Psychiatric Nurse awaiting initial registration as a Registered Nurse, Licensed Practical Nurse or Registered Psychiatric Nurse shall be discounted by eight percent (8%) until such time as registration/license is achieved.

(b) The anniversary date of a newly graduated Graduate Nurse or Graduate Psychiatric Nurse who obtains registration within one (1) year of commencing employment shall be the date of their commencement of employment.

(c) The anniversary date of a newly graduated Graduate Practical Nurse who obtains their license within an eighteen (18) month period of commencing employment (or within the time period as amended in the regulations of the LPN Act) shall be the date of their commencement of employment.

3602 Out of Province Nurses:

(a) A person in good standing as a Registered Nurse or a Registered Psychiatric Nurse in another province, country or territory whose name appears on the Graduate Nurse or Graduate Psychiatric Nurse register may commence employment at the Registered Nurse/ Registered Psychiatric Nurse rate and upon providing proof of registration in Manitoba not later than six (6) months following commencement of their employment, shall receive recognition of previous experience as specified in Article 3803, retroactive to the date of their employment.

(b) When registration of a nurse in good standing as a Registered Nurse or a Registered Psychiatric Nurse in another province, country or territory is obtained later than six (6) months but before one (1) year the anniversary date shall be the date on which registration is obtained.

(c) A person in good standing as a Licensed Practical Nurse in another province, country or territory whose name appears on the Graduate Practical Nurse register may commence employment at the LPN start rate and upon providing proof of registration in Manitoba not later than six (6) months following commencement of their employment, shall receive recognition of previous experience as specified in Article 3803, retroactive to the date of their employment.

(d) When registration of a nurse in good standing as a Licensed Practical Nurse in another province, country or territory is obtained later than six (6) months but before one (1) year the anniversary date shall be the date on which registration is obtained.

3603 Termination:

- (a) In accordance with the Regulated Health Professions Act or the relevant regulations to this Act, failure of the Graduate Nurse or to successfully complete the examination required for registration within a time period prescribed by the CRNM will be deemed to be just cause for termination.
- (b) In accordance with the Registered Psychiatric Nurses Act or the relevant regulations to this Act, failure of the graduate psychiatric nurse to successfully complete the examination required for registration within a time period prescribed by the CRPNM will be deemed to be just cause for termination.
- (c) In accordance with the Licensed Practical Nurses Act or the relevant regulations to this Act failure of the Graduate Practical Nurse to successfully complete the examination required for licensure within a time period prescribed by the CLPNM will be deemed to be just cause for termination.

ARTICLE 37 -- HEALTH PROGRAM

3701 Health examinations required by the Employer shall be at the expense of the Employer.

3702 Time off without loss of regular salary shall be allowed at a time determined by the Employer for such medical examinations and laboratory tests.

3703 With the approval of the Employer, a nurse may choose to be examined by a physician, nurse practitioner, or physician/clinical assistant of their own choice at their own expense as long as the Employer receives a statement from the physician, nurse practitioner, or physician/clinical assistant as to the ability of the nurse to perform their duties.

3704 Time off for medical and dental examinations and/or treatments may be granted and such time off shall be chargeable against accumulated income protection credits.

ARTICLE 38 -- SALARIES AND INCREMENTS

3801 Nurses shall be paid in accordance with the Appendix "A", forming part of the Collective Agreement.

3802

- (a) “Basic Salary” or “Basic Rate of Pay” shall mean the rates of pay shown in Appendix “A” (Salaries).
- (b) “Regular Salary” or “Regular Rate of Pay” shall mean the rates of pay shown in Appendix “A” (Salaries) and Appendix “B” (Academic Allowances).

3803 Applicable to Licensed Practical Nurses:

- (a) The starting basic salary of a Licensed Practical Nurse newly employed shall recognize previous experience applicable to the position applied for on the basis of equivalent full-time experience as specified hereinafter:

<u>Length of Experience</u>	<u>Starting Rate</u>
Less than 2080 hours	Start Rate
2080 hours within past 4 years	1 Year Rate
4160 hours within past 5 years	2 Year Rate
6240 hours within past 6 years	3 Year Rate
8320 hours within past 6 years	4 Year Rate
10,400 hours within past 7 years	5 Year Rate
12,480 hours within past 7 years	6 Year Rate
(Effective November 1, 2021)	
14,560 hours within past 8 years	7 Year Rate

3804 Applicable to Registered Nurses, Registered Psychiatric Nurses:

- (a) The starting basic salary of a Registered Nurse or Registered Psychiatric Nurse newly employed shall recognize previous experience applicable to the position applied for on the basis of equivalent full-time experience as specified hereinafter:

<u>Length of Experience</u>	<u>Starting Rate</u>
Less than 2080 hours	Start Rate
2080 hours within past 4 years	1 Year Rate
4160 hours within past 5 years	2 Year Rate
6240 hours within past 6 years	3 Year Rate
8320 hours within past 6 years	4 Year Rate
10,400 hours within past 7 years	5 Year Rate
12,480 hours within past 7 years	6 Year Rate
(Effective November 1, 2022)	
14,560 hours within past 8 years	7 Year Rate

- (b) A nurse employed at a classification above a Registered Nurse or Registered Psychiatric Nurse shall be granted a starting salary that is not less than one (1) increment step above what their starting salary would be if they were employed as a Registered Nurse or Registered Psychiatric Nurse.

(c) The starting basic salary of a Registered Nurse or Registered Psychiatric Nurse who has had previous geriatric or medical experience as a Licensed Practical Nurse shall commence at the RN/RPN Year 1 rate specified in Appendix "A", and after not more than three (3) months from the date of commencement of their employment as a Registered Nurse or Registered Psychiatric Nurse, the Employer shall, on the basis of written performance appraisal discussed with the nurse, grant such additional increments as performance warrants, with a minimum of one (1) increment for each two (2) years worked as a Licensed Practical Nurse within the previous five (5) year period.

3804 Starting salaries, as specified above, are to be regarded as minimum and shall not prevent the Employer from granting a higher starting salary to any nurse when, in the judgment of the Employer, additional experience or other qualifications so warrant it.

3805 Increments:

(a) Increments as specified in Appendix "A" shall be granted annually on the anniversary date of the nurse's employment, or as altered by the terms of this Collective Agreement, the latter of which shall take precedence, however, the Employer may, with reasonable cause and on the basis of a written performance appraisal previously discussed with the nurse, withhold an annual increment, subject to review within and not later than three (3) months of the date such increment was withheld.

(b) If a nurse takes an unpaid leave of absence, the annual date on which they will be paid an increment will be delayed for one (1) month for every full month they are on leave of absence except that salary increases will not be delayed because of educational leave of up to two (2) years.

3806 If new classifications which come under the scope of this Agreement are created during the term of this Agreement, or if there is a substantial change in the job content of an existing occupational classification falling within the bargaining unit, and the Employer will inform the Union of the proposed basic rates of pay for such occupational classification(s). If the Union wishes to enter into negotiations on these rates of pay it will so inform the Employer within seven (7) days and negotiations will commence within an additional ten (10) days; this timeframe may be extended by mutual agreement between the Employer and the Union. If the parties are unable to reach agreement concerning the basic rates of pay, the dispute shall, at the request of either or both parties, be dealt with in accordance with the provisions as set forth in Article 13 commencing at Article 1302.

3807 Retroactivity

Should there be retroactive wage adjustments, such shall be made payable within ninety (90) days of the date of ratification of the Collective Agreement.

Upon written application to the Employer within sixty (60) days of ratification of the Collective Agreement, nurses who have terminated employment with the Employer shall be entitled to retroactive pay.

ARTICLE 39 – EMPLOYEE BENEFIT PROGRAM

3901 The Employer and the Union agree to continue the HEBP - Dental Plan on a 50-50 cost shared basis.

3902 Disability & Rehabilitation:

(a) The parties recognize and agree to continue the HEBP Disability and Rehabilitation (D&R) Plan.

(b) The Employer will pay the entire premium to a maximum of 2.3 %

(c) The parties agree that income protection credits and Workers Compensation benefits will be used where applicable to offset the elimination period. Once the elimination period has been exhausted, the nurse will commence drawing D & R Plan benefits. It is understood that the elimination period for the D & R Plan is one hundred and nineteen (119) calendar days. A nurse may claim income protection benefits for the period of time not to exceed this elimination period.

3903 Registered Retirement Savings Plan (RRSP):

The Employer and nurse contributions to the RRSP shall be as follows:

Effective April 1, 2013 the matching contribution rates for the nurses and the Employer shall be 6.1% of gross basic earnings up to the Canada Pension Plan Yearly Maximum Pensionable Earnings (YMPE) and 7.6% of gross basic earnings over the YMPE.

3904 The Employer and the Union agree to continue the HEBP Healthcare Plan. Nurses shall pay 50% of the cost of the premiums in accordance with the terms of the Plan. The Healthcare Plan shall include the Health Spending Account which is 100% Employer paid.

3905 A Health Spending Account (HSA) which is 100% Employer paid shall continue to be made available for eligible nurses. The HSA shall only apply and be made available to top up the existing benefits provided in the HEBP “Enhanced” Extended Health Benefit Plan and the HEBP Dental Plan.

The annual HSA benefit amounts shall be:

- \$500.00 for full-time nurses
- \$250.00 for part-time nurses

April 1, 2022

- \$700.00 for full-time nurses
- \$350.00 for part-time nurses

For the purpose of the HSA, a nurse is deemed to qualify for the full-time benefit if the nurse has been paid for a minimum of 1,500 hours in the previous calendar year. Hours paid at overtime rates do not count in the annual determination of whether a nurse qualifies for the full-time benefit.

A “year” or “the annual HSA benefit” is defined as the calendar year – January 1st to December 31st.

In order to be eligible for the HSA, a nurse must be enrolled in the “Enhanced” Extended Health Care Plan.

Nurses who become enrolled in the “Enhanced” Extended Health Care Plan will commence HSA coverage following one (1) year participation in the “Enhanced” Extended Health Care Plan.

Unutilized HSA monies are not carried over to the subsequent year.

3906

- (a) Participation in the benefits plans is subject to the provisions of the individual benefit plan.
- (b) Any problems with regard to the insurer(s) acknowledging or honouring any claim(s) is a matter between the nurse and the insurer. The Employer has no liability to honour claim(s) rejected by the insurer(s).

ARTICLE 40 -- OVERPAYMENTS

4001 The Employer may not make deductions from wages unless authorized by statute, by Court Order, by Arbitration Award, by this Collective Agreement, by the Union or to correct an overpayment error made in good faith. Where an error has been made in good faith, the Employer shall be entitled to recover any overpayment made, for a period of time that does not extend further back than twelve (12) months from date of discovery, provided:

- (a) Once the error is discovered, notice and a detailed breakdown of the error is given by the Employer to the affected nurse and the Union within twenty (2) business days of discovery;
- (b) The proposed recovery is made in as fair and reasonable a manner as possible; and,
- (c) The proposed recovery is made over a period of time which is no less than the period during which the overpayment was made unless otherwise agreed between the Employer and the nurse.

In the event the nurse retires from, or leaves the employ of the Employer before the Employer is able to fully recover an overpayment as contemplated in this Article, the Employer shall be entitled to make a full recovery at the time of retirement or termination of employment of that nurse and reduce accordingly any payments that might be owing to that nurse to recover the overpayment.

4002 “Under deduction” shall include, but is not limited to, any statutory deduction, or any other amount for which the nurse has provided their consent to be deducted from their wages, that has not been deducted by the Employer as a result of a good faith error on the part of the Employer.

It is understood that where the Employer is required, or has received consent, to remit a deduction from the wages of a nurse, that the Employer is responsible to ensure those deductions are remitted appropriately and in compliance with the necessary conditions of such remittance. Where the Employer has failed to remit as required and as a result of that failure the nurse has been denied access to a benefit which they would otherwise have received but for the failure to remit, the Union on behalf of the nurse is able to seek, through the grievance process, appropriate redress for any and all incurred losses. All appeal processes under the applicable plan must be exhausted prior to any grievance being initiated through the grievance process. The jurisdiction of an arbitrator appointed pursuant to the grievance process to interpret and apply any applicable benefit plan shall be limited to the application of this provision.

4003 All under deductions are considered to be an accounts receivable and will be deducted from a nurse’s wages when discovered by the Employer.

The deduction will be made in a fair and reasonable manner after notification to the nurse and taking into consideration the amount of the account receivable and the purpose of the amount under deducted.

Where an error has been made in good faith, the Employer shall be entitled to recover any under deduction made, for a period of time that does not extend further back than twelve (12) months from date of discovery.

ARTICLE 41 – STAFF DEVELOPMENT

4101 The Employer shall provide during the normal hours of work a planned orientation program for nurses newly employed including such essential information as policies and procedures that apply in the place of employment, location of supplies and equipment, fire and disaster plans. Further, an orientation program shall be provided upon request for nurses returning from an extended leave of absence.

4102 The Employer shall provide, on a continuing basis, and during the normal hours of work, a program of inservice education for nurses.

4103 The Employer shall provide in a central location, such reference materials as are required in relation to maintaining up to date knowledge of geriatric care.

APPENDIX "A" – SALARIES

Each nurse currently employed within Extendicare (Canada) Inc on date of ratification shall be entitled to a one-time lump sum payment calculated on the following basis:

\$0.50 per hour for all hours paid at the nurse's regular rate of pay between October 1, 2020 and September 30, 2021, subject to a minimum payment of \$500 total between all employers for which the nurse is employed.

For the purposes of this calculation, hours paid excludes all overtime worked.

All statutory deductions will apply to this payment. The lump-sum payment is deemed non-pensionable and is not subject to benefit deductions.

Nurses on a leave of absence shall be deemed to be paid their regular rates based on their pre leave EFT subject to the time period above. Such nurses will receive the payment and will be required to report all earnings to any applicable third party payer/insurer.

As it relates to the minimum \$500 total, where a nurse has not received a minimum payment of \$500 as a total for all Extendicare Facilities from which the nurse has received such payment, the nurse shall have ninety (90) days to provide documentation of all information relevant to entitlements under signing bonus to their Employer(s) and the MNU in order to be appropriately compensated.

November 1, 2018

Hourly salary calculated as (monthly salary x 12) ÷ annual hours. Annual hours = 2080

Monthly salaries include a 1.25 %
increase.

Monthly salaries also include the 2% Long Service Step

Licensed	START	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR	6 YEAR	20 YEAR
Practical Nurse	56402.608	58248.050	60069.477	62283.999	64314.018	66580.688	68951.702	70330.736
	4700.217	4854.004	5005.790	5190.333	5359.501	5548.391	5745.975	5860.895
	27.117	28.004	28.880	29.944	30.920	32.010	33.150	33.813
Registered Nurse	73681.687	76253.258	78832.888	81520.847	84148.614	86864.647	89670.827	91464.244
Registered	6140.141	6354.438	6569.407	6793.404	7012.384	7238.721	7472.569	7622.020
Psychiatric Nurse	35.424	36.660	37.900	39.193	40.456	41.762	43.111	43.973
RN/RPN 20 Year Long Service	75155.320	77778.323	80409.545	83151.264	85831.586	88601.939	91464.244	
	6262.943	6481.527	6700.795	6929.272	7152.632	7383.495	7622.020	
	36.132	37.393	38.658	39.977	41.265	42.597	43.973	
Clinical Resource Nurse/Mental Health Consultant	76481.962	79061.592	81753.513	84381.279	86820.483	89480.333	92224.450	94068.939
	6373.497	6588.466	6812.793	7031.773	7235.040	7456.694	7685.371	7839.078
	36.770	38.010	39.305	40.568	41.741	43.019	44.339	45.225
Clinical Resource Nurse/Mental Health Consultant 20 Years Long Service	78011.602	80642.824	83388.583	86068.905	88556.892	91269.939	94068.939	
	6500.967	6720.235	6949.049	7172.409	7379.741	7605.828	7839.078	
	37.506	38.771	40.091	41.379	42.575	43.880	45.225	

Note: Any nurse who attains 20 years of service with the employer (as defined in Article 2105) but is not on the top step of their current classification scale due to reclassification (LPN to RN/RPN) or promotion, will be moved to the exact same step of the “20 Year Scale” for their current classification (i.e. Step 4 to Step 4). Increments will apply as per the normal terms of the Collective Agreement.

Any nurse who has attained 20 years of service with the employer (as defined in Article 2105) and who is at the 20 year step of their classification and who subsequently upgrades their skills (LPN to RN/RPN) or is promoted, will have the appropriate terms of the collective agreement applied for the purpose of setting basic salary in the new classification. The nurse will then be moved to the exact same step on the “20 Year Scale” for the new classification (i.e. Step 4 to Step 4). Increments will apply as per the normal terms of the Collective Agreement.

APPENDIX "B" -- ACADEMIC ALLOWANCES

The non-cumulative additional rates of pay hereinafter set forth shall be paid to a nurse for academic attainments herein set forth:

- (a) Upon completion of an approved clinical course/program, or CNA Certification in a nursing specialty, or an approved course in Gerontology, or the Rehabilitation Nurse Certificate, or the Nursing Unit Administration Course, or a Registered Nurse with a Registered Psychiatric Nurse Diploma, or the Adult Education Certificate, or an Occupational Health Nursing course, or the University Certificate in Nursing (one year course also called University Diploma in Nursing), or a Baccalaureate Degree in Arts or Science from a recognized university; or the equivalent, provided such preparation is relevant to the position held by the nurse:

\$0.288 per hour for all paid hours

- (b) For a Baccalaureate Degree in Nursing, or a Baccalaureate Degree in Psychiatric Nursing, or a Baccalaureate Degree in Science-Mental Health, or a University Certificate in Nursing, as described in (a) above, in addition to a Baccalaureate Degree in Arts or Science, or the equivalent in the opinion of the Employer:

\$0.577 per hour for all paid hours

- (c) For a Master's Degree in Nursing from a recognized university, or the equivalent in the opinion of the Employer:

\$0.865 per hour for all paid hours

APPENDIX "C" -- OCCUPATIONAL CLASSIFICATIONS

- C.1 Occupational classifications are as follows:
- (a) **RN/RPN** -- A Registered Nurse or a Registered Psychiatric Nurse employed in a general duty position or its equivalent.
 - (b) **L.P.N.** -- A Licensed Practical Nurse is a person entitled to practice under the Licensed Practical Nurses Act of Manitoba.
 - (c) **Mental Health Consultant:** - a RPN (or if funded RN) employed in a consultant position.
 - (d) **Clinical Resource Nurse** - a RN or RPN employed as a Clinical Instructor and Resource Nurse.

APPENDIX "D" – DEFINITION OF FAMILY MEMBER FOR COMPASSIONATE CARE LEAVE

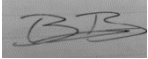
Consistent with clause 2415 (e), the following will be eligible family members for Compassionate Care Leave:

Family members

You can receive compassionate care benefits to care for your:	Or to care for the following family members of your spouse or common-law partner
Child	Child
Wife/husband or common-law partner	
Father or mother	Father or mother either married or common-law
Father's wife or mother's husband	
The common-law partner of your father or mother	
Brothers or sisters and stepbrothers and stepsisters	Brothers or sisters and stepbrothers and stepsisters
Grandparents and step grandparents	Grandparents
Grandchildren and their spouse or common-law partner	Grandchildren
Son-in-law and daughter-in-law, either married or common-law	Son-in-law and daughter-in-law, either married or common-law
Father-in-law and mother-in-law, either married or common-law	
Brother-in-law and sister-in-law, either married or common-law	
Uncle and aunt and their spouse or common-law partner	Uncle and aunt
Nephew and niece and their spouse or common-law partner	Nephew and niece
Current or former foster parents	Current or former foster parents
Current or former foster children and their spouse or common-law partner	
Current or former wards	Current or former wards
Current or former guardians or tutors and their spouse or common-law partner	

A nurse can also take Compassionate Care leave to care for a gravely ill person who considers the nurse like a family member. For instance a close friend or neighbour.

FOR THE EMPLOYER:



Sandra Goers

Michelle Farnell

FOR THE UNION:

Leona Barrett

M. Cherwaty

Tracey Gausel

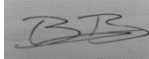
Signed the 20th day of July, 2023.

**MEMORANDUM OF UNDERSTANDING
SUPPLEMENTARY TO THE COLLECTIVE AGREEMENT
BETWEEN
HILLCREST PLACE
AND
HILLCREST NURSES LOCAL 74
OF THE MANITOBA NURSES' UNION**

Re: Manitoba Health Premiums

It is agreed that if Manitoba Health premiums are introduced during the life of the Collective Agreement expiring on October 31, 2024, the parties will meet to discuss and decide on an equitable sharing of the cost of these premiums.

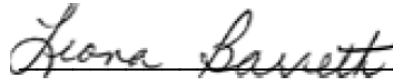
FOR THE EMPLOYER:



Sandra Goers

Michele Farnell

FOR THE UNION:



Signed the 20th day of July, 2023.

**MEMORANDUM OF UNDERSTANDING
SUPPLEMENTARY TO THE COLLECTIVE AGREEMENT
BETWEEN
HILLCREST PLACE
AND
HILLCREST NURSES LOCAL 74
OF THE MANITOBA NURSES' UNION**

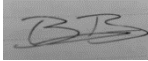
Re: Portability Provisions for Nurses Employed with Extendicare in Manitoba

A nurse who is/was employed with Extendicare in Manitoba and who has successfully completed their probationary period and is awarded a position with another Extendicare Facility and commences employment at the receiving Facility within three (3) weeks of termination of employment will be entitled to portability of benefits as specified below:

1. Accumulated income protection credits;
2. Length of employment for determination of their vacation accrual rate under the receiving Collective Agreement. Vacation will be paid at the sending Facility.
3. Anniversary date of employment for determination of their next increment under the receiving Collective Agreement;
4. Enrolment in a benefit plan(s) subject to the terms of the given benefit plan under the receiving Collective Agreement;
5. Seniority credit subject to the receiving Collective Agreement;
6. Recognition of having successfully completed their probationary period under the sending Collective Agreement;
7. Repayment of Maternity Leave Top-up;
8. Length of employment applicable to pre-retirement leave.

It shall be the responsibility of the nurse to submit a written request to the sending Extendicare Employer for a statement of the foregoing items within 30 days of termination of their employment and request that the statement be sent to the receiving Extendicare Employer, otherwise the nurse shall not be entitled to the foregoing.

FOR THE EMPLOYER:



Sandra Goers

Michele Farnell

FOR THE UNION:

Leona Barrett

M. Cherwaty

Tracey Boush

Signed the 20th day of July, 2023.

**MEMORANDUM OF UNDERSTANDING
SUPPLEMENTARY TO THE COLLECTIVE AGREEMENT
BETWEEN
HILLCREST PLACE
AND
HILLCREST NURSES LOCAL 74
OF THE MANITOBA NURSES' UNION**

Re: Agency Nurses

The Employer commits to making best efforts to minimize to the greatest degree possible the use of nurses employed by outside agencies ("agency nurses") to fill occasional available shifts.

The Employer affirms its commitment that such shifts, including those which result from not filling term or permanent positions for a period of time, will be offered first to Facility nurses in accordance with the provisions of the Collective Agreement. Only when nurses at the Facility are not available will the Facility resort to seeking assistance from outside agencies.

The Employer further agrees to meet with the Union on a quarterly basis through the NAC meeting process, to review trends and data (number of agency nurses used, reasons for use and process management used to attempt to obtain Facility nurses) and explore alternatives to minimize the use of agency nurses to the greatest degree possible.

Included in the data provided will be hours of agency nurses used by classification. Such report will be provided to MNU Central on a quarterly basis to facilitate discussion. It is understood that the information provided may only be discussed at the NAC meetings, and shall not be disclosed or relied upon in any other forum other than the grievance/arbitration procedure.

FOR THE EMPLOYER:



Sandra Goers

Michele Farrell

FOR THE UNION:

Leona Barrett

M. Cherwaty

Tracey Gaudet

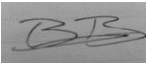
Signed the 20th day of July, 2023.

**MEMORANDUM OF UNDERSTANDING
SUPPLEMENTARY TO THE COLLECTIVE AGREEMENT
BETWEEN
HILLCREST PLACE
AND
HILLCREST NURSES LOCAL 74
OF THE MANITOBA NURSES' UNION**

Re: Date of Ratification

The ratification date of the current Collective Agreement occurred on October 27, 2022.

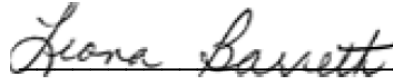
FOR THE EMPLOYER:



Sandra Goers

Michele Farrell

FOR THE UNION:



Signed the 20th day of July, 2023.

**MEMORANDUM OF UNDERSTANDING
SUPPLEMENTARY TO THE COLLECTIVE AGREEMENT
BETWEEN
HILLCREST PLACE
AND
HILLCREST NURSES LOCAL 74
OF THE MANITOBA NURSES' UNION**

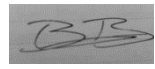
Re: Provisions for Part-time Nurse Occupying more than one Position Within a Facility

For the term of the Collective Agreement expiring October 31, 2024, the Employer and the Union agree to the following terms for a part-time nurse occupying more than one (1) position within a Facility:

- (a) Part-time nurses shall be eligible to apply for and be awarded more than one (1) part-time position within the Facility. Where it is determined that it is not feasible for the nurse to work in more than one (1) position, the nurse will have the option of assuming the position applied for and relinquishing their former position. If approved, it is understood that at no time will arrangements arising under this Memorandum be considered in violation of the Collective Agreement.
- (b) At no time shall the sum of the positions occupied exceed the equivalent of one (1.0) EFT. Notwithstanding the above, it is understood that a nurse who works more than the normal full-time hours in two (2) consecutive bi-weekly periods shall be compensated for the excess hours in accordance with Article 16.
- (c) Where the sum of the positions occupied equals one (1.0) EFT, the status of the nurse will continue to be part-time (i.e., their status will not be converted to full-time), and the provisions of Article 34 will apply based on the total of all active positions occupied, unless specified in this Article.
- (d) All salary-based benefits, i.e., pension and D&R, as applicable, shall be administered pursuant to the Collective Agreement on the basis of the total of all positions occupied.
- (e) All accrued benefits, i.e., vacation and income protection credits, shall be maintained and utilized on the basis of the total of all positions occupied.
- (f) Requests for scheduling of vacation shall be submitted to the Director of Care (or designate) and the said requests will be considered by the Director of Care (or designate) in accordance with the provisions of Article 2109 based upon the nurse's seniority within each nursing unit/department where her positions are regularly scheduled.

- (g) Requests for unpaid or paid leaves of absence shall be submitted to the Director of Care (or designate) and shall be considered by the Director of Care (or designate) in accordance with the appropriate provisions of the Collective Agreement.
- (h) A nurse may hold more than one (1) position only within the same occupational classification.
- (i) Where a part-time nurse is later found to be unable to fulfill the commitment and responsibilities of the position(s), the affected nurse may be required by the Employer to or may, themselves, relinquish one (1) of the positions occupied without any recourse to layoff provisions of the Collective Agreement. In any event, the nurse will be given or will give two (2) weeks written notice to relinquish the position.

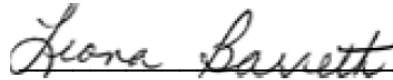
FOR THE EMPLOYER:



Sandra Goers

Michele Farnell

FOR THE UNION:



M. Cherwaty

Tracey Bousch

Signed the 20th day of July, 2023.

**MEMORANDUM OF UNDERSTANDING
SUPPLEMENTARY TO THE COLLECTIVE AGREEMENT
BETWEEN
HILLCREST PLACE
AND
HILLCREST NURSES LOCAL 74
OF THE MANITOBA NURSES' UNION**

Re: Article 34- Special Understanding Re: Part-Time Nurses

It is agreed between the parties that the provisions of Article 3404 shall only apply to those part-time nurses currently employed at Hillcrest Place as at **October 27, 2022** (listed below) and shall not be applied to part-time nurses who are newly employed or transfer under the Portability provisions effective **October 27, 2022** .

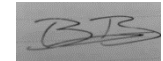
Should any of the nurses listed in this memorandum transfer to another Employer, the entitlements under this provision will cease upon date of termination.

3404 Except for part-time nurses who agree to work on a greater number of weekends, it is understood that a part-time nurse may be required to work on every third (3rd) weekend.

Tracey Boulet
Linda Gradidge
Colette Fischer
Wendy Brogan
Gwen McMullan

Gloria Steed
Laurin Rudyk
Khloe Asham
Angela Grant

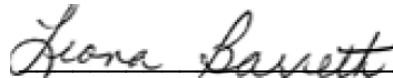
FOR THE EMPLOYER:



Sandra Goers

Michele Farrell

FOR THE UNION:



M. Cherwaty

Tracey Boulet

Signed the 20th day of July, 2023.

**MEMORANDUM OF UNDERSTANDING
SUPPLEMENTARY TO THE COLLECTIVE AGREEMENT
BETWEEN
HILLCREST PLACE
AND
HILLCREST NURSES LOCAL 74
OF THE MANITOBA NURSES' UNION**

Re: Independent Assessment Committee (IAC) Chairpersons

For the term of the Collective Agreement expiring October 31, 2024, the Employer and the Union agree to the following roster of Independent Assessment Committee (IAC) Chairpersons in consideration of Article 1104.

- Jan Currie
- Donna McKenzie
- (Melody Muswaggon)
- Carole Ohryn
- Kim Fraser
- Sandi Mowat
- Laurie Walrus