

COLLECTIVE AGREEMENT

-Between-

**MANITOBA ASSOCIATION OF
HEALTH CARE PROFESSIONALS**

-and-

Diagnostic Services of Manitoba, Inc.

For the Period April 1, 2014 to March 31, 2018

THIS COLLECTIVE AGREEMENT
BETWEEN
THE MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS
(Herein called the "Association")

-and-
Diagnostic Services of Manitoba, Inc.
(Herein called the "Employer")

WHEREAS the Association is the certified bargaining agent for certain specified employees of the Employer; and

WHEREAS the Association and the Employer desire to promote the morale, well-being and security of those employees; and to ensure the continued availability of quality health care services; and

WHEREAS the Association and the Employer have agreed to enter into a Collective Agreement containing terms and conditions of employment of those employees; including provisions as to rates of pay and hours of work;

NOW THEREFORE, in consideration of the premises and covenants herein contained, the Association and the Employer agree with each other **AS FOLLOWS:**

TABLE OF CONTENTS

<u>Article Title</u>	<u>Page</u>
1 Scope and Application of Agreement.....	6
2 Definitions	6
3 Employment Status	9
4 Temporary Employee	10
5 Casual Employee	13
6 Part Time Employee.....	15
7 Occupational Classifications	20
8 Management Rights	22
9 Salaries	22
10 Seniority	24
11 Vacancies, Term Positions and New Positions.....	25
12 Hours of Work and Shift Schedules	29
13 Overtime.....	36
14 Standby and Callbacks	41
15 Emergency/ Disaster.....	50
16 Travel Expenses	51
17 Shift Premium and Weekend Premium	51
18 Annual Vacation	52
19 Income Protection	58
20 Bereavement and Compassionate Leave	68
21 General Holidays.....	70
22 Responsibility Pay	73
23 Leave of Absence	76
24 Parental Leave	82
25 Association Security.....	91
26 Grievance Procedure	96

27 Arbitration Procedure	99
28 Safety, Health and Welfare	100
29 Pre-Retirement Leave	107
30 Discipline and Discharge.....	109
31 Job Security	110
32 Non Discrimination	121
33 Performance Appraisals.....	122
34 Notice of Termination	123
35 Committees.....	123
36 Job Sharing	125
37 Special Provisions Regarding Employees Occupying More than One Position within the Sites Comprising the Regions.....	127
38 Term of Agreement.....	128

***Memoranda of Understanding:**

Employment Security #1	130
Transfer of Service/Mergers/Amalgamation/ Consolidation #2	132
Provincial Health Care Labour Adjustment #3	136
MAHCP Provincial Technical/Professional Recruitment/Retention Planning Committee #4....	137
Grievance Investigation Process #5.....	139
Educational Deferred Salary Leave Plan #6	146
Portability #7	150
Voluntary Transfers to Vacancies (Portability) #8	152
Recruitment and Selection Process #9	154
Regarding Article 2515 #10.....	156

Ten (10) Hour Shift #11.....	159
Twelve (12) Hour Shift #12	162
Organizational Changes - Impact on the Bargaining Unit #13.....	165
Redeployment Principles #15	167
Representative Workforce #16.....	177
Increase of EFT #17.....	179
Overpayments #18.....	181
Health System Sustainability #20.....	183
Recruitment and Retention Commitment #21	186
MAHCP Standardization Process #22	188
Benefits and Pension for Former Civil Service #26.....	189
Temporary Transfer of Employees within the RHA #27.....	190
Northern Isolation/Remoteness Allowance #29 A) Northern Region East	192
Northern Isolation/Remoteness Allowance #29 B) Northern Region West	194
Bonus Vacation Week #30.....	196
Stand By Duties (Snow Lake) #31	197
EKG's #32	198
Stand By Duties (Vita) #33.....	200
Eight Point Five (8.5) Hour Shifts (Ste. Anne) #34.....	201
Laboratory Technician PIO #35	204
Department Assistant Course #36	205
Seniority Sequencing #37	206
Application of Seniority - One Collective Agreement #38.....	207
Master Signature Page	211

**Some MoU numbers have been deliberately left blank to ensure consistency in numbering across all collective agreements*

SCHEDULE "A" - Salaries	214
SCHEDULE "B" - Academic Allowances	228
SCHEDULE "C" - Units of Organization.....	229
SCHEDULE "D" - Remoteness Allowance Northern Region (East)	231
SCHEDULE "E" - Remotenss Allowance Northern Region (West)	234
APPENDIX "1" - Remoteness Allowance Eligibility Claim Form - Northern Region (East)	237
APPENDIX "2" - Remoteness Allowance Eligibility Claim Form - Northern Region (West)	240
APPENDIX "A" - Classifications.....	243
APPENDIX "B" - Regional Facilities.....	248
APPENDIX "C" - Hours of Work.....	249

ARTICLE 1: SCOPE AND APPLICATION OF AGREEMENT

- 101 The Employer recognizes the Association as the sole bargaining agent for employees in the bargaining units defined in the Manitoba Labour Board Certificate MLB-6291 or subsequent amendments thereto.
- 102 If the Employer and the Association disagree as to whether a person is an employee within the terms of the Manitoba Labour Relations Act, and appropriate for inclusion within this Agreement, then either or both of them may refer the matter to the Manitoba Labour Board for a ruling.
- 103 If the Manitoba Labour Board rules that such person is an employee within the terms of the Manitoba Labour Relations Act, and appropriate for inclusion in this Agreement, then the Employer and the Association agree to meet forthwith to negotiate the classification and salary schedule for that employee, for inclusion in this Agreement. If the Employer and the Association are unable to reach an agreement on the classification and/or salary schedule, then either or both of them may refer the matter for Arbitration as provided for in the Grievance Procedure.
- 104 No employee shall enter into any separate agreement which conflicts with the provisions hereof.

ARTICLE 2: DEFINITIONS

Wherever used in this Agreement, the following words shall have the meaning hereinafter set forth.

Where the context so requires, masculine and feminine terms or singular and plural terms shall be considered interchangeable:

201 APPROVED TRAINING means training as approved by the authorized parent society.

202 BASIC PAY, RATE or SALARY means the amount indicated in SCHEDULES "A" and "B" plus shift premiums for employees on permanent evenings and/or nights.

203 a) Probationary Employee - means an employee who has not completed six (6) months or five hundred and twenty (520) hours (whichever comes first) of continuous full-time or part-time employment. Until such time as an employee has completed her probation period, she may be subject to discharge for just cause without recourse to the grievance procedure. In the event that an employee is to be discharged during the probation period, written notice shall be served to the employee and the Association.

The probation period for any given employee may be extended after consultation with the Association.

b) Time frames of continuous employment mentioned in subsection (a) above will be extended for any period of unpaid leave, sick leave, or Worker's Compensation in excess of two (2) calendar weeks.

204 Concordia Hospital and Misericordia Health Centre only:
A shift shall mean the daily hours of work established under 1201.

- 205 For identification purposes, shifts will be named as follows:
- a) Day shift means a shift in which the major portion occurs between 0800 hours and 1600 hours.
 - b) Evening shift means a shift in which the major portion occurs between 1600 hours and 2400 hours.
 - c) Night shift means a shift in which the major portion occurs between 2400 hours and 0800 hours.
- 206 Weekend means the period of approximately forty-eight (48) hours which commences at or about 0001 hours on Saturday and ends at or about 2400 hours on Sunday.
- 207 Transfer means a change by an employee from one position to another position with the same salary range.
- 208 Bi-weekly period means two (2) consecutive weeks constituting the regular pay period.
- 209 St Boniface Hospital only:
Failure to become registered or maintain registration may result in the employee being dismissed at the discretion of the Employer. Employees eligible for registration must register at the first opportunity.
- 210 For Southern Region, Northern Region (West) and Northern Region (East) only:
The term “site” shall mean the facility(ies) /program(s) within the DSM Regions as listed in Appendix B.

- 211 Definition of Continuous Service/Length of Employment
“Length of Employment” shall mean the period of time since an employee last became a full-time, part-time or temporary employee for purposes of calculating all entitlements pursuant to this 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, part-time or temporary status to casual status shall be considered a break in service and no period of casual employment or prior full-time, part-time or temporary employment shall be included in an employee’s length of employment or length of service even when a casual employee subsequently becomes a full-time, part-time or temporary employee.”
- 212 Demotion means a change of employment from one classification to another classification with a lower maximum rate of pay within the bargaining unit.
- 213 Promotion means a change of employment from one classification to another classification with a higher maximum rate of pay within the bargaining unit.

ARTICLE 3: EMPLOYMENT STATUS

- 301 Employees will be advised of their employment status at the time of their commencement of employment and at the time of any subsequent change and a copy will be placed in the employee’s personnel file.
- 302 An employee means a person employed by the Employer in a position which is included in the bargaining unit.

- 303 Full-time Employee - means an employee who is scheduled on a regular ongoing basis to work the regular hours described in Article 12 (Hours of Work). A full-time employee is covered by all provisions of this Agreement, unless otherwise specified.
- 304 Part-time Employee - means an employee who regularly works less than the hours of work as set out in Article 12 (Hours of Work), on a scheduled and recurring basis.
- 305 Casual Employee - means an employee who is called in occasionally by the Employer to:
- a) replace a full-time or part-time employee; or
 - b) to supplement regular staff coverage in situations of unforeseen staff shortages.
- 306 Temporary Employee - means an employee ~~engaged~~ hired into a term position for a fixed period of time or until completion of a particular project or special assignment.

ARTICLE 4: TEMPORARY EMPLOYEE

- 401 A temporary employee shall not be ~~engaged~~ **hired** for a period greater than fifty-four (54) weeks unless mutually agreed by the Association and the Employer. (This provision shall not apply in situations where an employee is absent indefinitely due to illness, injury or WCB claim.) In these cases, the maximum duration of such leave and the maximum duration of the term of employment to replace that employee shall be twenty-four (24) months. Such employee is covered by the terms of this Agreement.

For situations related to WCB and/or illness and/or accident and/or Maternity/Parental Leave, Compassionate Care Leave or where there is a term vacancy due to leave for public office where a definitive expiry date cannot be specified, the Employer shall state on the job posting that the said term position will expire upon the return of the current incumbent to his position, subject to a minimum of forty-eight (48) hours' notice. Any term positions directly resulting from the above procedure will be posted in the same manner.

- b) A temporary employee hired for a particular project or special assignment may be required to complete the term, project, or assignment for which she was engaged before being considered for another position within the bargaining unit. At the conclusion of the term for which she was engaged, the temporary employee shall be entitled to exercise her seniority rights when applying for vacant positions for which she is qualified.
- c) A temporary employee hired to temporarily replace a permanent employee shall be entitled to exercise her seniority rights to obtain a vacant position for which she is qualified prior to the expiration of her term.
- d) A temporary employee may not be eligible for transfer during her probationary period.
- e) A temporary employee may be required to complete a further probationary period up to a maximum of three (3) months upon assuming another position in the bargaining unit if that

position is within a different discipline or specialized area of practice.

- f) A temporary employee shall have no seniority rights in matters of demotion, layoff and recall.
- g) A term employee who is awarded a position and who commences employment within six (6) weeks of termination of their previous position will be entitled to transfer of benefits from their previous position to their new position as specified below:
 - i) accumulated income protection benefits;
 - ii) length of employment applicable to rate at which vacation is earned;
 - iii) length of employment applicable to pre-retirement leave;
 - iv) length of employment applicable for qualification for the Magic 80 pension provisions;
 - v) length of employment applicable to next increment date;
 - vi) continuation of all Benefit Plans subject to reapplication in accordance with HEB plan rules;
 - vii) seniority credits.
- h) A temporary employee shall not be terminated and re-hired for the purpose of extending the period of temporary employment in the same position without prior approval of the Association. Where a temporary employee completes her term of employment and is the successful applicant for a different consecutive term position, it shall not be

deemed to be an extension of the original term position.

ARTICLE 5: CASUAL EMPLOYEE

501 Casual Employee means an employee as defined under Article 305.

The terms of this Collective Agreement shall not apply to casual employees except as provided below.

- a) Casual employees shall receive vacation pay calculated at the rate of six percent (6%) of hours worked in any given bi-weekly period.
- b) Casual employees shall be paid not less than the start rate or more than the end rate of the position to which they are assigned.
- c) Casual employees shall be entitled to shift premium as outlined in Article 17 (Shift Premium and Weekend Premium).
- d) Casual employees required to work on a recognized holiday, including Remembrance Day, shall be paid at the rate of time and one half (1.5X) their basic rate of pay.
- e) Casual employees shall be entitled to compensation for overtime worked in accordance with Article 13 (Overtime).
- f) Casual employees are not guaranteed any specific number of hours of work. The provisions of the hours of work article respecting meal periods and rest periods shall apply to casual employees.

- g) The Employer agrees to deduct Association dues from casual employees in accordance with Article 25 (Association Security). In the event that no wage payment is made during any pay period, the Employer shall have no responsibility to deduct or submit dues for that pay period.
- h) A casual employee reporting for work as requested by the Employer and finding no work available shall be granted three (3) hours pay at her basic rate of pay.
- i) Casual employees placed on Standby shall be entitled to compensation in accordance with Article 13 (Standby and Callbacks).
- j) Articles 26 and 27 (Grievance Procedure and Arbitration Procedure) contained in the Collective Agreement apply to casual employees only in respect to matters of this Article.
- k) Casual employees shall be entitled to retroactive salary increases on the same basis as full-time and part-time employees.
- l) Effective July 17, 2000 except where a different date is listed below, casual employees shall accrue seniority for hours worked only for the sole purpose of applying for a job posting relative to other casual employees and only where there are no qualified full-time or part-time applicants currently in the bargaining unit. The seniority hours accrued during the period of casual employment shall not be carried over to employment in a permanent or term position.

Effective dates:

Misericordia Health Centre
Northern Regional West

July 28, 2000
August 1, 2000

- m) Casual employees shall receive increments on the basis of one (1) increment upon completion of the full-time equivalent hours, in accordance with Article 1201. Such increment shall be applied on the first day of the first pay period following completion of the full-time equivalent hours.

ARTICLE 6: PART-TIME EMPLOYEES

- 601 Part-time employee means an employee as defined under Article 304. Part-time employees shall be covered by all provisions of this Agreement, unless otherwise specified, and will receive a pro-rata share of salary, annual vacations, income protection credits and pre-retirement leave.
- 602 Part-time employees will be paid four point six two (4.62) percent of their basic pay in lieu of time off on general holidays or alternative time off. Such holiday pay shall be included on each regular pay cheque, and is in addition to payment for time worked on a general holiday.
- 603 a) Unless otherwise mutually agreed between the employee and the Employer, part-time employees shall receive their entitled vacation over a period of time equivalent to the vacation period of a full-time employee, who is earning vacation at that same rate.

Vacation time is to be utilized or scheduled on day(s) that the part-time employee would

otherwise be scheduled to be at work as part of her/his established EFT.

Part-time employees are not entitled to unpaid vacation days.

- b) Part-time employees shall earn vacation pay on a pro-rata basis in accordance with this formula:

$$\frac{\text{Hours Paid at Regular Rate of Pay}}{\text{Full-time hours}} \times \text{Entitlement of a Full-time Employee}$$

Actual vacation accrual rate will be based on years of service. Accumulated hours, based on their normal EFT, shall govern the amount of paid vacation time for the current vacation year.

Part-time employees, who work additional available shifts or hours, shall accrue vacation pay on the additional available shifts or hours worked.

Such additional vacation pay shall at the option of the employee, be as follows:

- i) as vacation if that was the Employer's past practice/policy as at December 31, 2010;
- ii) as additional vacation pay on any day not scheduled to work;
- iii) on an annual basis on a payday just prior to or subsequent to the end of the vacation year, dependent on Employer policies.

- 604 a) Applicable to all DSM Sites and Regions, except as noted below:

Part-time employees who make it known to the Employer, in writing, that they are willing to work occasional additional shifts shall be given preference for such shifts at their site over casual employees provided such written notice is provided prior to the shift being awarded to a casual employee. However, such shifts shall not be construed as a change of shift or a callback, provided that the part-time employee has worked less than the hours of work outlined in Article 12.

Part time employees who are offered and decline extra available shifts, are not entitled to make any claim for that shift over other part time or casual employees to whom the shift was subsequently awarded to.

b) St Boniface Hospital only:

Part-time employees who make it known to the Employer, in writing, that they are willing to work occasional additional shifts shall be given preference for such shifts over casual employees, provided that the part-time employee has worked less than the hours of work outlined in Article 1201. However, such shifts shall not be construed as a change of shift or a callback.

c) Concordia Hospital only:

Part-time employees who make it known to the Employer, in writing, that they are willing to work occasional additional shifts shall be given preference for such shifts over casual employees. Such additional shifts shall be offered on a seniority basis. It is further understood that such additional shifts shall be offered only to the extent that they will not incur any overtime costs to the Employer.

d) Southern Region, Northern Region (West) and Northern Region (East):

Part-time employees who make it known to the Employer, in writing, that they are willing to work occasional additional shifts shall be given preference over casual employees, with such preference being given on the following basis within the sites comprising the Region:

- i) first, among those employees within that site;
- ii) second, among those employees from other sites comprising the Region.

However, such shifts shall not be construed as a change of shift or a callback, provided that the part-time employee has worked less than the hours of work outlined in Article 12.

605 a) A part-time employee reporting for work as scheduled who is sent home because of lack of work shall receive pay for the scheduled hours not worked.

b) A part-time employee reporting for work at the Employer's request in the event of an unforeseen staff shortage shall be paid no less than three (3) hours at her basic rate.

606 a) Victoria General Hospital only:

A part-time employee will normally be granted an increment within the salary range of her classification as follows:

- i) Annually on her anniversary date if she worked at least 1008 regular hours since her previous anniversary date; or

- ii) Otherwise every second year on her anniversary date.

b) Southern Region, Northern Region (West) and Northern Region (East) Seven Oaks General Hospital only:

A part-time employee shall receive increments (calculated from the date of her last increment or her starting date as the case may be) on the basis of one (1) increment for each 1343 hours worked or one (1) years' service, whichever occurs later. In the case of the increment being given on the basis of 1343 hours worked, it shall be applied to the pay period next following completion of 1343 hours worked.

An employee whose employment status changes from part-time to full-time shall be entitled to receive an increment on the latter of:

- i) one (1) calendar year from the current date of her last increment, or starting date as the case may be; or
- ii) on completion of 1343 hours calculated under the formula:

$$B = 2015 - (A \times 3/2)$$

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

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

ARTICLE 7: OCCUPATIONAL CLASSIFICATIONS

- 701 The brief descriptions, listed in Appendix "A" are intended to illustrate the general terms under which positions are classified in this Agreement. In each instance, a classification is based on procedures, duties and responsibilities specified in the job description in effect at the time this Agreement was negotiated. The Employer reserves the right to assign duties and responsibilities and to alter job descriptions, but is required to negotiate the value of any material change in job content during the term of this Agreement.
- 702 a) In the event that the Employer creates a new classification, or alters an existing classification, the job description and wage rate for such classification shall be established by the Employer with notification to the Association and affected employees. Written notice of objection must be given to the Employer by the Association within forty-five (45) calendar days after the notification above or such classification and wage rate shall be considered approved and shall form part of the Agreement.
- b) Where the Association objects to the wage rate for a new or altered classification established by the Employer, as referenced in a) above, the parties shall commence negotiations and attempt to reach agreement as to an appropriate salary range within 30 days. Failing such agreement, the matter shall be referred to arbitration in accordance with Article 27 - Arbitration.

- c) Any dispute as to whether a classification falls within the bargaining unit shall be referred to the Manitoba Labour Board for determination.
- d) Where an employee believes that there has been a material or substantial change in her job content since she was last classified, she shall be entitled to request a review of her classification.
- e) The Employer will examine the duties of the employee, compare them with job description and give a decision as to the validity of the request.
- f) If the decision in (e) is not satisfactory to the employee, she may treat this request for change in classification as a grievance as defined in Article 26.
- g) A revision to an existing job description to reflect more accurately the job content of any classification shall not necessarily constitute evidence of a change in job content.

703 The Employer agrees to provide the Association with a current copy of job descriptions for all classifications which fall within the scope of this Agreement within sixty (60) days of signing.

The Employer further agrees to provide the Association and the affected employee(s) with copies of any subsequent amendments to these job descriptions within thirty (30) calendar days following their revision.

Any revision to a job description shall be discussed with the affected employees prior to implementation.

ARTICLE 8: MANAGEMENT RIGHTS

801 Except as expressly provided in this Agreement, the Employer has the authority and responsibility to manage, operate and generally regulate its facility, affairs and functions.

802 The Employer agrees to exercise its management rights and to administer the terms of this Agreement in a consistent, equitable and non-discriminatory manner.

ARTICLE 9: SALARIES

901 Salaries shall be paid to each employee in accordance with Schedules "A" and "B" which are attached to and form part of this Agreement.

Northern Region (West) and Northern Region (East):

Salaries shall be paid to each employee in accordance with Schedules "A", "B" and "D" which are attached to and form part of this Agreement.

902 In implementing this Agreement, each employee shall be placed not lower than the same increment level and in the same classification to which she was entitled under the previous Agreement.

903 An employee's anniversary date for incremental purposes shall be the date on which she last commenced employment with the Employer, except as per Article 904. Increments shall be paid effective from the actual anniversary date.

904 a) Increments will not be delayed due to a paid leave of absence, or an unpaid leave of absence of four (4) weeks or less or an employee participating in a return to work program. An employee's anniversary date for increment purposes shall be delayed by one (1) day for each day of unpaid leave of absence in excess of four (4) weeks.

b) Applicable at Victoria General Hospital only:
Increments will not be delayed due to an educational leave of absence up to one (1) year.

905 The minimum salary of a newly hired employee will be determined by experience:

- a) on an equivalent full-time basis; and,
- b) related to the position applied for and held; and,
- c) in accordance with the following table:

	<u>1 Yr.</u>	<u>2 Yr.</u>	<u>3 Yr.</u>	<u>4 Yr.</u>
1 year in previous 3 years	XX			
2 years in previous 4 years		XX		
3 years in previous 5 years			XX	
4 years in previous 5 years				XX

906 Salaries shall be quoted in terms of gross hourly rates and equivalent gross annual rates.

907 Equivalent gross annual rates shall be calculated as follows:

Annual rates = gross hourly rates x annual hours as per Schedule A

- 908 An employee shall be entitled to payment of all wages, vacation pay and other benefits on the next payroll processing date after termination or death.
- 909 Where applicable, employees who are eligible for registration shall be paid at the start rate shown in Schedule "A" until the anniversary date immediately following registration.

ARTICLE 10: SENIORITY,

- 1001 Seniority shall be defined as the total accumulated regular hours paid from the last date the employee entered the bargaining unit. Seniority accumulated prior to the date of signing of this Agreement shall be retained.
- 1002 Seniority of an employee will continue to accrue during:
- a) any period of paid leave of absence or income protection;
 - b) absence on Workers' Compensation for up to two (2) years;
 - c) unpaid leave of absence of four (4) weeks or less;
 - d) layoff of twenty-six (26) weeks or less;
 - e) educational leave of two (2) years or less;
 - f) she is on any period of Maternal and/or Parental Leave;
 - g) any period of approved unpaid leave of absence for Association purposes of up to one (1) year;
 - h) any period of unpaid leave of absence due to injury or illness which may be compensable by 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.

- 1003 Seniority will be retained but will not continue to accrue during:
- a) unpaid leave of absence of more than four (4) weeks;
 - b) absence on Workers' Compensation benefits for more than two (2) years;
 - c) educational leave in excess of two (2) years;
 - d) layoff more than twenty-six (26) weeks and not more than five (5) years.
- 1004 Seniority will terminate if an employee:
- a) resigns or retires;
 - b) is discharged and is not re-instated;
 - c) is laid off for more than five (5) years.
 - d) is promoted or transferred to a permanent position outside of the bargaining unit and completes the trial period.

ARTICLE 11: VACANCIES, TERM POSITIONS AND NEW POSITIONS

- 1101 Promotion means a change of employment from one classification to another classification with a higher maximum rate of pay within the bargaining unit.
- a) Upon promotion, an employee shall receive a salary within the salary range applicable to her new classification, which provides an increase of at least 5% above her former salary.
 - b) An employee's anniversary date for the purpose of annual increment shall not be changed as a result of a promotion.

- 1102 All vacancies which fall within the scope of this Agreement shall be posted for at least seven (7) calendar days. Such postings shall state the classification, job title, required qualifications, site(s)/work location(s), current or anticipated shift and hours of work, and wage rate. A copy of the posting shall be sent to the Association office within the posting period. Job descriptions shall be available to applicants upon request.
- 1103 Seniority shall be considered as a factor in vacancy selection (including promotion and transfer) and if all other selection criteria are relatively equal, it shall be considered as the governing factor. Selection criteria shall be available to applicants on request.
- 1104 In a selection process where there are external applicants and the selection criteria are relatively equal amongst applicants, preference shall be given to employees presently in the employ of the Employer who have submitted a written application for the vacant, term or new position.
- 1105 An employee who applies for a posted vacancy and who is unsuccessful shall be, upon written request, given the reasons in writing as soon as reasonably possible.
- 1106 All promotions and voluntary transfers are subject to a three (3) month trial period, which may be extended up to an additional three (3) months if the Employer so requests and the Association agrees.
- 1107 a) Applicable to all DSM Sites and Regions except as noted below:

During the trial period, if the employee proves to be unsatisfactory in the new position, or if she wishes to revert voluntarily, she shall be returned to her former position if reasonably possible. All other employees so affected shall be returned to their former positions if reasonably possible. An employee not returned to her former position shall be returned to her former occupational classification, employment status and step on scale including any increments or general increases that occurred during that period.

b) Southern Region, Northern Region (West) and Northern Region (East):

During the trial period, if the employee proves to be unsatisfactory in the new position, or if she wishes to revert voluntarily, she shall be returned to her former position if reasonably possible. All other employees so affected shall be returned to their former positions if reasonably possible. An employee not returned to her former position shall be returned to her former occupational classification and employment status and where reasonably possible, site.

1108 a) Applicable to all DSM Sites and Regions, except as noted below:

A full-time or part-time employee, not applicable to other than a temporary employee, who accepts a term position, will be returned to her former position at the completion of the term position if reasonably possible. An employee not returned to her former position shall be returned to her former occupational classification and employment status and step on scale including any increments or

general increases that occurred during that period and where reasonably possible, site.

b) Southern Region, Northern Region (West) and Northern Region (East):

A full-time or part-time employee not applicable to other than a temporary employee, who accepts a term position, will be returned to her former position at the completion of the term position if reasonably possible. An employee not returned to her former position shall be returned to her former occupational classification, employment status, and step on scale including any increments or general increases that occurred during that period and where reasonably possible, site.

- 1109 The Employer and the Association are committed to reasonable accommodation in a manner that respects the dignity and privacy of the employee. Reasonable accommodation is the shared responsibility of the employees, the Employer and the Association.

Where a need has been identified, the parties will meet to investigate and identify the feasibility of accommodation that is substantial, meaningful and reasonable to the point of undue hardship.

Where necessary, relevant provisions of the Collective Agreement may, by mutual agreement between the Association and the Employer be waived.

An employee who through advancing years or disablement, is unable to perform her regular duties, shall be given preference for transfer to any suitable vacant position within the bargaining unit which requires the performance of lighter work of which she

is capable. She will be paid at the same increment level in the new position as she was paid in her previous position.

- 1110 Northern Region (West) and Northern Region (East):
No employee shall be promoted to a position outside the bargaining unit **without** her consent. An employee who is promoted to a position outside of the bargaining unit and who wishes to return or is returned by the Employer to the bargaining unit within three (3) months following such a promotion shall retain seniority accumulated up to that date of seniority. This provision shall not be deemed to grant employees the right to refuse temporary assignments made in accordance with Article 22.

ARTICLE 12: HOURS OF WORK AND SHIFT SCHEDULES

- 1201 Regular hours of work will be (See Schedule A):
- a) 2015 annual hours
seven and three-quarter ($7 \frac{3}{4}$) consecutive hours per day, an average of seventy-seven and one-half ($77 \frac{1}{2}$) hours per bi-weekly period. OR
 - b) 1950 annual hours
seven and one half ($7 \frac{1}{2}$) consecutive hours per day, an average of seventy-five (75) hours per bi-weekly period. OR
 - c) 1885 annual hours
seven and one-quarter ($7 \frac{1}{4}$) consecutive hours per day; an average of seventy-two and one-half ($72 \frac{1}{2}$) hours per bi-weekly period. OR

d) 2080 annual hours

eight (8) consecutive hours per day; an average of eighty (80) hours per bi-weekly period.

as is applicable to the classification.

1202 Regular hours of work shall be deemed to:

- a) Include a rest period of fifteen (15) minutes [twenty (20) minutes DSM HSC, DSM Northern (East), DSM Northern (West), DSM Southern Regions] minutes to be scheduled by the Employer during each continuous three hour period of duty
- b) Exclude a meal period of at least thirty (30) minutes to be scheduled by the Employer during each working day.
- c) Meal periods and rest periods shall not be combined unless mutually agreed between the Employer and the employee on an incidental basis.
- d) Applicable to St. Boniface and DSM St. Boniface Only: During evening and night shifts, regular hours shall include meal periods and rest periods.

1203 Shift schedules governing a period of two (2) weeks or more shall be posted not less than one month before the first day of the schedule.

1204 Employees desiring to exchange shifts shall jointly apply to do so, in writing, as far in advance as possible.

1205 Any exchange in shifts requested by employees and approved by the Employer shall not result in overtime costs to the Employer.

1206 Except by mutual agreement between the Employer and a majority of the affected employees, shift schedules shall provide for:

a) not less than fifteen (15) hours off between shifts;

b) not less than eight (8) days off in any two consecutive pay periods;

c) not more than seven (7) consecutive working days, except that eight (8) consecutive days may be required to comply with another provision of this Article or to accommodate scheduling requests over a general holiday long weekend.

d) Northern Region (West) and Northern Region (East):

It is understood that, on changeover from evenings to days, a period of not less than one (1) shift off between shifts is acceptable.

1207 a) Applicable to all DSM Sites and Regions, except as noted below:

Employees shall be given as many weekends off as is reasonably possible. The Employer shall endeavour to schedule employees to work not more than one weekend in every four.

The Employer shall schedule employees to work not more than one weekend in every two.

- b) Misericordia Health Centre, Concordia Hospital and Seven Oaks General Hospital only:

Except by mutual agreement between a majority of affected employees and the Employer, shift schedules shall provide for as many weekends off as is reasonably possible. The Employer shall endeavour to schedule full-time employees to work not more than fifty (50%) percent of weekends.

- c) Victoria General Hospital only:

The Employer shall endeavour to schedule employees to work not more than one (1) in four (4) weekends.

- d) St. Boniface Hospital only:

Unless otherwise mutually agreed by the Employer and a majority of the employees affected, all shift schedules shall provide:

No more than two (2) consecutive weekends of schedule duty, with as many weekends off as reasonably possible.

- e) Northern Region(West) and Northern Region (East) only:

Except by mutual agreement between an employee and the Employer, shift schedules shall provide for as many weekends off as is reasonably possible with each employee receiving a minimum of one (1) weekend off in three (3).

- f) Southern Region only:

Except by mutual agreement between a majority of employees and the Employer, shift schedules shall provide for as many weekends off as is reasonably

possible with each employee receiving a minimum of one (1) weekend off in three.

- 1208 a) Applicable to all DSM Sites and Regions, except as noted below:

Whenever reasonably possible, days off shall be granted consecutively.

- b) Northern Region (West) and Northern Region(East) only:

The Employer shall attempt to provide consecutive days off and/or days off in conjunction with weekends off.

- c) Victoria General Hospital only:

When making up the shift schedule, the Employer shall attempt to provide consecutive days off and connected to the weekend off where reasonably possible.

- d) St. Boniface Hospital only:

Unless otherwise mutually agreed by the Employer and a majority of the employees affected, all shift schedules shall provide not less than two (2) consecutive days off at any one time except on a changeover from day shift to evening shift.

- 1209 Unless given seven (7) days prior notice, a full-time employee who works on a day which she was not scheduled to work shall be paid the greater of double time or overtime rates. This Article will not apply to employees on Standby.

- 1210 Unless given seven (7) days prior notice, an employee whose shift is changed shall be paid at overtime rates

for the first shift worked which varies from the posted schedule.

1211 a) Applicable to all DSM Sites and Regions, except as noted below:

If the Employer considers implementing a significant change to the normal work day, start and finish times, normal shift of work, normal work week, or normal rotation of shifts the Employer will attempt to obtain the agreement of a majority of affected employees at a meeting held to discuss and consider such changes. A properly designated representative of the Association shall be given seven days' notice for an opportunity to attend this meeting and to express the Association's opinion in regard to any proposal of the Employer and to submit any alternate proposals for consideration. Failing implementation of the alternate proposals, a written explanation shall be sent to the Association. If after due consideration the Employer still plans to implement the change, the affected employees will be given at least sixty (60) days' notice. Notice time may be adjusted by mutual agreement between the Association and the Employer.

b) St. Boniface Hospital only:

The Employer may, upon receiving the agreement of a majority of affected employees, such agreement to be obtained at a meeting of such employees, called for that specific purpose, change the normal work day, normal shift of work, normal work week or normal rotation of shift in accordance only with the terms of such agreement, provided a properly designated representative of the Association shall have the opportunity to appear at any meeting as aforesaid and shall be given the

opportunity to express her opinions in regard to any proposals of the Employer. If after discussion the Employer still considers it necessary to make a change in the shift of an employee or group of employees, the affected employees shall be given at least ninety (90) days' notice.

- 1212 Employees 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 evening or night shifts unless otherwise mutually agreed. This provision does not apply to employees who have agreed to work permanently on evening shift or night shift or who have accepted a position that has been posted as having a non-conforming shift pattern.

- 1213 Upon request, an employee who is required to commence or terminate her shift between 0001 hours and 0600 hours, and who does not have her own transportation, will have transportation provided by the Employer.

1214 Self-Scheduling and/or Flex-Time Provisions

This Article shall not preclude the implementation of self-scheduling and/or flex-time by mutual agreement between the Association and the Employer. Any such agreement shall take the form of an addendum attached to and forming part of this agreement.

- 1215 An employee who is required to remain on duty or return to work during her meal period shall be paid at overtime rates for that entire meal period.

- 1216 Whenever an employee is called in to work within one (1) hour of the start of the shift and reports for duty within one (1) hour of the start of shift, she 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.
- 1217 St. Boniface Hospital only:
Where an employee is required to attend a staff meeting on a scheduled day of rest, she shall be compensated in accordance with the terms of this agreement.
- 1218 St. Boniface Hospital only:
Requests for specific scheduled days off shall be submitted in writing prior to posting of the schedule, and will be accommodated if considered possible by the Employer.

ARTICLE 13: OVERTIME

- 1301 Overtime shall mean any authorized time worked in excess of regular hours established under Article 12.
- 1302 The Employer shall designate the manner in which overtime is to be authorized.
- 1303 An employee shall not be required to alter her scheduled hours of work to offset any overtime worked.
- 1304 a) Applicable to all DSM Sites and Regions, except as noted below:
There will be no payment for occasional overtime of less than fifteen (15) minutes in one day.

- b) Concordia Hospital, Misericordia Health Centre, Southern Region, Northern Region (West) and Northern Region (East) only:

There will be no payment for occasional overtime of less than fifteen (15) minutes in one day unless scheduled.

- c) St. Boniface Hospital only:

There will be no payment for occasional overtime periods of less than fifteen (15) minutes per day. There will be no payment for overtime or deduction for occasional tardiness of less than fifteen (15) minutes per day.

- 1305 a) Applicable to all DSM Sites and Regions, except as noted below:

Overtime rates shall be:

- i) one and one-half times ($1\frac{1}{2}X$) for the first three (3) hours of authorized overtime in any one day
- ii) two times (2X) the basic rate of pay for authorized overtime in excess of three (3) hours in any one day
- iii) two times (2X) the basic rate of pay during the second of two consecutive shifts;
- iv) two and one-half times ($2\frac{1}{2}X$) the basic rate on a general holiday;
- v) for time worked on a day not scheduled to work - see Article 1209.

- b) Victoria General Hospital only:

Authorized overtime for employees shall be compensated as follows:

- i) One and one half ($1\frac{1}{2}$) times the employees basic rate during the employees first two(2) hours of overtime on a scheduled work day and

- two (2) times the employees basic rate for any additional hours on that same day.
- ii) Two (2) times the employees' basic rate on a full-time employees scheduled day off.
- iii) Two (2) times the employees basic on the second of two consecutive shifts; or
- iv) Two and one half (2 ½) times the employees basic rate on a general holiday.

1306 Article 1305 c) will be interpreted on the following basis:

- a) Two consecutive shifts shall be deemed to occur when staff work to the regular stop time of the second shift and where:
 - i) The two shifts overlap (stop time and start time) by seventy-five (75) minutes or less;
 - ii) The two shifts are continuous (no overlap or gap); or,
 - iii) The two shifts have a gap (between end time and start time) of forty-five (45) minutes or less.
- b) For periods of overlap, staff shall not get the period of overlap paid twice. The rate of payment for the period of overlap shall be calculated based on time worked as part of the regularly scheduled shift. For clarification Article 1216 does not have application related to this Agreement.
- c) The parties have agreed that the ability to work the entirety of the additional shift as well as the rate of pay/overtime attributable to the additional shift are relevant factors for consideration by management when distributing additional available shifts.

1307 If mutually agreed upon, an employee may be granted paid time off equivalent to and in lieu of the overtime payment to which she would otherwise be entitled.

- 1308 a) Applicable to all DSM Sites and Regions, except as noted below:
An employee performing overtime for a period in excess of two (2) hours shall be granted five dollars (\$5.00) for a meal and a further five dollars (\$5.00) for each subsequent four (4) hour overtime period.
- b) Southern Region, Northern Region (West) and Northern Region (East) and Concordia Hospital only:
An employee required to work overtime without advance notice for a period in excess of two (2) hours immediately following her/his regular shift shall be paid one non-cumulative meal allowance of seven dollars (\$7.00) effective date of ratification; eight dollars (\$8.00) effective April 1, 2012.
- 1309 For purposes of determining overtime entitlement, all paid leave shall be considered as hours worked.
- 1310 No employee shall be required to work overtime against his wishes when other employees who are capable and qualified to perform the duties are willing and available to perform the required work.
- 1311 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 regular meal/rest periods shall occur.
- 1312 a) Applicable to all DSM Sites and Regions, except as noted below:

Telephone Consultation(s)

When an employee is consulted by telephone outside of her regular working hours and is authorized to handle bona fide work related matters without returning to the work place, the following shall apply:

- i) An employee who has not completed her regular daily or biweekly hours of work shall be paid at her basic rate of pay for the total accumulated time spent on telephone consultation(s). If the total accumulated time spent on telephone consultation(s) is less than fifteen (15) minutes, the employee shall be compensated at her basic rate of pay for a minimum of fifteen (15) minutes. Accumulated time spent on telephone consultation(s) extending beyond fifteen (15) minutes shall be compensated at the next higher fifteen (15) minute interval.
- ii) An employee who has completed her regular daily or bi-weekly hours of work shall be paid at the applicable overtime rate for the total accumulated time spent on telephone consultation(s). If the total accumulated time spent on telephone consultation(s) is less than fifteen (15) minutes, the employee shall be compensated at the applicable overtime rate for a minimum of fifteen (15) minutes. Accumulated time spent on telephone consultations extending beyond fifteen (15) minutes shall be compensated at the higher fifteen (15) minute interval.
- iii) For purposes of calculation as per i) and ii) above, accumulated time spent on telephone consultations shall be calculated from 0001 to 2400 hours daily.

iv) Employees consulted by telephone outside of their regular working hours shall document all calls received and shall submit a log of all such calls to their supervisor for processing.

b) St. Boniface Hospital only:

Consistent with Article 1301, if an employee is contacted by telephone outside of her regular working hours regarding a work related matter and is able to resolve the matter by telephone, she shall receive one (1) hours' pay at overtime rates.

1314 Overtime worked as a result of the changeover from Daylight Saving Time to Central Standard Time shall be deemed to be authorized overtime.

ARTICLE 14: STANDBY AND CALLBACKS

1401 Standby is that time duly authorized by the Employer during which an employee is required to be available to return to work without undue delay.

1402 An employee designated by the Employer to be on standby shall be paid an allowance of two (2) hours basic pay for each eight (8) hour period, or a pro rata payment for any portion thereof.

1403 a) Applicable to all DSM Sites and Regions, except as noted below:

An employee returning to work on a callback outside of her scheduled working hours shall be paid at overtime rates for not less than three (3) hours for each such callback.

b) St. Boniface Hospital only:

An employee required to work outside of her scheduled shift and after leaving the Employer's premises shall be paid at overtime rates for not less than three (3) hours, or until the start of her regular shift if less than two (2) hours.

c) Southern Region only:

When an employee is called back to work she shall be paid an amount equal to three (3) hours at overtime rates with the understanding that the double time overtime rate shall be applicable only to those hours (if any) actually worked by an employee while on callback which exceeds three (3) hours in any one day.

d) Regions Northern Region (West) and Northern Region (East) only:

Callback minimum shall be an amount equal to three (3) hours at overtime rates with the understanding that the double time overtime rate shall be applicable to only those hours, if any actually worked by an employee while on callback which exceeds three (3) hours in any one day.

1404 a) Southern Region, Northern Region (West) and Northern Region (East) only:

- i) An employee other than an employee who is required by the Employer to use a personal motor vehicle as a condition of employment, who is required to return to work on a callback or otherwise travel locally on behalf of the Employer shall be reimbursed for return taxi fare, or reimbursed in accordance with the Province of Manitoba mileage rates for use of a personal motor vehicle, subject to a

minimum mileage payment of \$5.00 and a maximum mileage payment of \$10.00 per return trip.

ii) An employee who is required by the Employer to use a personal motor vehicle as a condition of employment shall be compensated as follows:

A) The Employer shall reimburse the employee for all business related parking.

B) When traveling on authorized Employer business, the Employer shall reimburse employees in accordance with the prevailing Province of Manitoba mileage rates, subject to a minimum payment of six dollars (\$6.00) for a return trip or three dollars (\$3.00) for a one way trip. The Employer will adjust the rates retroactive to the date the Provincial rates take effect. All future rate adjustments will parallel the Provincial adjustments.

C) When the Province of Manitoba mileage rates are adjusted the Employer will adjust the rates retroactive to the date the Provincial rates take effect. All future rate adjustments will be parallel with the Provincial adjustments.

D) An employee required to travel on behalf of the Employer shall be reimbursed for accommodation expenses while out of town, and be paid the following per diem allowance for meals:

April 1, 2013	Breakfast	Lunch	Dinner	Per Diem
South of 53 rd	\$7.85	\$9.85	\$16.70	\$34.40
North of 53 rd	\$8.35	\$10.35	\$17.90	\$36.60

Receipts are required for overnight accommodation.

The per diem allowance covering reimbursement for all meals, snacks, gratuities, personal telephone calls and other incidental expenses is payable to the employees for each full day in “travel status” with no requirement for receipts.

Where no overnight accommodation is required, an employee may claim for the appropriate individual meal allowance only.

On part days in “travel status” the incidentals allowance shall be paid for either the first day or the last day of each absence from the Employer. When the Province of Manitoba meal allowance rates are adjusted and exceed the above rates the Employer will adjust the rates retroactive to the date the Provincial rates take effect. All future rate adjustments will parallel the Provincial rate adjustment.

b) Northern Region (West)

- i) An employee other than an employee who is required by the Employer to use a personal motor vehicle as a condition of employment, who is required to return to work on a callback or otherwise travel locally on behalf of the Employer shall be reimbursed for return taxi fare, or reimbursed in accordance with the

Province of Manitoba mileage rates for use of a personal motor vehicle, subject to a minimum mileage payment of \$5.00 and a maximum mileage payment of \$15.00 per return trip.

ii) An employee who is required by the Employer to use a personal motor vehicle as a condition of employment shall be compensated as follows:

A) The Employer shall reimburse the employee for all business related parking.

B) When traveling on authorized Employer business, the Employer shall reimburse employees in accordance with the prevailing Province of Manitoba mileage rates, subject to a minimum payment of six dollars (\$6.00) for a return trip or three dollars (\$3.00) for a one way trip. The Employer will adjust the rates retroactive to the date the Provincial rates take effect. All future rate adjustments will parallel the Provincial adjustments.

C) An employee required to travel on behalf of the Employer shall be reimbursed for accommodation expenses while out of town, and be paid the following per diem allowance for meals:

April 1, 2013	Breakfast	Lunch	Dinner	Per Diem
South of 53 rd	\$7.85	\$9.85	\$16.70	\$34.40
North of 53 rd	\$8.35	\$10.35	\$17.90	\$36.60

Receipts are required for overnight accommodation.

The per diem allowance covering reimbursement for all meals, snacks, gratuities, personal telephone calls and other incidental expenses is payable to the employees for each full day in “travel status” with no requirement for receipts.

Where no overnight accommodation is required, an employee may claim for the appropriate individual meal allowance only.

On part days in “travel status” the incidentals allowance shall be paid for either the first day or the last day of each absence from the Employer.

When the Province of Manitoba meal allowance rates are adjusted and exceed the above rates the Employer will adjust the rates retroactive to the date the Provincial rates take effect. All future rate adjustments will parallel the Provincial rate adjustment.

- 1405 a) Applicable to all DSM Sites and Regions, except as noted below:
- i) A callback is defined as a callback to return to the Facility received by an employee during the period between completion of regularly scheduled hours of work and subsequent starting time. A callback shall be calculated from the time the employee arrives at the Facility until she leaves the department.
 - ii) When an employee returning on a callback who is en route and the callback is cancelled, that employee shall be paid for not less than one hour at straight time rates.

b) Concordia Hospital and Misericordia Health Centre only:

- i) A callback is defined as a callback to return to the Facility received by an employee during the period between completion of regularly scheduled hours of work and subsequent starting time. A callback shall be calculated from the time the employee arrives at the Facility until all callback work has been completed as confirmed with the supervisor in charge. A callback is a call to return to the Facility and not relating to a particular patient.
- ii) When an employee returning on a callback who is en route and the callback is cancelled, that employee shall be paid for not less than one hour at straight time rates.

c) Victoria General Hospital only:

- i) A callback shall be calculated from the time the employee arrives at the Facility until all callback work has been completed as confirmed with the supervisor in charge.
- ii) When an employee returning on a callback who is en route and the callback is cancelled, that employee shall be paid for not less than one hour at straight time rates.

d) Northern Region (East) only:

- i) A callback is a callback to return to work and not to work for a particular patient. A callback is defined as a callback to return to the place of work received by an employee during the period between completion of regularly scheduled hours of work and subsequent starting time. A callback shall be calculated

from the time the employee arrives at the place of employment until she leaves the place of employment.

- ii) When an employee returning on a callback who is en route and the callback is cancelled, that employee shall be paid for not less than one hour at straight time rates.

e) Northern Region (West) only:

- i) A callback is defined as a call to return to work, which is received by an employee during the period between completion of regularly scheduled hours of work and subsequent starting time. A callback shall be calculated from the time the employee arrives at the place of employment until the confirmation of the completion of duties with the Nursing Supervisor. A callback is a callback to the place of employment and not to a particular patient.
- ii) When an employee returning on a callback who is en route and the callback is cancelled, that employee shall be paid for not less than one hour at straight time rates.

f) St. Boniface Hospital only:

- i) A callback is a callback to return to work at the Employer and not to work for a particular patient. Callbacks shall be calculated from the time the employee arrives for work at the Employer until she leaves the department.
- ii) When an employee returning on a callback who is en route and the callback is cancelled, that employee shall be paid for not less than one hour at straight time rates.

g) Southern Region only:

- i) A callback is defined as a call to return to work, received by an employee during the period between completion of regularly scheduled hours of work and subsequent starting time. A callback shall be calculated from the time the employee arrives at the place of employment until all callback work has been completed as confirmed with the supervisor in charge. A callback is a call to return to the place of employment for emergency procedures and not relating to a particular patient.
- ii) When an employee returning on a callback who is en route and the callback is cancelled, that employee shall be paid for not less than one hour at straight time rates.

1406 The Employer shall provide suitable parking facilities for employees who are required to return to the work site on a callback.

1407 a) St. Boniface Hospital only:

When an employee is called in more than once during the twelve (12) hours immediately preceding her next scheduled shift or works two (2) or more of the four (4) hours immediately preceding her next scheduled shift, the next scheduled shift shall become a paid day of rest at the employees regular rate of pay in addition to straight time pay for hours worked.

b) Seven Oaks General Hospital only:

An employee called in to work more than once during the twelve (12) hours, or who works more than four (4) of the eight (8) hours immediately preceding her next scheduled shift shall at the employee's option receive a minimum eight (8) hour rest period.

c) Misericordia Health Centre only:

No employee shall be required to be on standby for a period of less than eight (8) hours.

ARTICLE 15: EMERGENCY/DISASTER

1501 a) In any emergency or disaster (a sudden generally unexpected occurrence or set of circumstances that overwhelms the Employer's available resources and causes a major impact requiring immediate action) declared by the CEO/COO or designate, employees are required to perform duties as assigned notwithstanding any contrary provision in this agreement. Compensation for unusual working conditions related to such emergency will be determined by later discussion, between the Employer and the Association, and/or by means of the grievance procedure if necessary, except that the provisions of Article 13 shall apply to overtime hours worked.

b) The importance of disaster plan exercises and fire drills is mutually acknowledged by the Employer and the Association and, to this end, participation of all employees is encouraged. Where overtime is worked by reason of a disaster plan exercise or fire drill, overtime will be paid in accordance with Article 13.

ARTICLE 16: TRAVEL EXPENSES

1601 An employee other than an employee who is required by the Employer to use a personal motor vehicle as a condition of employment, who is required to return to work on a callback or otherwise travel locally on behalf of the Employer shall be reimbursed for return taxi fare, or reimbursed in accordance with the Province of Manitoba mileage rates for use of a personal motor vehicle, subject to a minimum mileage payment of \$4.00 return.

ARTICLE 17: SHIFT PREMIUM AND WEEKEND PREMIUM

- 1701 a) An employee scheduled and required to work any hours between 1800 hours and the next succeeding 2400 hours, as part of her regular shift, shall be paid an evening shift premium of one dollar (\$1.00) [one dollars and seventy-five cents (\$1.75) effective April 1, 2016] per hour for the hours worked between 1500 hours and 2400 hours.
- b) An employee scheduled and required to work a shift where the majority of the hours fall between 2400 hours and 0600 hours, shall be paid a night shift premium of two dollars and five cents (\$2.05) [two dollars and fifty cents (\$2.50) effective April 1, 2016] per hour for that entire shift.
- c) Notwithstanding the above, where a shift includes hours within both the evening and night shifts, shift premiums shall be paid on the basis of hours worked within that shift.
- d) Notwithstanding the above, where an employee works a “modified” (12-hour) shift, evening and

night premiums shall be paid in accordance with the hours within the shifts as defined in **Article 205**.

- 1702 A weekend premium of one dollar and sixty five cents (\$1.65) [two dollars (\$2.00) effective April 1, 2016] per hour shall be paid to an employee for all hours actually worked on any shift where the majority of hours on that shift fall between 0001 hours on the Saturday and 2400 hours on the following Sunday.

ARTICLE 18: ANNUAL VACATION

- 1801 a) Applicable to all DSM Sites and Regions, except as noted below:

Annual vacations shall be earned during the period between May 1st and April 30th. Notwithstanding the dates of the vacation year, vacation entitlement shall be calculated as at the end of the last full pay period of the vacation year.

- b) Seven Oaks General Hospital, Southern Region, Northern Region (West) and Northern Region (East) only:

Annual vacations shall be earned during the period between April 1st and March 31st. Notwithstanding the dates of the vacation year, vacation entitlement shall be calculated as at the end of the last full pay period of the vacation year.

- c) Victoria General Hospital only:

The vacation year is the period commencing April 1st and ending March 31st of the following year. Every employee hired before April 1st will be granted vacation at her basic rate of pay during the ensuing vacation year. Notwithstanding the dates of the vacation year, vacation entitlement shall be

calculated as at the end of the last full pay period of the vacation year.

- 1802 a) Applicable to all DSM Sites and Regions, except as noted below:

The whole of the calendar year shall be available for vacations to be taken; however, vacation earned in any vacation year is to be taken the following vacation year, unless otherwise mutually agreed between the employee and the Employer.

- b) St. Boniface Hospital only:

The current year's vacation entitlement may be taken at any time between January 1st this year and March 31st of the following year.

- 1803 Terminal vacation pay shall be calculated in accordance with 1804 and shall be based on the employee's rate of pay on the date of termination.

- 1804 a) Applicable to all DSM Sites and Regions, except as noted below:

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

- Fifteen (15) working days per year commencing in first (1st) year of employment
- Twenty (20) working days per year commencing in fourth (4th) year of employment
- Twenty-five (25) working days per year commencing in eleventh (11th) year of employment
- Thirty (30) working days per year commencing in twenty-first (21st) year of employment

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

b) Regions Northern Region(West) and Northern Region (East) only:

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

<u>Length of Employment</u>	<u>Rate at which vacation earned</u>
In the first (1 st) to third (3 rd) year inclusive	-Twenty (20) working days per year *
In the fourth (4 th) to (10 th) year inclusive	-Twenty-five (25) working days per year
In the eleventh (11 th) to twentieth (20 th) year inclusive	-Thirty (30) working days per year
In the twenty-first (21 st) and subsequent years	-Thirty-five (35) working days per year

* for employees hired prior to August 31, 1989, the rate shall be “twenty-one” (21) days instead of “twenty” (20).

Two additional travel days will be granted each year.

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

- 1805 An additional five days' vacation will be granted to an employee in the year of her twentieth (20th) anniversary of her employment and every consecutive five (5) years until termination of her employment. Such days shall be prorated for a PT employee. Such additional vacation shall be taken in the vacation year during which the anniversary will occur.
- 1806 a) Applicable to all DSM Sites and Regions, except as noted below:
An employee who has not completed one (1) year's continuous employment as of April 30th shall be granted a pro-rata vacation.
- b) Seven Oaks General Hospital, Victoria General Hospital and South Eastman Health only:
An employee who has not completed one (1) year's continuous employment as of March 31st shall be granted a pro-rata vacation.
- c) Northern Region (West) and Northern Region (East) only:
An employee who has not completed one (1) year's continuous employment as of **March 31st** shall be granted a pro-rata vacation.
- 1807 a) Applicable to all DSM Sites and Regions except as noted below:
The Employer shall post vacation entitlements not later than March 1st each year, and allow employees to express their preference before April 1st.

- b) Seven Oaks General Hospital, and Victoria General Hospital, Southern Region and Northern Region (West) only:

The Employer shall post vacation entitlements not later than February 1st each year, and allow employees to express their preference before March 1st.

- 1808 a) Applicable to all DSM Sites and Regions, except as noted below:

The Employer will post an approved vacation schedule not later than April 30th, having considered operational requirements, and the seniority, circumstances, and preferences of each employee.

Approved vacations will not be re-scheduled except on application by the employee and insofar as such change does not affect departmental operations or disrupt any other employee's scheduled vacation.

- b) St. Boniface Hospital only:

The Employer will post an approved vacation schedule not later than April 30th, having considered departmental operational requirements, and the seniority, circumstances, and preferences of each employee.

Approved vacations will not be re-scheduled except on application by the employee and insofar as such change does not affect departmental operations or disrupt any other employee's scheduled vacation.

- c) Seven Oaks General Hospital, Victoria General Hospital, Southern Region and Northern Region (West) only:

The Employer will post an approved vacation schedule not later than March 31st, having considered operational requirements, and the seniority, circumstances, and preferences of each employee.

Approved vacations will not be re-scheduled except on application by the employee and insofar as such change does not affect departmental operations or disrupt any other employee's scheduled vacation.

- 1809 Annual vacation will not be reduced as a result of a paid leave of absence, or unpaid leave of absence of four (4) weeks or less.
- 1810 Employees 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.
- 1811 Victoria General Hospital only:
Employees on Workers' Compensation or in receipt of income protection will continue to accrue paid vacation for a maximum period of one (1) year.
- 1812 Victoria General Hospital only:
Employees may take their vacation in an unbroken period or they may split their earned vacation into blocks of time over the vacation year with the consent of the Department Manager.
- 1813 Upon request, an employee may be permitted to retain up to three (3) days of her regular vacation for the purpose of taking such time off for personal reasons such as religious observance or special occasion, as long as adequate notice is given to

accommodate scheduling. Carry over of these three (3) retained vacation days will be allowed subject to a written request being received by the appropriate manager sixty (60) days prior to the end of the current vacation year. Such days shall be paid out if not taken by the end of the vacation year to which they were carried over.

ARTICLE 19: INCOME PROTECTION

1901 An employee who is absent due to illness or injury which is not eligible for compensation by either the Workers' Compensation Board subject to 1912 a) or by Manitoba Public Insurance (MPI) as a result of a motor vehicle accident subject to 1912 b), shall be paid her regular basic salary to the extent that she has accumulated income protection credits. The Employer reserves the right to verify that a claim for income protection is not made with respect to an injury for which lost earnings are compensated by Manitoba Public Insurance.

1902 A full-time employee shall accumulate income protection credits at the rate of one and one-quarter days per month.

Of each day and a quarter of income protection credits earned, one day* shall be reserved exclusively for the employee's personal use as specified in this Collective Agreement. The remaining one quarter of a day* shall be reserved for either the employee's use or for use in the event of family illness as specified in 1905. The Employer shall maintain an up to date record of the balance of income protection credits reserved for each of these purposes.

- *In the employee'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".
- Eighty (80) percent of the balance will be reserved for the employee's personal use.
- Twenty (20) percent of the balance will be reserved for either the employee's personal use or for use in the event of family leave in accordance with 1905.

1903 The Employer agrees to recognize income protection credits accumulated prior to the signing of this Agreement.

1904 Income protection will continue to accrue during a paid leave of absence, or an unpaid leave of absence of four (4) weeks or less. For unpaid leaves of absence that exceed four (4) weeks, income protection credits shall be retained but shall not accrue for that period of time that exceeds four (4) weeks.

1905 Subject to the provisions of Article 1902, an employee may use income protection for the purpose of providing care in the event of an illness of a spouse, child, parent, mother-in-law, or father-in-law.

1906 An employee who will be absent due to illness or injury shall inform her supervisor or designate prior to commencement of her/his next scheduled shift(s). An employee will give notice as specified below or as soon as reasonably possible.

Prior to day shift	one and one half (1 ½) hours
Prior to evening shift	three (3) hours

Prior to night shift three (3) hours

An employee returning to work following an absence of one (1) week or more shall provide a minimum of 48 hours' notice, or less if mutually agreeable, prior to returning to work.

1907 a) Applicable to all DSM Sites and Regions, except as noted below:

The Employer reserves the right to require a medical certificate or report to determine an employee's fitness to perform her normal duties or to determine eligibility for income protection benefits. Such certificate shall not be required without cause after an absence of less than three (3) days.

b) Misericordia Health Centre only:

The Employer reserves the right to require a medical certificate or report to determine an employee's fitness to perform her normal duties during or following absence due to illness. Such certificate shall not be required without cause after an absence of less than three (3) days.

1908 a) Applicable to all DSM Sites and Regions, except as noted below:

Upon sufficient notification to the Employer, and providing such time off does not unduly disrupt the departmental operations, employees shall be allowed time off with pay to attend appointments with a physician, dentist, chiropractor, physio-therapist, or other recognized medical therapist recommended by a physician. The time utilized for such appointments shall be deducted from accumulated income protection to the nearest one-

quarter hour. When non local resources are utilized, a maximum of one (1) day may be claimed from income protection.

b) Victoria General Hospital only:

She attends an appointment related to her Medical / Chiropractic / Dental / Optical / Physical Therapy / Occupational Therapy examination and/or treatment. Such attendance shall mean travel time and time actually spent at the appointment within the City of Winnipeg or in the case of the above not being available within the City of Winnipeg, the necessary time outside the City of Winnipeg. In the event that following the appointment an employee is unable to return to work in time for her next scheduled shift(s), she shall receive pay for that shift(s) or a portion thereof, and such time shall be charged to her income protection accumulation.

c) Northern Region (West) and Northern Region (East):

Upon sufficient notification to the Employer, and providing such time off does not unduly disrupt the departmental operations, employees shall be allowed time off with pay to attend appointments with a physician, dentist, chiropractor, physiotherapist, or other recognized medical therapist recommended by a physician. The time utilized for such appointments shall be deducted from accumulated income protection to the nearest one-quarter hour. When non local resources are utilized, a maximum of three (3) days may be claimed from income protection.

1909 Where an employee qualifies for sick leave involving hospitalization or bereavement leave for

immediate family only (spouse/common law spouse, child or parent; does not include step-children, spouse/common law spouse's parents or grandparents), during his period of vacation there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, provided proof of hospitalization is given.

- 1910 The Employer will provide each employee with a statement of accumulated income protection credits upon request.
- 1911 Part-time employees shall accumulate income protection credits on a pro rata basis.
- 1912 a) An employee who becomes injured or ill in the course of performing her duties must report such injury or illness as soon as possible to her immediate supervisor.

An employee 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 employee by the WCB.

The employee may elect to submit an application to the Employer requesting that the Employer supplement the award made by the Workers' Compensation Board for the loss of wages to the employee by an amount equal to ten percent (10%)

of the WCB payment. The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall be paid until the employee's accumulated income protection credits are exhausted, or until one hundred and nineteen (119) calendar days have elapsed since the first day of supplement, whichever is less.

If, at any time, it is decided by the Workers' Compensation Board that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by the Workers' Compensation Board, then such payment shall not be payable.

- b) i) Where an employee is unable to work because of injuries sustained in a motor vehicle accident she must advise her supervisor as soon as possible and she must submit a claim for benefits to Manitoba Public Insurance. Failure to do so shall disentitle her from income protection benefits. It is expressly understood that an employee may not receive compensation from both Income Protection and from MPI.
- ii) Subject to b) i), where an employee has applied for MPI benefits and where a loss of normal salary would result while awaiting the MPI decision, the employee may submit an application to the Employer requesting an advance subject to the following conditions.
- iii) Advance payment(s) shall not exceed the employee's basic salary as defined in Article 2

(exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan Contributions and EI contributions.

- iv) The advance(s) will cover the period of time from the date of injury in the motor vehicle accident until the date the final MPI decision is rendered. In no case shall the total amount of the advance exceed the lesser of:
 - A) the total net income protection which would otherwise be claimed by the employee in the one hundred and nineteen (119) calendar day elimination period; or,
 - B) Seventy percent (70%) of the value of the employee's accumulated income protection credits.
- v) The employee shall reimburse the Employer by assigning sufficient 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 MPI directly to the employee.
- vi) In the event that MPI disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Agreement and the Employer shall recover the total amount of the advance by payroll deduction.

- vii) Upon request, the Employer will provide a statement to the employee indicating the amount of advance payment(s) made and repayment(s) received by the Employer.
- c)
 - i) Subject to “b)”, an employee who has accumulated sufficient income protection credits may elect to submit an application to the Employer requesting that the Employer supplement the MPI payments.
 - ii) The amount of such supplement will equal ten percent (10%) of the employee’s regular net salary not earned due to the time loss. Regular net salary will be based on the employee’s basic salary as defined in Article 202 of the Collective Agreement (exclusive of overtime), less the employee’s usual income tax deduction, Canada Pension Plan contributions and Employment Insurance contributions.
 - iii) The Employer’s supplement shall be charged to the employee’s accumulated income protection credits and such supplement shall be paid until the employee’s accumulated income protection credits are exhausted, or until one hundred and nineteen (119) calendar days have elapsed since the first day of supplement, whichever is less.
 - iv) If at any time it is decided by Manitoba Public Insurance that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by

Manitoba Public Insurance, then such payment shall not be payable.

- v) An employee who is in receipt of MPI benefits shall continue to accrue seniority, income protection and vacation to the extent that they have accrued income protection credits or for one hundred and nineteen (119) days whichever is less.

1913 An employee who is unable to work by reason of accident or illness which is not covered by income protection shall be granted an unpaid leave of absence for a period of one (1) month per year of service up to a maximum of one (1) year.

1914 It is understood that the elimination period for the Disability & Rehabilitation Plan is one hundred and nineteen (119) days. An employee may claim income protection benefits for a period of time not to exceed this elimination period providing they have sufficient income protection credits.

1915 An employee, other than a probationary employee, shall be entitled to utilize up to five (5) days income protection credits before they are earned. The Employer will recover from a terminating employee as paid sick leave granted but not earned.

1916 Health Sciences Centre only:
An employee may utilize up to five (5) days income protection credits before or after the Employment Insurance Maternity Benefit period. This clause is only applicable to an employee who has completed six (6) months continuous employment with the Centre and who does not meet the requirements of Clause 2102.

- 1917 Income protection cannot be claimed for any additional shift that was picked up at overtime rates.
Note* This Article refers to anyone working beyond a 1.0 EFT.
- 1918 For informational purposes only, the Employer agrees to provide the Association with a copy of any current policies regarding income protection utilization within thirty (30) days. The Employer further agrees to provide the Association with copies of any subsequent amendments to the policy within thirty (30) days.
- 1920 Victoria General Hospital only:
An employee will inform the Employer in writing when a medical decision is made regarding elective surgery so that staff coverage for the intended absence may be arranged. Where an employee's surgery is cancelled or postponed any employee who was to replace such employee shall be returned to her former position, classification and wage rate without advance notice.
- 1921 Victoria General Hospital only:
Re: Workers' Compensation - The employee shall inform her Department Manager or the Coordinator - Staff Health of her expected date of return to work, or of any change in her health status, as soon as it is reasonably known but at least one (1) week in advance of her return to work, the employee shall advise the Coordinator - Staff Health or her Department Manager of the date upon which she will return to work.
- 1922 Victoria General Hospital only:

Re: Workers' Compensation - The Employer may require an employee who intends to return to work, to submit a report from her attending physician, attesting to the employee's fitness to perform her normal duties.

1923 Victoria General Hospital only:

An employee with more than one (1) year of seniority who is unable to work by reason of an accident or illness not fully covered by paid income protection shall have her Hospital Group Life Insurance premiums paid by the Hospital until she regains her health and is able to work or until her employment is terminated.

ARTICLE 20: BEREAVEMENT AND COMPASSIONATE LEAVE

2001 An employee who is, or will be absent on bereavement/compassionate leave shall notify her supervisor at the earliest possible opportunity.

2002 Bereavement leave of up to four (4) working days without loss of pay shall be granted in the event of the death of a spouse, live-in partner, child, step-child, parent, step-parent, sibling, step-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 resides in the same household. Unless other arrangements have been made, such days may be taken only in the period which extends from the date of notification of death up to and including the day following funeral proceedings.

One (1) bereavement leave day may be retained for use in the case where actual interment or cremation is at a later date.

- 2003 Where travel in excess of two hundred (200) km (one way travel) is required, bereavement leave, in accordance with 2002, shall be extended by up to two (2) additional working days when required.
- 2004 a) Applicable to all DSM Sites and Regions, except as noted below:
- i) Necessary time off up to one (1) day without loss of pay shall be granted an employee to attend a funeral as a pallbearer.
 - ii) Subject to operational requirements, every reasonable effort shall be made to grant leave of absence without loss of pay of up to one (1) day to an employee to attend a funeral as a mourner.
- b) Misericordia Health Centre, Northern Region (West) and Northern Region (East) only:
Subject to operational requirements, every reasonable effort shall be made to grant leave of absence without loss of pay of up to one (1) day to an employee to attend a funeral as a mourner.
- c) St. Boniface Hospital only:
Necessary time off up to one (1) day at basic pay shall be granted an employee to attend a funeral as a pallbearer or mourner.
- d) Victoria General Hospital only:
Necessary bereavement leave up to one (1) day shall be granted to and employee without loss of basic pay to attend a funeral as a pallbearer or mourner.

2005 a) Applicable to all DSM Sites and Regions, except as noted below:

Compassionate leave for purposes other than death, such as serious personal loss due to fire, flood, or theft, may be granted at the Employer's discretion.

b) Southern Region only:

Compassionate leave or bereavement leave with or without pay may be granted in other unusual circumstances.

ARTICLE 21: GENERAL HOLIDAYS

2101 A day off with pay shall be granted to every full-time employee on or for each of the following general holidays:

New Year's Day	August Civic Holiday
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day July 1	Boxing Day

and any other holiday declared by the Federal, Provincial or Local Government Authority.

2102 a) Applicable to all DSM Sites and Regions, except as noted below:

An employee scheduled and required to work on any General Holiday shall be paid one and one-half (1 ½ X) times her basic rate for regular daily hours. In addition a full-time employee shall be granted a compensating paid day of rest within thirty (30) days before or after the holiday. If a compensating

day is offered to, but by mutual agreement, not taken by an employee, then that employee shall receive an additional day's pay at the basic rate in lieu thereof.

b) St. Boniface Hospital only:

An employee scheduled and required to work on any General Holiday shall be paid one and one-half ($1 \frac{1}{2} \times$) times her basic rate for regular daily hours. In addition a full-time employee shall be granted a compensating paid day of rest within thirty (30) days before or after the holiday. If a compensating day is offered to, but by mutual agreement, not taken by an employee, then that employee shall receive an additional day's pay at the basic rate in lieu thereof.

If a compensating day of rest is not granted as required, then the employee shall be paid two and one half ($2 \frac{1}{2}$) times her regular basic salary in lieu in such day of rest.

- 2103 Employees shall be allowed to bank up to five (5) alternative days off in lieu of general holidays, for the employee's future use, at a time mutually agreed to between the employee and the Employer.
- 2104 The Employer will ensure that all employees receive at least two (2) General Holidays, in addition to Christmas Day or New Year's Day, on the days on which they actually occur, and consecutive with days off.
- 2105 A General Holiday which occurs while an employee is receiving income protection benefits will be paid as a holiday, and not deducted from accumulated credits.

- 2106 a) Applicable to all DSM Sites and Regions, except as noted below:

The Employer agrees to distribute time off as equitably as possible over Christmas and New Year's endeavouring to grant each employee as many consecutive days off as reasonably possible over either Christmas Day or New Year's Day.

- b) Victoria General Hospital, St. Boniface Hospital, Concordia Hospital and Seven Oaks General Hospitals only:

An employee required to work on either Christmas day or New Year's day shall receive not less than three (3) consecutive days off incorporating the other of those holidays.

- c) Northern Region (West) and Northern Region (East) only:

An employee required to work on either Christmas Day or New Year's Day shall be scheduled to receive not less than three (3) consecutive days off incorporating the other of those holidays.

- 2107 a) Southern Region, Northern Region (West) and Northern Region (East) only:

If a General Holiday falls on an employee's day off, or during her annual vacation, she shall be granted an alternative day off with basic pay at a time mutually agreeable to the employee and the Employer. Failing mutual agreement, pay shall be granted in lieu.

- b) Victoria General Hospital only:

Where a general holiday falls during a period of a full-time employee's vacation, the day shall be

paid as a general holiday and not as a day of vacation.

2108 Victoria General Hospital only:

Employees who are absent, on leave of absence without pay or on lay-off are not entitled to pay for a general holiday which occurs during the period of such absence.

ARTICLE 22: RESPONSIBILITY PAY

2201 a) Health Sciences Centre, Deer Lodge Centre and Concordia Hospital:

An employee temporarily assigned to perform substantial duties and responsibilities of a higher salary classification for at least one (1) entire shift shall be paid a rate in the higher salary range which is at least five percent (5%) higher than the regular basic salary to which she would otherwise be entitled.

b) Misericordia Health Centre only:

An employee who is appointed to a senior position for a period of one (1) shift or more shall be paid a rate in the higher salary range which is at least five percent (5%) higher than the regular basic salary to which she would otherwise be entitled.

c) Victoria General Hospital only:

An employee temporarily assigned by the Department Manager to perform the substantial duties and responsibilities of a higher salary classification for at least one (1) entire shift shall be paid a rate in the higher range which is at least one increment higher than the regular basic salary to which she otherwise would be entitled. Where

there is no higher range, an employee shall be paid five percent (5%) than the regular basic salary to which she otherwise would be entitled.

d) Seven Oaks General Hospital only:

An employee temporarily assigned to perform substantial duties and responsibilities of a higher salary classification for at least one (1) entire shift shall be paid a rate in the higher salary range which is at least one increment higher than the regular basic salary to which she would otherwise be entitled.

e) St. Boniface Hospital only:

An employee temporarily assigned to perform substantial duties or responsibilities of a higher salary classification for at least one (1) entire shift shall be paid a rate in the higher salary range which provides an increase of at least five percent (5%) above the regular basic salary to which she would otherwise be entitled.

f) Northern Region (West) only:

An employee temporarily assigned to perform substantial duties or responsibilities of a higher salary classification for at least one (1) entire shift shall be paid a rate in the higher salary range which is at least ten percent (10%) higher than the regular basic salary to which she would otherwise be entitled.

g) Northern Region (East) only:

An employee temporarily assigned to perform substantial duties or responsibilities of a higher

salary classification for at least one (1) entire shift shall be paid a rate in the higher salary range which is at least five percent (5%) higher than the regular basic salary to which she would otherwise be entitled.

h) Southern Region only:

An employee who is appointed to a senior position for a period of one shift or more shall be paid a rate in the higher salary range which is at least five (5) percent higher than the regular basic salary to which she would otherwise be entitled.

2202 Temporary relief duty shall not normally exceed six (6) consecutive weeks; however, such temporary relief duty may be extended by mutual agreement between the Employer and the Association. Any anticipated vacancy in excess of six (6) weeks or in excess of the mutually agreed upon time shall be posted as a term position.

2203 Concordia Hospital only:

In recognition of additional responsibility during evening and weekend shifts, one (1) General Duty Technologist shall be paid at Senior Technologist rates on a rotation basis. This article shall not apply on a shift to which a Senior Technologist is scheduled or in the event of a callback.

2204 Victoria General Hospital only:

An employee other than a Cardiology Technologist or Cardiology Technician who is required to perform electrocardiograms (EKGs) shall be paid an additional EKG allowance of one dollar and twenty-five cents (\$1.25) for each such procedure. The Employer will

provide a training course without charge to employees who are required to perform such EKG procedures.

2205 Seven Oaks General Hospital only:

In recognition of additional responsibility during evening and weekend shifts, one (1) General Duty Technologist shall be paid at Senior Technologist rates on a rotation basis. This article shall not apply on a shift to which a Senior Technologist is scheduled or in the event of a callback.

ARTICLE 23: LEAVE OF ABSENCE

2301 Except in emergencies, all requests for unpaid leave of absence shall be made in writing, stating the reasons and the expected duration of the leave, and submitted to the Employer at least four (4) weeks in advance. Such requests will be considered on their individual merits, but shall not be unreasonably denied.

2302 Except under extenuating circumstances, failure to return to duty as scheduled following a leave of absence, without authorization, will be deemed to constitute a voluntary resignation.

2303 a) An employee required to attend a court proceeding, other than a court proceeding occasioned by the employee's private affairs where they are a party to that proceeding, shall receive leave of absence at her regular basic rate of pay, and remit to the employer any jury or witness fees received, only for those days she was normally scheduled to work. The employee shall not request reimbursement for, or be required to remit any reimbursement of expenses for such duty.

An employee required to attend a court proceeding as a party to that proceeding, occasioned by the employee's private affairs shall receive a leave of absence without pay for the required absence.

b) All time spent subpoenaed as a witness on a work related matter shall be considered time worked and overtime rates shall apply as per Article 13.

2304 An employee shall be entitled to necessary time off to attend Citizenship Court to become a Canadian Citizen.

2305 Upon written request, the Employer shall allow leave of absence of up to two (2) months without pay and without loss of seniority so that an employee may be a candidate in a federal, provincial or municipal election. An employee who is elected to public office shall be granted leave of absence without pay for the term of her office.

2306 Seniority and benefits shall continue to accrue during a paid leave of absence, or an unpaid leave of absence of four (4) weeks duration or less.

2307 Seniority and benefits shall be retained but not accrue during an unpaid leave of absence of more than four (4) weeks duration.

2308 Employees will pay the Employer's and employee's share of Group Health, Dental, Group Life and D&R when on any period of unpaid LOA.

Subject to the terms of the plan, where an employee is on any return to work program where all or a portion of

the employees' wages are being paid by the Employer, the Employer will pay the Employer's share of premiums on the condition that the employee is paying their share.

It is understood this does not negate Article 2805.

- 2309 An employee's anniversary date for increment purposes shall be delayed by one (1) day for each day of unpaid leave of absence in excess of four (4) weeks.
- 2310 An employee on any leave of absence up to one (1) year covered by this collective agreement shall have the right to return to her former classification. The Employer shall make every reasonable effort to assure that the employee returns to her former position.
- 2311 Consistent with the operational needs of the Department, every effort will be made to accommodate reasonable requests for part-time leave of absence. A part-time leave shall mean a leave of absence which is granted to an employee which results in her being absent from work for a portion of her normal schedule, on a regular recurring basis over a defined period of time.
- 2312 Career Development
- a) The Employer and the Association mutually recognize that additional and continuing education of employees is desirable as a means of enhancing patient care and improving the effectiveness of employee performance.

- b) Leave of absence with or without pay may be granted for educational programs approved by the Employer subject to the following conditions:
 - i) Leave with salary may, at the discretion of the Employer, be granted to employees who apply for leave to take an educational course recognized by the Employer, in order to perform current or anticipated duties more effectively.
 - ii) Application shall be made in writing to the Employer, including a description of the course or courses to be taken; and the duration of leave applied for, subject to the terms of this Article.
 - iii) When an employee qualifies for leave with salary in accordance with B i) above, she shall be paid such portion of her salary not exceeding ten percent (10%) thereof for each full year of service to a maximum of seventy-five percent (75%) of full salary.
 - iv) Educational leave of over one (1) year, is subject to annual review.
- c) If the Employer requires attendance at any meeting, conference, workshop, seminar, course or program, the employee shall be granted necessary paid leave of absence and reimbursed for all reasonable expenses related thereto.
- d) During the life of this Agreement, the Employer will attempt to provide the equivalent of five (5) days of in-service education for each employee, during the regular working hours.

- e) Where an employee is required to prepare presentations on behalf of the employer for any conference, workshop or seminar, all pre-authorized time spent by the employee on preparing such presentations shall be considered to be time worked.
- f) If an employee takes a course outside of working hours, and if before the employee takes the course, her supervisor indicates the course is relevant to her employment, the employer will reimburse the employee for the tuition fee to a limit of \$200 upon successful completion of the course. Proof of successful completion will be required.

2313 The Employer may grant military leave to an employee to fulfill her obligations in the Reserves, subject to the provisions of Article 2301 and 2302.

2314 Compassionate Care Leave

An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:

- a) An employee must have completed at least thirty (30) days of employment as of the intended date of leave.
- b) An employee 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) An employee may take no more than two (2) periods of leave, totaling no more than eight (8) weeks, which must end no later than twenty-six

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

The employee must give the employer a copy of the physician's certificate as soon as possible.

- e) A family member for the purposes of this Article shall be defined as:
 - i) a spouse or common-law partner of the employee;
 - ii) a child of the employee or a child of the employee's spouse or common-law partner;
 - iii) a parent of the employee or a spouse or common-law partner of the parent;
 - iv) a brother, sister, step-brother, step-sister, uncle, aunt, nephew, niece, grandchild or grandparent of the employee or of the employee's spouse or common-law partner;
 - v) a current or former foster parent of the employee or of the employee's spouse or common-law partner;

- vi) a current or former foster child, ward or guardian of the employee, or of the employee's spouse or common-law partner;
 - vii) the spouse or common-law partner of a person mentioned in any of the clauses iii), iv), v) and vi);
 - viii) any other person whom the employee considers to be like a close relative, whether or not they are related by blood, adoption, marriage or common-law relationship.
- f) Unless otherwise mutually agreed an employee may end her/his compassionate leave earlier than eight (8) 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 subject to forty-eight (48) hours' notice of cancellation.
- g) Seniority shall accrue as per Article 1003 a).
- h) Subject to the provisions of Article 1902 the employee may apply to utilize income protection credits to cover part or all of the two (2) weeks Employment Insurance waiting period.
- i) In the event that the death of a family member occurs during this period of leave, the employee shall be eligible for Bereavement Leave as outlined in Article 2002.

ARTICLE 24: PARENTAL LEAVE

2401 Parenting Leave

Parenting Leave consists of Maternity and Parental Leave. Parental Leave includes Paternity and

Adoptive Leave. This article shall also apply to same sex relationships.

2402 Maternity Leave

- (01) An employee who qualifies for Maternity Leave may apply for such leave in accordance with either Plan "A" or Plan "B" but not both.

The Employer may require an employee to commence maternity leave if the state of her health is incompatible with the requirements of her job, and such time shall be in addition to the leave she is otherwise entitled to under this article.

Plan A:

In order to qualify for Plan A, a pregnant employee must:

- a) have completed six (6) continuous months of employment with the Employer.
 - b) submit to the Employer an application in writing for leave under Plan A at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave;
 - c) provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery.
- (02) An employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:
- a) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery

specified in the certificate mentioned in Clause 2402(01) c), 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 mentioned in Clause 2402(01) c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate.
 - c) The Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the Department Head.
- (03)a) An employee who has been granted maternity leave shall be permitted to apply up to a maximum of ten (10) days of her accumulated sick leave against the Employment Insurance waiting period. These ten (10) days shall be pro-rated for part-time employees based on their equivalent to full-time status.
- b) Should the employee not return to work following her maternity leave for a period of employment sufficient to allow re-accumulation of the number of sick days granted under subsection (a), the employee shall compensate the Employer for the balance of the outstanding days at the time of termination. Approved sick leave with pay granted during the period of return shall be counted as days worked.

Plan B:

- (04) In order to qualify for Plan B, a pregnant employee must:

- a) have completed six (6) continuous months of employment with the Employer if she is a full-time employee and seven (7) continuous months of employment with the Employer if she is a part-time employee;
 - b) submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave;
 - c) provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery.
 - d) provide the Employer with proof that she has applied for Employment Insurance benefits and that the CEIC has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to the Employment Insurance Act.
- (05) An applicant for Maternity Leave under Plan B must sign an agreement with the Employer providing that:
- a) she will return to work and remain in the employ of the Employer for at least six (6) months following her return to work, except that where an employee is the successful applicant for a part-time position which commences on the date of her return from Maternity Leave or at any time during the six (6) months following her return from Maternity Leave, she must remain in the employ of the Employer, and work the working hours she would have

otherwise worked in the higher EFT position during the six (6) month period, and

- b) she will return to work on the date of the expiry of her maternity leave and where applicable, her parental leave, unless this date is modified by the Employer, and
- c) should she fail to return to work as provided under a) and/or b) above, she is indebted to the Employer and she shall repay a portion of the “top up” as follows:

Monetary value of top up provided
(value is based on hours paid at regular
rate of pay in 6 months prior to leave) x no. of hours not worked
Hours of service required to be worked
(based on monetary value)

- (06) An employee 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 mentioned in Clause 2402(04) c), or
 - b) A period of seventeen weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Clause 2402(04) c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
 - c) the Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the Department Head.

- (07) During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance with the SUB Plan as follows:
- a) for the first two (2) weeks an employee shall receive 93% of her weekly rate of pay;
 - b) for up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the EI benefits the employee is eligible to receive and 93% of her weekly rate of pay;
 - c) it is understood that the amount of the payment made by the Employer under a) and b) above shall not, when combined with the EI benefit, and any other earnings received by the employee, exceed 93% of the employee's normal weekly earnings.
 - d) all other time as may be provided under 2402(06) shall be on a leave without pay basis.
- (08) Plan B does not apply to temporary employees or employees who normally are subject to seasonal lay-off.
- (09) A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.
- (10) Sections 52 through 59.1 (2) inclusive of the Employment Standards Act respecting maternity leave shall apply "mutatis mutandis".

Parental Leave

(11) In order to qualify for Parental Leave, an employee must:

- a) be the natural mother of a child; or
- b) be the natural father of a child or must assume actual care and custody of his newborn child; or
- c) adopt a child under the law of the province.

(12) An employee who qualifies under 2402(11) must:

- a) have completed six (6) continuous months of employment; and
- b) Except in the case of Adoption Leave, in accordance with 2402(11) c), submit to the Employer an application in writing for Parental Leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.
- c) In the case of Adoption Leave in accordance with 2402(11)(c), the employee shall notify the Employer when the application to adopt has been approved and shall keep the Employer informed as to the progress of the application. The employee shall be entitled to commence adoption leave upon being notified by the agency involved that a child is available for placement.

(13) An employee who qualifies in accordance with 2402(11) and 2402(12) is entitled to Parental Leave without pay for a continuous period of up to thirty-seven (37) weeks. In no case, however, shall any

employee be absent on Maternity Leave plus Parental Leave exceeding fifty-four (54) consecutive weeks.

Where Maternity and/or Parental Leave exceeds seventeen (17) weeks, the employee may elect to carry over to the next vacation year, any remaining current annual vacation and their vacation accrual to date, to a maximum of 10 vacation days, prorated for part time employees. The balance of the current annual vacation not carried over 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 in accordance with Article 1801 will be retained and will be available to be taken in the following vacation year.

- (14) Subject to 2402(15), Parental Leave must commence no later than the first anniversary date of birth or adoption of the child or of the date on which the child comes into actual care and custody of the employee.
- (15) Where an employee takes Parental Leave in addition to Maternity Leave, the employee must commence the Parental Leave immediately on the expiry of the Maternity Leave without a return to work unless otherwise approved by the Employer.

2403 Partner Leave:

An employee shall be entitled to three (3) day's leave of absence with pay within seven (7) days of the birth or adoption of the child.

This clause shall also apply to same sex relationships.

2404 An employee 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 before the day the employee wants to end the leave.

2405 A full time or part time permanent employee who resigns as a result of the employee's decision to raise a dependent child or children, and is re-employed, upon written notification to the Employer shall be credited with accrued service accumulated up to the time of resignation for the purpose of long service, vacation entitlement benefits and wage scale increments as defined in this agreement.

The following conditions shall apply:

- The employee must have accumulated at least four (4) years of accumulated service at the time of resigning.
- The resignation itself must indicate the reason for resigning.

The break in service shall be for no longer than five (5) years, and during that time the employee must not have been engaged in remunerative employment for more than three (3) months.

Upon return the employee shall be given preference over external candidates, and previous seniority shall be taken into consideration as an external applicant. After 5 years the employee will then be considered an external candidate with no previous seniority.

ARTICLE 25: ASSOCIATION SECURITY

2501 A copy of this Collective Agreement shall be provided by the Association to each employee bound by the Agreement. The cost of printing shall be shared equally by the Employer and the Association. The Association will provide sufficient copies for Employer administration needs.

2502 All employees who are Association members in good standing or who may subsequently become Association members in good standing shall as a condition of employment maintain Association membership during the life of this Agreement. All employees who are not Association members shall not be required to become members as a condition of employment. All new employees hired shall as a condition of employment, become Association members within ninety (90) days from the date of employment and shall as a condition of employment, remain Association members in good standing during the life of this Agreement. During the thirty (30) day interval immediately preceding the renewal date of this Agreement, any member may make application to the Association requesting termination of her membership.

2503 a) When meeting with the Employers to conduct joint negotiations, a maximum of sixteen (16) employees will be entitled to leave of absence without loss of regular pay or benefits, to participate in negotiations in which both the Employer and the Association are represented, as follows:

- Regional Health Authorities (to include Employers within the RHA) - Up to three (3) representatives each;

- All Employers within the WRHA - Up to ten (10) representatives in total, with no more than three (3) representatives from any one Employer;
 - All other employers - Up to two (2) representatives each.
- b) When meeting with the Employer to conduct local negotiations, the number of employees entitled to leave of absence without loss of regular pay or benefits, to participate in negotiations in which both the Employer and the Association are represented, shall be as follows:
- Regional Health Authorities (to include Employers within the RHA) - Up to two (2) representatives;
 - All Employers within the WRHA - Up to three (3) representatives
 - All other employers - Up to two (2) representatives.
- c) In the event that any Employer and the Association agree that negotiations shall be conducted on a local basis, the maximum number of employees entitled to leave in accordance with Article 2503 a) above, shall be reduced by the number of representatives listed in Article 2503 b) above.
- d) Prior to the commencement of negotiations, the Association shall supply the Employer(s) with a list of employee representatives for negotiations.
- e) Subject to the mutual agreement of the parties, the total number of employees referred to above may be altered, provided any additional employees are on wage recovery. In such cases, the Association

shall reimburse the Employer for salary, benefits and Manitoba Government Payroll Tax.

- 2504 Representatives of the Association and/or grievors shall suffer no loss of pay or benefits as a result of their involvement in Grievance or Arbitration proceedings or Labour Board hearings related to the Employer.
- 2505 The Employer agrees to deduct the current Association dues from the pay of each employee in the bargaining unit. The dues deduction formulae shall be compatible with the Employer's present Payroll system.
- 2506 The Employer agrees to deduct once annually the amount of any special general assessment made by the Association.
- 2507 Such dues shall be forwarded by the Employer to the Association within thirty (30) days after the end of each month, together with a list of all employees from whom the deductions were made and details of all changes from the proceeding month's deduction listing. If available, appropriate electronic copies of said information shall also be sent to the Association office. The Employer may, at its' discretion, choose to remit dues to the Association via an electronic funds transfer method.
- 2508 The Association shall hold the Employer harmless with respect to all dues so deducted and remitted, and with respect to any liability which the Employer might incur as a result of such deduction. If available, appropriate electronic copies of said information shall also be sent to Association office.

- 2509 The Association shall notify the Employer in writing, of any change in the amount of dues at least one (1) month prior to the effective date of such change.
- 2510 The Association agrees to provide the Employer with a current list of officers and authorized representatives once annually.
- 2511 The Employer agrees to provide one (1) bulletin board in departments, where members of the bargaining unit are regularly employed, for the use of the Association. The Employer reserves the right to request the removal of posted material if considered damaging to the Employer and the Association agrees to comply with this request.
- 2512 The Employer shall record on the statement of earnings (T4) of each employee the amount of dues deducted from her pay and remitted to the Association.
- 2513 A representative of the Association will be granted up to thirty (30) minutes to familiarize a new employee with the Association and this Agreement during the period of orientation. A representative of Management may choose to be present during such time.
- 2514 Association Leave:
- a) Subject to at least two (2) or more weeks' written notice of request, and no additional cost to the Employer, leave of absence without loss of salary or benefits shall be granted to association representatives for the purpose of attendance at Association meetings or seminars. It is understood that the Association will reimburse the Employer for salary, benefits and Manitoba Government payroll tax, if applicable.

b) Subject to four (4) weeks written notice of request, an employee elected or selected to a full-time position with the Association shall be granted an unpaid leave of absence for a period of up to one (1) year. Such leave shall be renewed each year, on request during her term of office, to a maximum of four (4) years.

c) Applicable to the MAHCP President position only:
Subject to four (4) weeks written notice of request, an employee elected or selected to the MAHCP President position shall be granted an unpaid leave of absence for a period of up to two (2) years.

2515 The Employer will provide the Association with a seniority list within thirty (30) days of the last pay period in October, including the following information about employees in the bargaining unit: name, *home address, classification, employment status (i.e. full-time, part-time, or casual), salary rate, date of employment and anniversary date. The employee's address shall be excepted only when an employee has expressly instructed the Employer in writing that personal information should not be disclosed to any third party. The Association will have forty-five (45) days in which to bring any alleged error to the attention of the Employer. The Employer will correct any errors so found. Electronic copies of said information shall be sent to the Association office.

The Employer will provide to the Association one (1) additional updated seniority list per year, upon request, for Association administrative purposes only.

* See Memorandum of Understanding re: Article 2515

ARTICLE 26: GRIEVANCE PROCEDURE

- 2601 Should a dispute arise between the Employer and an employee or the Association concerning the interpretation, application or alleged violation of this Agreement;
- 2602 The employee and her supervisor shall first attempt to resolve the dispute by means of discussion.
- 2603 Within fourteen (14) days after the incident giving rise to the grievance (herein called the incident) becomes apparent, a written grievance shall be filed with the Manager or his designate.
- 2604 Within seven (7) days after the grievance has been filed, the Manager or his designate shall investigate the matter and reply.
- 2605 Within twenty-eight (28) days after the incident became apparent, the unresolved grievance shall be submitted to the Chief Administrative Officer or designate.
- 2606 Within seven (7) days after receiving the grievance, the Chief Administrative Officer or designate shall investigate the matter, conducting a hearing upon request, and reply.

The Grievance investigation Process (GIP) as outlined in MOU #6 requires that all grievances that have reached the stage where they would be referred to Arbitration are referred to the grievance investigator prior to proceeding to Arbitration, UNLESS the Executive Director of the Association (MAHCP) and the Director at the Provincial Health Labour Relations

Services (PHLRS) agree that it shall not be investigated or mediated by the individual named as the Grievance Investigator.

- 2607 If the grievance is not resolved within thirty-five (35) days after the incident became apparent, it may be submitted for binding arbitration under Article 27 within the next ensuing fourteen (14) days.
- 2608 All grievances shall be considered and settled on their individual merits, and not dismissed by reason of any technicality. However, it is clearly understood that time limits established therein are for the sake of procedural orderliness and are to be adhered to. The time limits specified above may be extended by the mutual agreement of the parties as confirmed in writing.
- 2609 An incident shall be deemed to have become apparent at the time when a reasonable person might reasonably have become aware of it under actual or reasonable circumstances.
- 2610 Nothing contained in this Agreement shall preclude settlement of a dispute or grievance in any matter whatsoever by mutual agreement between the Association and the Employer.
- 2611 Unless dismissed or suspended by the Employer, the employee shall continue to work in accordance with the Agreement until such time that the grievance is settled.
- 2612 An employee may elect to be accompanied or represented by an Association representative at any

stage of the Grievance/Arbitration procedure, or in any matter relating to this Collective Agreement.

2613 Victoria General Hospital only:

Every effort will be exerted by the Employer and the Association to resolve grievances expeditiously. The parties shall consider all grievances on their individual merits.

2614 Victoria General Hospital only:

Nothing in this Agreement shall preclude settlement of a grievance by written mutual agreement between the Employer and the Association in any manner whatsoever, or voluntary written extension of stipulated time limits.

2615 Civil Liability Indemnification

- a) If an action or proceeding is brought against any employee covered by this Agreement for an alleged tort committed by the employee in the performance of the employee's duties, except in instances of gross negligence then:
 - (i) The employee, upon being served with any legal process, or upon receipt of any action or proceeding as hereinbefore referred to, being commenced against the employee shall advise the employer of any such notification or legal process;
 - (ii) The Employer shall pay any damages or costs awarded against any such employee in any such action or proceedings and all legal fees; and/or
 - (iii) The Employer shall pay any sum required to be paid by such employee in connection with the settlement of any claim made

against such employee if such settlement is approved by the Employer before the same is finalized; provided in every case the conduct of the employee which gave rise to the action did not constitute gross negligence of the employee's duty as an employee;

- b) In accordance with Subsection (a) above, the Employer or Employer's Insurance Provider shall appoint counsel. The Employer accepts full responsibility for the conduct of the action and the employee agrees to co-operate fully with appointed counsel.

ARTICLE 27: ARBITRATION PROCEDURE

- 2701 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 the Employer and the Association shall nominate their respective appointees to a three (3) person Arbitration Board.
- 2702 Within fourteen (14) days, the appointees shall agree to a third member to act as Chairperson of the Arbitration Board.
- 2703 If either party fails to nominate their appointee, or if they fail to agree to a chairperson, the Minister of Labour shall be requested to make such appointment.
- 2704 The finding of the sole arbitrator, a majority of arbitrators, or the chairperson in the absence of a majority, shall be conclusive and binding upon all parties affected, but no such finding or award shall be inconsistent with the terms of this Agreement. If

necessary, the arbitrator(s) may be requested to clarify the terms of such award.

2705 Each party shall be responsible for the costs of its nominee and the costs of the sole arbitrator or chairperson shall be shared equally by the Employer and the Association.

2706 Southern Region, Northern Region (West) and Northern Region (East) only:
Arbitrations are to be heard locally, unless an alternate location is mutually agreed to by the parties.

ARTICLE 28: SAFETY HEALTH AND WELFARE

2801 The Employer shall provide and maintain necessary safety and protective clothing or equipment where required and install safety devices where necessary. All such items remain the property of the Employer, and when no longer required must be returned by the employee.

2802 In recognition of the fact that during the performance of their duties, employees may have their clothing or other personal property damaged, the Employer agrees to make appropriate compensation, providing established departmental procedures and policies have been followed.

2803 a) Where applicable for Health Sciences Centre only:
i) Dental Plan
The current dental plan will pay a percentage of basic and major dental expenses in accordance with the 1996 Manitoba Dental Association Fee schedule. The 1996 fee schedule will continue to apply until such time as the fee schedule may

be amended by the Employer following consideration of the recommendation of the Health Sciences Centre Board Management Staff Council.

ii) Dental Plan

The parties agree that the HEBP Dental Plan shall continue to remain in effect on a 50/50 cost shared basis for the life of this Agreement

b) Victoria General Hospital only:

Dental Plan

The Employer agrees to make deductions from employees' wages and forward premium payments or provide HEBP Dental Insurance coverage for employees. An equivalent amount of premium shall be paid by the employer. Employee participation in this plan is mandatory. Coverage and benefits payable are subject to the limitations of the plan.

c) Southern Region and Northern Region (West) only:

Dental Plan

The parties agree that the HEBP Dental Plan shall continue to remain in effect on a 50/50 cost shared basis for the life of this Agreement

d) Northern Region (East) only:

Dental Plan (for everyone but Thompson General Hospital)

The parties agree that the HEBP Dental Plan shall continue to remain in effect on a 50/50 cost shared basis for the life of this Agreement.

Dental Plan (Thompson Gen Hosp)

As per past practise.

2804 Medicare Premiums

It is agreed that if MHSC premiums are introduced during the life of this Agreement, the parties will meet to discuss and decide on an equitable sharing of the cost of these premiums.

2805 Disability & Rehabilitation Plan

- a) The Employer agrees to participate in the HEB Disability and Rehabilitation (D&R) Plan. The benefit levels will be as stipulated in the D&R Plan. The Employer will pay the D&R premium to a maximum of two point three (2.3%) percent of base salary.

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, and subject to the approval of the employee's application for D&R benefits by HEB, the employee may commence drawing disability benefits. It is understood that the elimination period for the D&R Plan is one hundred and nineteen (119) calendar days. An employee may claim income protection benefits for the period of time not to exceed this elimination period and payment of accrued income protection within the elimination period represents the maximum amount of income protection available to the employee regardless of the dispensation of the D&R application or the status of the D&R application on the 120th calendar day. An employee may not utilize income protection contiguous to the date of termination of D&R coverage.

- b) Where an employee has been away from work due to illness for four consecutive weeks the employee must complete all required documentation and make application for coverage under the HEB D&R Plan. The Employer and the Association are willing to assist the employee with completion of the documentation/application should the employee request.
- c) Subject to compliance with paragraph 2805 b), in the event;
 - i) an employee does not have sufficient accrued income protection to cover the 119 calendar day elimination period, or
 - ii) the employee's D & R application has not been approved by the end of the elimination period.

The Employer shall pay the D&R Premium, Health Plan Premium, and Dental Plan Premium in respect of any portion of the elimination period where the employee is not in receipt of paid income protection or in respect of the period of time between the end of the elimination period and the date of final disposition of the employee's D&R application.

- 2806 a) Application to all DSM Sites and Regions, except as noted below:

Pension Plan

Every eligible employee shall, as a condition of employment, participate in the Healthcare Employees Pension Plan. Contributions and benefits shall be in accordance with the provisions of the Plan.

2807 a) Application to all DSM Sites and Regions, except as noted below:

The parties to this Collective Agreement endorse the importance of a safe and secure environment, in which employees must work. The parties will work together in recognizing and resolving Occupational Health and Safety issues. 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 equipment where required and install safety devices where necessary.

The Workplace Safety and Health Committee shall operate with Association representation for the purpose of ensuring health and safety in the workplace and the identification of health and safety hazards.

b) St. Boniface Hospital only:

The parties to this Collective Agreement endorse the importance of a safe and secure environment, in which employees must work. The parties will work together in recognizing and resolving Occupational Health and Safety issues.

2808 Health examinations required by the Employer shall be provided by the Employer and shall be at the expense of the Employer.

2809 A Health Spending Account will be provided in accordance with the terms and conditions of the HEB Manitoba plan.

- 2810 Where an employee cannot arrive as scheduled at the Worksite due to whiteout/blizzard conditions as declared by Environment Canada or due to road closures as declared by police agencies or Manitoba Infrastructure and Transportation, the employee may be rescheduled if the employer determines that alternate work is available and that it can be rescheduled during the following two (2) consecutive bi-weekly pay periods. Where the rescheduling of such alternate work cannot be accommodated or the employee chooses not to be rescheduled, she/he may take the time from banked time which includes banked overtime, General Holidays or vacation.
- 2811 Employees who are unable to leave the workplace due to road closures, as declared by the Manitoba Infrastructure and Transportation shall be provided an area to rest.
- 2812 The Employer and the Association are committed to reasonable accommodation in a manner that respects the dignity and privacy of the employee. Reasonable accommodation is the shared responsibility of the employees, the Employer and the Association.

Where a need has been identified, the parties will meet to investigate and identify the feasibility of accommodation that is substantial, meaningful and reasonable to the point of undue hardship.

Where necessary, relevant provisions of the Collective Agreement may, by mutual agreement between the Association and the Employer be waived.

An employee who through advancing years or disablement, is unable to perform her regular duties,

shall be given preference for transfer to any suitable vacant position within the bargaining unit which requires the performance of lighter work of which she is capable. She will be paid at the same increment level in the new position as she was paid in her previous position.

2813 Upon application, each employee on the Workplace Safety & Health Committee shall be granted paid educational leave in accordance with the Workplace Safety & Health Act Section 44 (1).

2814 Rehabilitation and Return to Work (RTW) Program

The Employer agrees to actively participate and facilitate the rehabilitation and return to work of ill, injured or disabled employees even when she/he is not covered under the D & R, WCB or MPI programs. Any such employee will be supernumerary in nature when reasonably possible. The Association shall be notified by the Employer if there is a request for a Rehabilitation and Return to Work Program for an employee. The Employer shall include the Association in the initial meeting with the employee to review the provisions of the program to ensure that the work designated is within her/his restrictions and limitations. If required, the Employer shall schedule subsequent (progress) review(s) with the Association and the employee and may proceed without the Association's involvement subject to the Union's concurrence. Where appropriate, by agreement between the Employer and the Association, job postings may be waived.

ARTICLE 29: PRE RETIREMENT LEAVE

2901 A full-time employee who retires at or after age fifty-five (55) with ten (10) or more years of service, or at any time due to permanent disability or where the sum of the employee's years of age and length of continuous employment total eighty (80) or more ("Magic 80"), shall be granted four (4) days of paid pre-retirement leave per year of service or portion thereof.

Where an employee takes pre-retirement leave as salary continuance, pre-retirement leave will accrue during the salary continuance period. This final pre-retirement leave entitlement will be paid to the employee with their final salary payment.

2902 Employees who have worked on a part-time basis during their employment with the Employer shall receive a pro-rata portion of pre-retirement leave based on their actual hours worked as compared to those of a full-time employee.

2903 Calculation of pre-retirement leave shall begin from the date of the employee's last commencing employment with the Employer and shall be based on the employee's total length of continuous employment as at the date of retirement.

2904 Payment shall, at the option of the employee, be made in a lump sum or as a continuation of salary until the scheduled retirement date is reached.

Where the employee chooses to take a lump sum payment, the last day worked shall be considered the retirement day and benefits shall cease on that day.

Where the employee chooses to take pre-retirement leave as a continuation of salary until the scheduled retirement date, all benefits shall continue until that date.

2905 Effective date of ratification, April 27, 2007. As established under the Civil Service Superannuation Plan, former civil service employees may carry-over vacation credits to retirement in accordance with the following:

- a) Commencing up to four (4) years prior to the employee's retirement date, an employee may bank up to 50 days of vacation credits provided that a maximum of one year's vacation credits are carried forward from one vacation year to the next.
- b) An employee may only bank a maximum of fifty (50) vacation days.
- c) An employee must provide in writing his or her intended retirement date at the time she/he commences banking vacation credits for this purpose.

2906 Effective April 1, 2010, where an employee is entitled to pre-retirement leave in accordance with this article, and the employee dies prior to receiving this benefit, the benefit shall be paid to her/his estate.

2907 RE: BUYBACK OF PENSION

Pre-retirement pay may be utilized to directly fund the buyback of pension service in accordance with Revenue Canada limits and restrictions. Contributions for this purpose must also conform to the Healthcare Employees Pension Plan (HEPP) Trust Agreement,

HEPP Plan Text, and other applicable written HEPP policies and guidelines.

ARTICLE 30: DISCIPLINE AND DISCHARGE

3001 No employee shall be disciplined or discharged without just cause.

3002 In all instances where the Employer considers that an employee warrants disciplinary action other than a verbal warning, the employee shall be given advance notice of the nature of the concern.

The employee shall be entitled to a meeting prior to the imposition of discipline or discharge, unless he is a danger to himself or others, and to be represented at such a meeting by an Association representative, unless he refuses such representation.

3003 An employee shall be notified in writing of the reasons for her discipline or dismissal. A copy shall be forwarded to the Association Representative unless the employee elects otherwise.

3004 Employees shall be shown any adverse report concerning her performance or conduct, and her comments or reply shall also be recorded in her personnel file. Upon request, she shall be given copies of such documents. If she regards the report to be inaccurate, she may also initiate a grievance requesting its correction or removal from her file.

3005 An employee who considers herself to have been wrongfully disciplined, suspended, or discharged shall

be entitled to submit a grievance under Article 26 (Grievance Procedure).

- 3006 An employee may examine her personnel file upon request. Only one such file shall be maintained. Upon request, an employee shall be given a copy of any document placed in her personnel file.
- 3007 The Employer agrees not to introduce as evidence any derogatory entry from the employee's file at any hearing unless the employee has previously been made aware of its contents at the time of filing or a reasonable time thereafter.
- 3008 Southern Region, Northern Region (West) and Northern Region (East) only:
Demotion shall not be used as a disciplinary measure.
- 3009 An employee subject to disciplinary action shall, after four (4) years from the date the disciplinary measure was initiated request in writing that her record be cleared of that disciplinary action, provided the Employee has not accumulated any additional disciplinary actions. The Employer shall confirm in writing to the employee that such documentation has been removed.

ARTICLE 31: JOB SECURITY

- 3101 a) Applicable to Health Sciences Centre and Seven Oaks General Hospital:
- i) In the event of a layoff, employees other than probationary and temporary employees shall receive notice or pay in lieu of such as follows:
 - A) two (2) weeks' notice for layoff of up to eight (8) weeks;

- B) for a layoff of eight (8) or more weeks, notice would be based on one week per year of service, with a minimum of two (2) weeks' notice and a maximum of eight (8) weeks.
- ii) A lay-off shall be any reduction in the work force or any permanent reduction of an employee's normal hours of work due to lack of work.

b) Victoria General Hospital only:

- i) In the event of a layoff, employees other than probationary and term employees will receive one (1) weeks' notice per year of service with a minimum of two (2) weeks' notice to a maximum of twelve (12) weeks' notice, or pay in lieu of such notice.
- ii) A lay-off shall be any reduction in the work force or any permanent reduction of an employee's normal hours of work due to lack of work.

c) Misericordia Health Centre and Concordia Hospital only:

In the event of a layoff, employees other than probationary and temporary employees shall receive notice or pay in lieu of such notice as follows:

two (2) weeks' notice for each year of employment (seniority) of up to a maximum of three (3) months' notice.

d) St. Boniface Hospital only:

- i) In the event of a layoff employees other than probationary and temporary employees shall receive four (4) weeks' notice or pay in lieu of such notice.

- ii) A lay-off shall be any reduction in the work force or any permanent reduction of an employee's normal hours of work due to lack of work.
 - e) Southern Region, Northern Region (West) and Northern Region (East) only:
 - i) In the event of a layoff, employees other than probationary and temporary employees shall receive notice or pay in lieu of such as follows:
 - two (2) weeks for each year of employment (seniority) up to a maximum of three (3) months' notice.
 - ii) A lay-off shall be any reduction in the work force or any permanent reduction of an employee's normal hours of work due to lack of work.
- 3102 a) Application to all DSM Sites and Regions, except as noted below:
When a layoff becomes necessary, employees will be laid off in reverse order of seniority within their occupational classification, subject only to more senior employees being qualified, competent and willing to perform the required work.
- b) Southern Region, Northern Region (West) and Northern Region (East) only:
When a layoff becomes necessary, employees will be laid off in reverse order of seniority within their occupational classification within their site, subject only to more senior employees being qualified, competent and willing to perform the required work.
- 3103 In the event of the deletion of an occupied position, as much notice as possible shall be given to the incumbent.

3104 a) Application to all DSM Sites and Regions, except as noted below:

An employee whose position is being deleted in accordance with Article 3103, or who is being laid off in accordance with Article 3102 will be entitled to exercise seniority rights, subject to her being qualified, competent and willing to perform the required work, to displace a less senior employee in an equal or lower occupational classification. Any employee thus displaced shall be entitled to a like exercise of seniority rights, with the employee or employees who are finally displaced by the exercise of this subsection being considered laid off, and subject to recall as outlined below.

b) Southern Region, Northern Region (West) and Northern Region (East) only:

An employee whose position is being deleted in accordance with Article 3103, or who is being laid off in accordance with Article 3102 will be entitled to exercise seniority rights, subject to her being qualified, competent and willing to perform the required work, to displace a less senior employee in an equal or lower occupational classification within the site. Where this is not possible due to seniority level, the employee shall be entitled to exercise seniority rights, subject to her being qualified, competent and willing to perform the required work, to displace an employee in a position of equal or lower classification within any of the other sites comprising the Region. Any employee thus displaced shall be entitled to a like exercise of seniority rights, with the employee or employees who are finally displaced by the exercise of this subsection being considered laid off, and subject to recall as outlined below.

- 3105 An employee who is demoted due to a reason other than unsatisfactory performance shall continue to be paid her current basic salary until the rate for the classification to which she was demoted exceeds her current rate. 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 employee assumes a position in a lower paid classification or until the salary scale of the lower position reaches her level of salary, whichever occurs first.
- 3106 An employee who exercises her seniority rights shall be entitled to a six (6) week or two hundred forty (240) hours (whichever is greater) familiarization period. In the event that the employee cannot function effectively in the position at the conclusion of the familiarization period, she shall be placed directly onto layoff status and the person originally displaced from the position shall, if not yet recalled, be returned to the position.
- 3107 To qualify for recall, it shall be the responsibility of the employee to keep the Employer informed in writing of her current address and phone number.
- 3108 a) Application to all DSM Sites and Regions, except as noted below:
Employees on layoff are to be recalled in order of seniority to available positions in equal or lower paid occupational classifications, subject to their being qualified and competent to perform the required work. Such right to recall shall be exercised before a new employee is hired or any other less senior employee is hired into such position.

- b) Southern Region, Northern Region (West) and Northern Region (East) only:

Employees on layoff are to be recalled in order of seniority to available positions in equal or lower paid occupational classifications within any of the sites comprising the Region, subject to their being qualified and competent to perform the required work. Such right to recall shall be exercised before a new employee is hired or any other less senior employee is hired into such position.

- 3109 a) Application to all DSM Sites and Regions, except as noted below:

Such recall shall be made by registered mail, and shall provide for two (2) weeks' notice to report back to work. The employee is required to contact the Employer within one (1) week of such notice, confirming her intention to return to work as scheduled. An employee who declines to return to a position comparable to that held prior to layoff, without reasonable cause, shall be considered terminated.

- b) Southern Region, Northern Region (West) and Northern Region (East) only:

Such recall shall be made by registered mail, and shall provide for two (2) weeks' notice to report back to work. The employee is required to contact the Employer within one (1) week of such notice, confirming her intention to return to work as scheduled. An employee who declines to return to a position comparable to that held prior to layoff, without reasonable cause, shall be considered terminated. However, termination of employment will be waived at the discretion of the Employer, if

the laid off employee declines the recall due to the unsuitability of the geographic location.

3110 a) Application to all DSM Sites and Regions, except as noted below:

An employee recalled to work in a different department, or different classification from which she was laid off shall have the right to return to the position she held prior to the layoff should it become vacant within one year of being called back and such vacancy shall not be subject to the job posting procedure.

b) Southern Region, Northern Region (West) and Northern Region (East) only:

An employee recalled to work in a different department, different site within the Region, or different classification from which she was laid off shall have the right to return to the position she held prior to the layoff should it become vacant within one year of being called back and such vacancy shall not be subject to the job posting procedure.

3111 Technological change shall mean the introduction by the Employer into his work, undertaking or business of equipment or material of a different nature or kind than that previously used by him in the operation of the work, undertaking or business, and a change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material.

In the event of a technological change which will displace or affect the classification of employees in the bargaining unit:

- a) The Employer shall notify the Association at least one hundred and twenty (120) days before the introduction of any technological change, with a detailed description of the project it intends to carry out, disclosing all foreseeable effects and repercussions on employees.
- b) The negotiation of the effects of technological change will take place not later than ninety (90) days prior to the intended date of implementation.
- c) If the Association and the Employer fail to agree upon measures to protect the employees from any adverse effects, the matter may be referred by either party to arbitration as provided for under the terms of this Agreement.

3112 a) Application to all DSM Sites and Regions, except as noted below:

An employee who is displaced from her job as a result of technological change shall be given an opportunity to fill any vacancy for which she has seniority and for which she has competency and the qualifications to perform. If there is no vacancy, she shall have the right to displace employees with less seniority, in accordance with the layoff procedures specified in this Agreement.

b) Southern Region, Northern Region (West) and Northern Region (East) only:

An employee who is displaced from her job as a result of technological change shall be given an opportunity to fill any vacancy within the site of current employment for which she has seniority and for which she has the qualifications and the

competency to perform the required work. If there is no vacancy within the site of current employment, she will be given the opportunity to fill any vacancy within a fifty (50) kilometer radius of the originating site within the Region for which she has the qualifications and competency to perform the required work. This shall not preclude the employee from requesting consideration for vacancies outside the fifty (50) kilometer radius. If there are no vacancies, she shall have the right to displace employees with less seniority, in accordance with the layoff procedures specified in this Agreement.

- 3113 Where new or greater skills are required than are already possessed by affected employees under the present methods of operations, such employees shall, at the expense of the Employer, be given a training period during which they may acquire the skills necessitated by the new method of operation. There shall be no reduction in wage or salary rates during the training period of any such employee.
- 3114 a) If the Employer sub-contracts work or introduces technological change which results in the displacement of a number of employees, the Employer shall guarantee alternate employment to all employees with three (3) or more years of continuous service with the Employer. Where the alternative employment is of a lower paying classification, the employee shall continue to receive the salary of the higher paid classification until the salary of the lower paid classification passes that of the higher classification. The application of this provision shall be limited to a three (3) year period from the date the employee

assumes a position in a lower paid classification or until the salary scale of the lower position reaches her level of salary whichever occurs first.

- b) Any employee with less than three (3) years of employment to whom the Employer cannot offer alternative employment shall receive severance pay on the basis of one (1) week per year of service.

3115 Supervisors and other employees of the Employer whose positions are not classified within the bargaining unit shall not work on a regular and recurring basis on duties and responsibilities which have been determined as being solely within the bargaining unit except in the case of education or emergency or where there is mutual agreement between the parties to do so. The parties agree that past practice, effective June 23, 2000, shall be deemed to have received mutual agreement in this regard. The parties further agree that the provisions of this Article shall in no way supersede the provisions of the Memorandum of Understanding Re: Transfer of Service / Mergers / Amalgamation / Consolidation.

3116 Notwithstanding Article 604, employees laid off, or who have had their work reduced in accordance with Article 3101, and who have made their availability for additional available shifts known to the Employer in writing, shall be given preference for such shifts, over part-time and casual employees, up to their EFT prior to layoff or reduction of hours, provided they are qualified, competent and willing to perform the required work.

The employee shall be given such preference for available shifts until a position becomes available that is an equal or greater EFT than their last previous position, or for the duration of 1003 d), whichever occurs first.

Should the employee not work the entire shift for any reason, the employee will be paid for the hours actually worked.

In the event that the employee accepts available shifts in accordance with the above, the provisions of the Collective Agreement shall be applicable except as modified hereinafter:

a) Vacation pay shall be calculated in accordance with Article 1804, and shall be paid at the prevailing rate for the classification, at the employee's step on scale prior to layoff, 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		Entitlement of a
<u>Worked by the laid off employee</u>	X	full-time employee
Full-time hours		

c) In the event that the layoff is longer than twenty-six weeks, seniority will be calculated in accordance with regular hours worked;

d) The Employee shall be paid four point six two percent (4.62%) of the basic rate of pay in lieu of time off on General holidays. Such holiday pay shall

be calculated on all paid hours and shall be included in each pay cheque;

e) Participation in benefit plans is subject to the provisions of each plan;

f) Any period of time during a layoff when the employee works additional available shifts or works in a term position shall not extend the five (5) year period referenced in Article 10. However, an employee on layoff who is recalled into a term position shall retain her right to be recalled into a permanent position while working in the term position.

3117 The Employer agrees to notify the Association in advance, of all matters which significantly affect the security of employment or major working conditions of members of the bargaining unit.

3118 Secondment is a temporary transfer of an employee(s) from one Employer to another Employer, the terms of which shall be negotiated with the Association.

ARTICLE 32: NON-DISCRIMINATION

3201 The parties agree that there shall be no discrimination, interference, restriction, harassment or coercion based on the applicable characteristics cited in Section 9 of the Human Rights Code of Manitoba.

3202 The Employer and the Association agree that no form of sexual harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems should they arise. Situations involving sexual

harassment shall be treated in strict confidence by both the Employer and the Association.

- 3203 No form of employee abuse will be condoned in the workplace. The parties will work together in resolving such problems as they arise. When such situations arise, employees will report them as soon as possible. Any employee who believes a situation may become or has become abusive shall report this to the immediate supervisor. The Employer shall notify the Association as soon as possible after receipt of the report. Every reasonable effort will be made to rectify the abusive situation to the mutual satisfaction for the parties. Situations involving abuse shall be treated in a confidential manner by the Employer, the Association and the employee(s).

ARTICLE 33: PERFORMANCE APPRAISALS

- 3301 When performance appraisals are conducted, the following guidelines shall apply:
- a) performance appraisals shall be in writing and the contents shall be discussed with the employee;
 - b) the employee shall sign the performance appraisal for the sole purpose of indicating that she is aware of its contents;
 - c) the employee shall have the right to add comments to be attached thereto;
 - d) the employee shall be given a copy of the performance appraisal.
- 3302 If the employee regards the report or evaluation to be inaccurate, unfair or unreasonable, she may also initiate a grievance requesting its correction or removal from her file.

ARTICLE 34: NOTICE OF TERMINATION

- 3401 Employment may be terminated voluntarily by an employee, by giving at least four (4) weeks' notice in writing exclusive of any vacation due.
- 3402 Employment may be terminated with less notice or without notice:
- a) by mutual agreement between the Employer and the employee;
 - b) during the employee's probationary period;
 - c) where an employee is discharged for just cause.

ARTICLE 35: COMMITTEES

- 3501 The Employer will maintain an Employee/Management Advisory Committee with equal representation from management and employees. This Committee shall meet at the request of either party, for the purpose of discussing matters of concern to either party. The parties shall co-chair this committee and shall chair alternate meetings.
- 3502 This Committee shall be advisory in nature and shall not substitute for staff meetings or normal lines of communication in effect within the Site and/or Region.
- 3503 a) Basic pay or equivalent time off, with a minimum of one (1) hour guaranteed to employees who are not on duty, will be granted to employees appointed by the Association to attend meetings of the Employee/Management Advisory Committee and any other joint committee which is created by the mutual agreement of the Association and the Employer, and to which the Association is required to appoint representatives.

- b) Basic pay or equivalent time off, with a minimum of the one (1) hour guaranteed to employees who are not on duty, will be granted to employees appointed by the Association to attend meetings of the Workplace Health & Safety Committee or to perform such other duties as may be specified in the Workplace Safety & Health Act or as prescribed by regulation.

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

**3504 RE: EMPLOYEE/MANAGEMENT ADVISORY
COMMITTEE**

The parties agree to utilize the existing Employee/Management Advisory Committee (Article 35) to discuss, review and make recommendations relative but not limited to:

Staff recruitment and retention,
Training, retraining and continuing education,
Program Management,
Efficiency of equipment utilization,
Program delivery and new program
implementation,
Ongoing communications,

Professional practice issues,
Job enrichment,
Orientation,
Workplace security,
Unresolved issues relating to workload, staffing or
shift schedule.

Association staff shall be entitled to attend meetings as part of the employee delegation. Minutes shall be kept and distributed to members.

The parties further agree that the committee may request assistance from other resources such as financial staff or representatives of other agencies or organizations when dealing with issues.

ARTICLE 36: JOB SHARING

3601 When a position is posted, two (2) employees may apply to share that position. The decision to allow two (2) employees to split a position rests solely with the Employer who will consider the needs of the area.

- a) Both employees shall be granted part-time employment status, and shall earn benefits as provided for in the Collective Agreement.
- b) In the event that one (1) of the employees sharing the position is absent, e.g. sick leave, vacation, leave of absence, etc. the other employee sharing the position may be required to assume those shifts.
- c) In the event that one (1) of the employees sharing the position resigns, and the Employer's decision is to allow this position to remain a job share

position, the position will be posted with the following wording noted on the job posting:

“This position is currently being filled by two (2) employees working part-time. The remaining employee wishes to continue working her portion of the position and she will be allowed to do so if another employee is willing to work the other portion of the position. If you wish to apply for the vacant portion of this position, please apply in the normal manner stating same.”

- d) Providing there is another employee willing to share the position, the remaining employee will be maintained in the shared position.
- e) If the Employer's decision is to no longer allow this position to remain as a job sharing position, or if no employee is willing to share the position with the remaining employee, the posted position will be offered to the remaining employee.
- f) If the remaining employee refuses to accept the position, the position may be offered to the most suitable applicant.

The remaining employee will then be offered any part-time position for which she is qualified, that is currently vacant and if none is available, she shall be dealt with in accordance with Article 31.

Southern Region, Northern Region (West) and Northern Region (East) only:

**ARTICLE 37: SPECIAL PROVISIONS REGARDING
EMPLOYEES OCCUPYING MORE THAN ONE POSITION
WITHIN THE SITES COMPRISING THE REGION'S**

- 3701 Part-time employees shall be eligible to apply for and occupy more than one (1) part-time position within the sites comprising the Region(s). It is understood that at no time will the arrangement result in additional cost to the Employer. Where it is determined that it is not feasible for the employee to work in more than one position, the employee will have the option of assuming the position applied for and relinquishing their former position.
- 3702 At no time shall the sum of the positions occupied exceed the equivalent of one (1.0) EFT. However it is agreed that daily hours within the two positions may be scheduled, to a maximum of twelve (12) hours in any one day, at the employee's regular rate of pay, with mutual agreement between the Employer, the employee and the Association. Notwithstanding the above, it is understood that an employee who works more than the equivalent of full-time hours in the rotation pattern shall be compensated for the excess hours in accordance Article 13.
- 3703 Where the sum of the positions occupied equals one (1) EFT, the status of the employee will continue to be part-time, (i.e., status will not be converted to full-time), and the provisions of Article 6 will apply based on the total of all active positions occupied, unless otherwise specified in this Article.
- 3704 All salary based benefits, e.g. Group Life, Pension, D & R, as applicable, will be combined and calculated on the basis of the total of all active position occupied.

- 3705 All accrued benefits, (e.g. vacation, income protection,) shall be maintained and utilized on the basis of the total of all active positions occupied.
- 3706 a) Requests for scheduling of vacation shall be submitted to each departmental/site supervisor/manger. Said requests will be considered by both departmental/site supervisor/manager and shall be granted in accordance with the provisions of Article 18, based on the employee's seniority within each work site.
- b) Requests for unpaid or paid leaves of absence shall be submitted to each department/site supervisor/ manager, and shall be granted in accordance with the appropriate provisions of the Collective Agreement.
- 3707 Employees taking on an additional position will be subject to a trial period in accordance with Article 6. If during the trial period, the applicant is found by the Employer to be unsatisfactory in her/his new position, she/he shall relinquish that position.
- 3708 Where an approved arrangement is later found to be unworkable, the affected employee may be required to relinquish one of the positions occupied.

ARTICLE 38: TERM OF AGREEMENT

- 3801 This agreement and all its provisions shall be effective April 1, 2014 except as otherwise provided.

- 3802 This Agreement shall be in full force and effect until March 31, 2018 and thereafter until a revised Collective Agreement is executed or this Agreement is terminated by two (2) weeks written notice by either party.
- 3803 This Agreement may be amended during its term by mutual agreement.
- 3804 Should either party to this Agreement desire to amend or terminate the Agreement, or to negotiate a new Agreement, such party shall notify the other party in writing of its intention not more than ninety (90) days and not less than thirty (30) days prior to the expiration date hereof.
- 3805 If notice is not given under Article 3804, within thirty (30) days prior to the expiration date of the Agreement, this Agreement shall be renewed without change for a further period of one (1) year.

Signed this _____ day of _____, 2016

FOR THE EMPLOYER

FOR THE ASSOCIATION

MEMORANDUM OF UNDERSTANDING #1

Between

DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS

RE: EMPLOYMENT SECURITY

Whereas the Employer is concerned with its employees' employment security, and

Whereas the Association is concerned with its members' employment security, and

Whereas within the Province of Manitoba health care reform continues to be explored, and

Whereas there may be a need to examine the delivery of health care within the facility/region, and

Whereas, there may be a need to examine the current complement of employees covered by the provisions of the Collective Agreement.

1. It will be incumbent upon the Employer to notify the Association, in writing, at least ninety (90) days prior to any alteration in the delivery of health care and/or in the current complement of employees covered by the provisions of this Collective Agreement.
2. If it becomes necessary to reduce the staffing complement, all avenues relevant to the issue of employment security for the employees will be examined

and discussed between the Employer and the Association, no later than twenty (20) days after the above.

3. The Employer and the Association agree to meet to develop the process for the planned reductions within five (5) days after the above.
4. The Employer will, wherever reasonably possible, carry out these reductions by way of attrition.
5. In keeping with the Employer's commitment to ensure that any affected employee shall retain employment with the Employer, and where reductions cannot be dealt with through attrition, the Employer will make every possible effort to reassign the employee(s) affected to an equivalent position within the facility. The Layoff and Recall provisions of the Collective Agreement will apply where reassignment is not possible.
6. In the effort to achieve necessary funding for retraining and redeployment of employees.
7. The Employer will also co-operate with other facilities/regions, with the Provincial Health Labour Relations Services and/or the Government of Manitoba, to participate in the establishment of a broader redeployment and retraining effort.

MEMORANDUM OF UNDERSTANDING #2
Between

DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
**MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

**RE: TRANSFER OF
SERVICE/MERGERS/AMALGAMATION/CONSOLIDATION**

Applicable where there is a transfer of service, merger, amalgamation or consolidation and where mobility does not apply and where both the sending and receiving sites are participants at the MAHCP Central table negotiations.

WHEREAS the way services are provided by the Employer may change as a result of continuing health reform initiatives;

AND WHEREAS the above initiatives may impact upon the employment security of employees covered by this Agreement;

AND WHEREAS the Employer and the Association desire to assist employees who may be directly impacted by such initiatives;

IT IS THEREFORE AGREED THAT:

- (i) The Employer will provide all relevant information to the Association in a timely manner as it becomes available.
- (ii) The Employer and the Association will meet to discuss matters of mutual concern and agree to make every effort to examine all possible options, including, but not limited to, redeployment issues.

- (iii) For the purpose of application of Article 31 should the Employer:
 - a) merge or amalgamate with another service provider; or
 - b) centralize or consolidate with another service provider; or
 - c) transfer or combine any of its operations or functions to another service provider; or
 - d) take over any of the functions of another service provide.it will not be considered contracting out or sub-contracting out.
- (iv) During the period of notice given under the Employment Security Memorandum of Understanding, employees potentially affected by the impending alteration of service will be entitled to portability of benefits between the employers identified as signatories to this Memorandum of Understanding. Should the receiving employer not be signatory to this Memorandum of Understanding, the receiving employer will be encouraged to honour a like portability of benefits.

For employees who have been successful in obtaining a position at a facility who is a signator to this Memorandum of Understanding, the following shall be portable:

1. Accumulated income protection benefits/sick leave credits recognized by the last employer shall be credited by the new Employer.
2. Length of employment applicable to rate at which vacation is earned shall be recognized by the new Employer.
3. Length of employment for purpose of qualifying to join benefit plans, e.g. two (2) year pension requirement.
4. Salary treatment:

- a) If the range is identical, then placed step-on-step;
 - b) if the range is not identical, then placement will be at a step on the range which is closest (higher or lower) to the employee's salary at the time of porting.
- 5. Length of employment applicable to pre-retirement leave shall be recognized by the new Employer.
 - 6. Upon hire of an employee, the receiving Employer agrees to confirm in writing to the employee all benefits which were ported from the sending Employer.
 - 7. Benefits superior to those provided by the new Collective Agreement shall not be portable.
 - 8. Hours of service since the last increment is not portable for purpose of calculating next increment if applicable.
 - 9. Salary and vacation earned to date to be paid out by sending Employer.
 - 10. Banked time including overtime bank, stat bank, to be paid out by sending Employer.
 - 11. Seniority.

APPLICATION:

IT IS AGREED THAT:

- I) When it is known that programs or services will be transferred, consolidated, merged, or amalgamated, the Employers shall determine the number of staff required by classification.
- II) Qualified employees within the transferring program or service will be given the opportunity to move with the program on the basis of seniority.
- III) If more staff wish to move than are required for the program or service, staff from the sending Employer(s) will be selected on the basis of seniority in effect at the sending Employer's on the date of the notice being completed.

- IV) If there is insufficient staff volunteering to move, the receiving Employer(s) will fill the remaining vacancies by postings or recall provisions.
- V) Employees who transfer in accordance with this memorandum, retain seniority, service and other portable benefits if applicable or in accordance with the Memorandum of Understanding on Re-deployment Principles, and will be treated in all respects as if they had always been employees of the receiving Employer.
- VI) The receiving Employer will provide an orientation for the transferred employee of sufficient duration to assist the employee in becoming acquainted with essential information such as policies and procedures, routines, location of supplies and equipment, and fire and disaster plans.

MEMORANDUM OF AGREEMENT #3

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: PROVINCIAL HEALTH CARE LABOUR ADJUSTMENT

This Letter of Agreement confirms that the above-named parties have ratified the Memorandum of Understanding on Redeployment Principles which is appended to and forms part of this Letter of Agreement. (Refer to MOU #15 Redeployment Principles)

MEMORANDUM OF UNDERSTANDING # 4

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: MAHCP PROVINCIAL TECHNICAL / PROFESSIONAL RECRUITMENT / RETENTION PLANNING COMMITTEE

The parties acknowledge that in order to support the delivery of effective patient/client care/service across the province, an adequate supply of trained employees is required. The parties acknowledge that availability of qualified employees may differ throughout the province and there may need to be consideration of unique regional challenges.

Therefore the parties agree to establish a Provincial Technical / Professional Recruitment / Retention Planning Committee, with representation from the PHLRS, Employers, MAHCP and it's membership. The Committee will consist of an equal number of PHLRS/Employer and MAHCP/Employees, the number of which shall be mutually agreed. The Employer and the Association shall be responsible for their respective salaries and associated costs of their Committee members. Other persons may be invited to participate as mutually agreed by both parties.

The Committee shall meet as frequently as mutually agreed to by the parties the purpose of which will be:

- To identify classifications that are experiencing current or anticipated shortages of qualified employees;

- To identify recruitment challenges in order to address current or anticipated shortages;
- To identify strategies to facilitate the availability of appropriately qualified employees;
- To consider other systemic issues that may be raised by Committee members; and
- To present its findings and the Committee's joint recommendations to the Deputy Minister of Health including but not limited to, funding for areas where recruitment and retention challenges have been identified.

The Provincial Technical / Professional Recruitment / Retention Advisory Committee will commence meeting within ninety (90) days of ratification of all MAHCP Locals.

The Committee will determine its' process including the circumstances in which individuals including employees may be invited to present or share information with the Committee for its consideration.

The Provincial Technical / Professional Recruitment / Retention Planning Committee will be in existence for the duration of the collective agreement and will be extended only if mutually agreed to between the parties. MAHCP members invited to participate shall be compensated as per 3503 a).

MEMORANDUM OF UNDERSTANDING #5

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: GRIEVANCE INVESTIGATION PROCESS

The process is intended to create a harmonious relationship in order to promptly resolve grievances in an economical fashion.

On this basis, the parties are committed to the utilization of the following process where it is mutually agreed to be appropriate.

In the event that either party states that it is inappropriate to utilize the process and prior to a failure to utilize the process, the Executive Director of the MAHCP and the Director of the PHLRS shall review the matter and exchange the positions of the parties.

The parties hereto agree that the following conditions shall apply to the implementation and operation of the Grievance Investigation Process:

Part 1 GENERAL

1. It is understood that this process and the appointment of the Grievance Investigator is to continue concurrent with the Collective Agreement. The Collective Agreement is for the period April 1, 2014 to the date of ratification of a new collective agreement, and subject to the Term of the Agreement.

2. The Grievance Investigator shall be an individual jointly approved by the MAHCP and representatives of the employer (Provincial Health Labour Relations Services). The terms of appointment of the Grievance Investigator shall be set out in a separate document between the MAHCP, the PHLRS and the Grievance Investigator.
3. It is recognized that Grievance Investigation is a mandatory process and either party may submit grievance .

In the normal course of events, the grievance will be submitted to the Grievance Investigator when the parties are unable to reach a resolve through the grievance process itself.

If however, where the timelines within the grievance procedure have not been mutually extended, and a grievance meeting does not occur as scheduled due to a cancellation or request to reschedule by either the Association or the Employer, the Executive Director of MAHCP and the Director of the PHLRS shall be notified of the cancelled meeting.

The Executive Director and Director will review the matter and will jointly determine if another attempt to schedule a grievance meeting will occur, or if it is reasonable to assume that the grievance is denied and the remainder of the grievance procedure will be circumvented and the grievance matter will be submitted directly to GIP.

4. The Grievance Investigator shall conduct an investigation into each grievance jointly submitted to him. It is expected that a hearing will be required in the normal course of the investigation. Within seven (7) days of a grievance being submitted to him, the Grievance Investigator shall schedule a hearing to be held within the thirty (30) day period following submission to him. The Grievance Investigator is empowered to fulfil his role in any manner deemed by him to be most effective given the individual circumstances of each case. The Grievance Investigator's general role is to:
 - a) Investigate each grievance jointly submitted
 - b) define the issue(s) in dispute
 - c) provide an opinion as to an appropriate resolution of the dispute.

Where the Grievance Investigation meeting does not occur as scheduled due to a cancellation or request to reschedule by either the Association or the Employer, the Executive Director of MAHCP and the Director of the PHLRS shall be notified by the Grievance Investigator of the cancelled meeting.

The Executive Director and Director will review the matter and will jointly determine if another attempt to schedule a Grievance Investigation meeting will occur, or if the matter will simply be referred to arbitration.

- .5. The Grievance Investigator is expected to give a verbal opinion at the conclusion of a hearing, and to submit a brief written opinion to each of the parties within seven calendar days following a hearing. Where no hearing is held, it is expected that the Grievance Investigator will provide his written opinion within seven (7) calendar days following completion of his investigation.

6. It is understood that the opinion of the Grievance Investigator is advisory in nature and is non-binding on either party.

It is understood that where the parties agree to abide by the opinion of the Investigator, it is done so on a without precedent or prejudice basis.

Where either or both parties choose not to accept the opinion of the Grievance Investigator, they shall, within seven calendar days following receipt of the Investigator's written opinion, submit it in writing to both the Investigator and the other party, their reasons for non acceptance. Such reasons shall not be admissible at any future arbitration hearing or Grievance Investigation proceeding. Where one or both of the parties does not accept the opinion of the Investigator then the option shall remain to utilize the Arbitration procedure contained in the Collective Agreement.

7. The parties shall jointly prepare guidelines to assist the Grievance Investigator in meeting the expectations of the parties. These guidelines may be amended from time to time during the collective agreement as circumstances warrant and as mutually agreed. The parties shall meet on a province wide basis through staff representatives of the MAHCP and the PHLRS at the request of either of these two bodies, but not less frequently than every six months to review the operation and utilization of the Grievance Investigation Process.
8. Nothing shall preclude the parties from resolving any grievance in any mutually agreed manner either before, during or after its referral to the Grievance Investigation Process.

9. It is expressly understood that the Grievance Investigation Process is intended to provide a cost-effective, informal, and timely alternative to conventional arbitration.

Part 2 SUBMISSION OF GRIEVANCE

1. In all cases the grievance procedure contained in the Collective Agreement will continue to apply, however, where the grievance procedure has been exhausted and a party has certain time limits to refer the matter to arbitration, that party might instead within this time limit, advise the other party in writing of its desire to refer the matter to the Grievance Investigation Process. Where such a request is made, the time limits referenced in the grievance procedure shall be temporarily suspended until:
 - a) the other party advises the party who has made such a request that it does not agree to refer the matter to the Grievance Investigation Process, or
 - b) fourteen (14) calendar days have elapsed from the date the request was made and the other party has failed to respond, or
 - c) fourteen (14) calendar days have elapsed from the date upon which the Grievance Investigator issued his written opinion.

When any one of the events referred to in a), b) or c) above occur the time limits for referring the matter to arbitration shall commence as if the grievance procedure had been exhausted on that date.

Part 3 HEARINGS

1. Hearings will normally be held on the premises of the facility where the grievance originated from, however, the Investigator may, with the consent of both parties,

choose a more appropriate location in such instances as where several grievances originating from different locations can be heard at the same hearing.

2. The parties agree not to be represented at any Grievance Investigation hearing by legal counsel. Attendance at hearings shall be limited to a maximum of four (4) employees from the bargaining unit and/or the Association, and four (4) Employer and/or PHLRS representatives. This stipulation shall not prevent the Grievance Investigator from requesting the attendance of any other person who can assist in clarifying the issue in dispute.
3. The parties agree to provide the Investigator with a jointly prepared statement of facts in an effort to narrow the scope of any dispute and to minimize the need to present evidence through witnesses. The Grievance Investigator may through the course of his investigation determine additional facts relevant to the resolution of the matter and shall advise the parties accordingly.
4. Hearings shall be held in an informal manner, however, the Investigator shall conduct any hearing in a manner deemed by him to be effective. Witnesses will not give evidence under oath but the Investigator may act as a participant in attempting to resolve areas of conflicting evidence.

Part 4 GUIDELINES FOR GRIEVANCE INVESTIGATOR

1. The Grievance Investigator shall be expected to accept the role for the life of the collective agreement.
2. While appointed the Grievance Investigator may not act on behalf of one of the parties either as counsel or

nominee at conventional arbitration. He may serve as sole arbitrator or chairman of an arbitration board hearing a dispute involving one or both of the parties except in the case of a dispute which has previously been referred to him in his capacity as Grievance Investigator.

3. While it is not expected to be as detailed as an arbitrator's award, the parties do expect the written opinion to be a concise statement of the reasoning followed in reaching his conclusions. A detailed review of the positions of the parties or arbitral jurisprudence is not expected nor is any recounting of non germane fact or argument. The opinion should contain sufficient information to assist the parties in preventing similar future disputes.
4. The parties shall each pay for their own costs associated with referring and processing a grievance through the Grievance Investigation Process except that the parties shall jointly and equally share the fees and expenses of the Grievance Investigator.
5. The Grievance Investigator is empowered to consider any grievable matter put to him by the parties including a question of whether or not an issue is grievable.
6. The opinion of the Grievance Investigator is expected to be an informed estimate of the likelihood of the grievance being sustained or denied in the event of its being referred to arbitration.
7. The Grievance Investigator will be provided with any documentation which might provide assistance to him carrying out his role.

MEMORANDUM OF UNDERSTANDING #6

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: EDUCATIONAL DEFERRED SALARY LEAVE PLAN (Hereinafter referred to as EDSLP)

The parties hereto agree that the following conditions shall apply to the implementation and operation of the EDSLP:

1. That the EDSLP will be reviewed thirty (30) months from its implementation date and every twenty-four (24) months thereafter by the Employer and the Association.
2. That the EDSLP shall be self-sustaining and the Employer shall not incur any costs whatsoever as a result of participating in the Plan.
3. That the EDSLP must comply in all respects with all Revenue Canada guidelines.
4. That the Association shall save the Employer harmless from any claims whatsoever from any participants enrolled in the EDSLP which might result from the non-remittance of monies collected in accordance with the Plan nor from any shortfall in the funds from time to time required to be paid to any of the participants in the Plan. It is agreed that remittance of all monies to the Plan, in Trust, is to be forwarded immediately following each payday to the carrier of the Plan in Trust.

Terms of Reference of the EDSLP

Eligibility: Any employee, excluding casual employees, covered by the Collective Agreement between the Employer and the Association may apply for participation in the EDSLP following completion of the employee's probationary period as outlined in the Collective Agreement. It is expressly understood that participation in the EDSLP does not constitute a commitment being made by the Employer regarding future approval of a leave of absence.

The Plan:

The EDSLP is implemented for the sole purpose of providing a method of remuneration to Plan participants during formal educational leaves of absence (LOAs) for periods in excess of six (6) months.

Contribution/Enrolment Form:

- a) On filling out the enrolment form for membership, the participant shall indicate the amount of the participant's earnings which is to be deferred and remitted by the Employer to the Plan, in Trust. The amount shall not be less than five (5) percent and not more than thirty (30) percent of gross regular earnings as at the time of application. The biweekly amount shall be rounded to the next higher dollar.
- b) The amount to be deferred in Trust may be changed once annually (date to be determined by the Employer).
- c) The participant shall indicate on the enrolment form the date when it is anticipated that the participant will be requesting a leave of absence in accordance with the terms of reference of the Plan.

- d) The participant shall keep the Employer informed on an ongoing basis as to his/her plans in regard to the educational program in order to assist the Employer in attempting to make arrangements for his/her potential absence.

Leave of Absence

- a) It is agreed between the Employer and the Association that, for the purpose of the EDSLP, the provisions of the Collective Agreement regarding application for leaves of absence shall make application for the LOA at least two (2) months prior to the first day of the participant's requested LOA.
- b) Requests for LOA under the EDSLP shall include a description of the course of studies to be pursued, the duration of the program, and the name of the institution offering the program.
- c) Each request for a LOA under the EDSLP will be reviewed on an individual basis and shall not be unreasonably denied.
- d) In the event that more than one participant applies for a LOA under the EDSLP for part of or all of the same period of time and where only one participant's requested leave can be granted, seniority as defined in the Collective Agreement shall be the governing factor in determining which participant's LOA shall be granted.
- e) A participant having received approval for a LOA and who voluntarily transfers or is promoted to another position, may have the leave honoured depending on the operational requirements of the new work area.

- f) In the event that the participant's educational leave results in his/her being qualified to work in another classification covered by the Collective Agreement, it is understood that the participant will be placed in such classification only after being the successful applicant for a posted vacant position within that classification.

MEMORANDUM OF UNDERSTANDING #7

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: PORTABILITY

The following provisions do not apply to transfers governed by the provisions of the Memorandum of Understanding on Staff Mobility within the nine (9) facilities of the former WHA (WRHA) System.

1. An employee of an Employer in Manitoba who participates at MAHCP Central Table negotiations, who is awarded a position with another Employer in Manitoba who participates at MAHCP Central Table negotiations, and who commences employment with her/his new Employer within six (6) weeks of termination of employment from her/his former Employer, will be entitled to portability of benefits as specified hereinafter:
 - a) accumulated income protection benefits;
 - b) length of employment applicable to rate at which vacation is earned;
 - c) length of employment applicable to pre-retirement leave;
 - d) length of employment applicable for qualification for the Magic 80 pension provisions;
 - e) length of employment applicable to next increment date;
 - f) continuation of all Benefit Plans;

g) seniority credits (in accordance with receiving Collective Agreement).

MEMORANDUM OF UNDERSTANDING #8

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: VOLUNTARY TRANSFERS TO VACANCIES (PORTABILITY)

Applicable to transfers between the following employers only: Actionmarguerite, Breast Health Centre, CancerCare Manitoba, Community Therapy Services, Concordia Hospital, Corporate Programs – WRHA, Deer Lodge Centre – WRHA, Diagnostic Services of Manitoba, Health Sciences Centre – WRHA, Misericordia Health Centre, Northern Regional Health Authority (NEW), Pharmacy Program – WRHA, Rehabilitation Centre for Children, St. Boniface Hospital, Seven Oaks General Hospital, Victoria General Hospital – WRHA

An employee with an Employer where the Association is certified to represent that occupational classification, who applies for and is awarded a position with another Employer where the Association is certified to represent that occupational classification, shall have her seniority transferred as though she had always been employed at the receiving Employer. It is understood that this seniority is intended for use in accordance with the Collective Agreement, i.e., only in vacancy selection, vacation selection, or in the event of lay-off/displacement/recall. Further, the parties confirm that this seniority is in no way intended to increase the accumulation of benefits normally

accrued or calculated on the basis of employment hours or service.

In addition, any specific requests for portability of any or all benefits or benefits accrual rates upon a position being awarded as per the above, shall be considered by the Employer on an individual basis, by mutual agreement with the Association.

Note #1: The agreement to include this memorandum in the collective agreement is subject to the identical memorandum being included in the CTS agreement.

Note #2: Seniority (hours) transferred shall not exceed seniority provisions of the receiving facility.

MEMORANDUM OF UNDERSTANDING #9

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: RECRUITMENT AND SELECTION PROCESS

The parties acknowledge and confirm that effective and consistent practices relative to recruitment and selection to vacant positions are critical to maintain and preserve a highly competent and qualified professional and technical healthcare workforce in Manitoba.

It is further agreed that specific procedures utilized throughout all phases of the selection process must include as a basic foundation, the formulation of bona fide and job-related selection criteria, including consideration of seniority. As outlined below, the process must be carried out consistent within the provisions of the collective agreement.

The parties agree that the selection process must be seen to treat all applicants fairly, objectively, and in a non-partisan manner at all times.

Without limiting the generality of the foregoing and in consultation with the Association, the Employer commits to the development of terms of reference/guidelines detailing phases of the selection process to ensure outcomes are objective and to maintain integrity and accountability in all staffing activity undertaken.

Term of reference/guidelines will encompass, but will not be limited to:

- The formulation of selection criteria, such as seniority, knowledge, abilities/skills, aptitudes, personal suitability, experience, education, certification, etc., under which managers shall determine qualifications required for the position.
- The use and application of selection criteria in the selection process.
- The composition of Selection Boards
- Meaningful feedback to applicants.

Terms of reference/guidelines as above, shall be completed within 180 days of the signing of the collective agreement, and will be subject to review as may be deemed appropriate and necessary from time to time. Either party may initiate the review. The parties agree that they may request assistance from other resources as deemed necessary.

MEMORANDUM OF UNDERSTANDING #10

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: ARTICLE 2515

WHEREAS The Freedom of Information and Protection Privacy Act ("FIPPA") became applicable to the Employer during the life of the Collective Agreement that expires March 31, 2003;

AND WHEREAS the Employer believes that the current and past practice of providing home addresses to the Association is now subject to FIPPA and requires compliance with that legislation;

AND WHEREAS the Association wishes to have the past and current practice regarding provision of home addresses to continue in order to administer the Collective Agreement and represent its members;

NOW THEREFORE the parties agree that forthwith upon the ratification of the Collective Agreement, the Association shall sign a letter in the form attached to this Memorandum of Understanding.

LETTER:

**Pursuant to the Memoranda of Agreement
CONFIRM TYPE OF AGREEMENT dated DATE OF
AGREEMENT and the applicable collective
agreement between the NAME OF UNION (the**

“ABBREVIATED NAME”) and the [Employer], the [Employer] is to provide the ABBREVIATED NAME with a list which includes each employee’s bargaining unit, classification, work location and home address at the time of remission of union dues.

The list to be provided contains personal information as defined under The Freedom of Information and Protection of Privacy Act (“FIPPA”), which came into force subsequent to the date on which the Memoranda of Agreement were signed. We believe that the disclosure provisions of FIPPA apply to the provision of home addresses pursuant to the Memoranda and the collective agreement. In order to meet our obligations under the Memoranda and the collective agreements, we are requesting the ABBREVIATED NAME’s cooperation in complying with the following conditions in accordance with sections 46(6)c) and (d) of FIPPA:

- 1. The personal information may only be used for the purpose of communicating with the ABBREVIATED NAME’s members;**
- 2. The ABBREVIATED NAME shall have in place reasonable administrative physical safeguards to ensure the confidentiality and security of the personal information.**
- 3. When disposing or storing the lists, the ABBREVIATED NAME shall take care that they are transported, stored or destroyed in a secure manner.**
- 4. The duplicate copy of this letter acknowledging that**

the ABBREVIATED NAME shall comply with these measures shall be signed and returned to the undersigned.

We look forward to your reply,

Yours truly,

NAME OF ACCESS AND PRIVACY OFFICER
Access and Privacy Officer

The UNION NAME acknowledges that it will comply with the terms and conditions set out above.

DATE: _____

UNION NAME

Per: _____

MEMORANDUM OF UNDERSTANDING #11

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: 10 HOUR SHIFT

Note: 10 hour shifts will only be implemented by agreement between the Employer and the Association.

1. A “10” hour shift for employees working 7.75 hours (2015 annual hours) will be 9.69 paid hours to be scheduled at 10.00 hours.
2. There shall be twenty-four (24) regular “10” hour shifts in each three (3) consecutive bi-weekly periods, or a combination of 10 hour and regular shifts as defined in Article 1201, during each three (3) consecutive bi-weekly pay period that will equal the regular hours of the classification as defined in Article 1201.
3. Each “10” hour shift shall be inclusive of two rest periods as defined in Article 1202 of this agreement. Meal period(s) shall consist of 30 minutes in total with 19.6 minutes unpaid and 10.4 minutes paid for each “10” hour shift.
4. Overtime shall be authorized time worked in excess of scheduled hours as defined in #1 & 2 above.
5. Shift Premium, Weekend Premium and Responsibility Pay shall be paid in accordance with the Collective

Agreement. Where an employee works a "10" hour shift, evening and night premiums shall be paid on the basis of hours worked. For the purpose of clarification Evening Shift premiums shall be paid for any hours worked between 1600 hours - 2400 hours. Night shift premiums shall be paid for any hours worked between 2400 hours - 0800 hours. Rates paid will be in accordance with Article 17.

6. The paid vacation entitlement received under the "10" hour shift schedule pattern shall correspond exactly in hours to the paid vacation entitlement on regular hours (as defined in Article 1201) shift pattern.
7. An employee required to work on a General Holiday shall be paid at the rate of one and one-half ($1 \frac{1}{2} \times$) times the basic rate of pay for scheduled regular hours and in addition full-time employees shall receive an alternate seven and three-quarters (7.75) hours day in lieu at the basic rate of pay. All provisions of Article 13: Overtime shall apply except for Article 1301. Article 1301 of the collective agreement is replaced by items # 1, 2 & 3 above for the purposes of this memorandum.
8. Income Protection shall be paid in accordance with the scheduled shift hours.
9. In the administration of the Ten (10) Hour Shift Memorandum, the provisions of Article 1206 a) do not apply.
10. Where annual hours of work are other than 2015, the hours as indicated above will be adjusted accordingly.

11. Upon a minimum of 60 days' notice, the Employer or the Association may discontinue the modified shift schedule.

MEMORANDUM OF UNDERSTANDING #12

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: 12 HOUR SHIFT

Note: 12 hour shifts will only be implemented by agreement between the Employer and the Association.

1. A “12” hour shift for employees working 7.75 hours (2015 annual hours) will be 11.625 paid hours to be scheduled at 12.25 hours.
2. There shall be twenty (20) regular “12” hour shifts in each three (3) consecutive bi-weekly periods, or a combination of “12” hour and regular shifts as defined in Article 1201, during each three (3) consecutive bi-weekly pay period that will equal the regular hours of the classification as defined in Article 1201.
3. Each “12” hour shift shall be inclusive of two rest periods as defined in Article 1202 of this agreement. Meal period(s) shall consist of 60.0 minutes in total with 37.5 minutes unpaid and 22.5 minutes paid for each “12” hour shift.
4. Overtime shall be authorized time worked in excess of scheduled hours as defined in #1 & 2 above.
5. Shift Premium, Weekend Premium and Responsibility Pay shall be paid in accordance with the Collective

Agreement. Where an employee works a "12" hour shift, evening and night premiums shall be paid on the basis of hours worked. For the purpose of clarification Evening Shift premiums shall be paid for any hours worked between 1600 hours - 2400 hours. Night shift premiums shall be paid for any hours worked between 2400 hours - 0800 hours. Rates paid will be in accordance with Article 17.

6. The paid vacation entitlement received under the "12" hour shift schedule pattern shall correspond exactly in hours to the paid vacation entitlement on regular hours (as defined in Article 1201) shift pattern.
7. An employee required to work on a General Holiday shall be paid at the rate of one and one-half ($1 \frac{1}{2} \times$) times the basic rate of pay for scheduled regular hours and in addition full-time employees shall receive an alternate seven and three-quarters (7.75) hours day in lieu at the basic rate of pay. All provisions of Article 13: Overtime shall apply except for Article 1301. Article 1301 of the collective agreement is replaced by items # 1, 2 & 3 above for the purposes of this memorandum.
8. Income Protection shall be paid in accordance with the scheduled shift hours.
9. In the administration of the Twelve (12) Hour Shift Memorandum, the provisions of Article 1206 a) do not apply.
10. Where annual hours of work are other than 2015, the hours as indicated above will be adjusted accordingly.

11. Upon a minimum of 60 days' notice, the Employer or the Association may discontinue the modified shift schedule.

MEMORANDUM OF UNDERSTANDING #13

Between

**MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**
(hereinafter referred to as “the Association”)
and

**Actionmarguerite
Breast Health Centre
CancerCare Manitoba
Community Therapy Services
Concordia Hospital
Corporate Programs – WRHA
Deer Lodge Centre - WRHA
Diagnostic Services of Manitoba
Health Sciences Centre – WRHA
Misericordia Health Centre
Northern Regional Health Authority (NEW)
Pharmacy Program – WRHA
Rehabilitation Centre for Children
St. Boniface Hospital
Seven Oaks General Hospital
Victoria General Hospital – WRHA**

(hereinafter referred to as “the Employers”)

RE: ORGANIZATIONAL CHANGES – IMPACT ON THE BARGAINING UNIT

As soon as reasonably possible after the employer makes a decision to proceed with or has been advised that an organizational change will occur that affects the bargaining unit, including changes that affect the number of bargaining unit members, it is agreed that the employer will outline to

the Association the scope, intent and details of the change to enable the parties to enter into meaningful consultation on relevant matters which shall include but not be limited to:

- a) a process for advising members of the change including content and timing;
- b) the process by which the change will be implemented including a labour adjustment strategy where the number of bargaining unit members will be affected;
- c) a process by which the Employer and the Association will communicate throughout the change including a point of contact for each party; and,
- d) an opportunity for the Association to recommend modifications to the change(s).

MEMORANDUM OF UNDERSTANDING #15

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: REDEPLOYMENT PRINCIPLES

1. PURPOSE:

- 1.1 The parties agree to work to develop employment security strategies to reduce the negative impact on employees affected by the restructuring of the health services system. The parties agree to strive towards consistency and timeliness in implementing this Letter of Understanding.
- 1.2 It is agreed by the parties that this Letter of Understanding shall work in concert with the provisions of the applicable Collective Agreements of the unions involved and shall be supplementary to same.
- 1.3 All terms and conditions of Collective Agreements and personnel policies and procedures of the receiving facility shall apply to the incoming employee except those terms and conditions of the Collective Agreement that have been abridged by this Letter of Understanding.
- 1.4 This Letter of Understanding governs the movement of laid-off employees and/or the movement of

positions between bargaining units of the above-mentioned unions and employers.

- 1.5 For the purposes of this Letter of Understanding "receiving agreement(s)" shall mean the Collective Agreement applicable to the certified bargaining unit which is the recipient of transferred positions/employees. Conversely, the "sending agreement(s)" shall mean the Collective Agreement applicable to the certified bargaining unit where the position/employee originated.
- 1.6 All particulars of job opportunities at receiving facilities will be made available to the unions as they become known to the above-mentioned employers.
- 1.7 "Central Redeployment List" means a list of employees who have been laid-off from a participating employer. Those on this list may apply for and receive preferential consideration for new and vacant in-scope positions at another participating employer, as set out in 4.02 herein.
- 1.8 Manitoba Council of Health Care Unions (MCHCU) will be provided with a copy of the Central Redeployment List, with an updated list provided on a continuing basis.
- 1.9 "Provincial Health Care Labour Adjustment Committee" (hereinafter referred to as the "Committee") refers to the committee established by an agreement commencing January 20, 1993 between The Government of Canada, The Government of Manitoba, Manitoba Health

Organizations Inc., and Manitoba Council of Health Care Unions.

2. SENIORITY:

- 2.1 Employees shall accumulate seniority according to the terms of the applicable Collective Agreement.
- 2.2 Employees without a Collective Agreement shall not have seniority rights.
- 2.3 Transfer of Seniority - The affected employer(s) and affected union(s) shall meet to determine any provisions for a transfer of seniority between bargaining units.

3. TRIAL PERIOD:

- 4.1 Employees who move to a new bargaining unit/employer may be required to serve a trial period in accordance with the Collective Agreement in the receiving facility. If unsuccessful in the trial period, the employee shall return to the Central Redeployment List and to the recall list of the sending employer.

4. NEW AND VACANT POSITIONS:

All new and vacant in-scope positions shall be filled in accordance with the terms of the Collective Agreement and that bargaining unit, unless otherwise mutually agreed between affected employers and affected bargaining units/unions.

- 4.2 When a new or vacant in-scope position is not filled by an internal employee as specified in 4.01, the

receiving facility within a region, as defined in Appendix VII, shall give preferential consideration to qualified applicants from the same region who are on the Central Redeployment List.

If there are no applicants/no qualified applicants from the same region, the receiving facility shall provide preferential consideration to qualified applicants from other regions who are on the Central Redeployment List.

The following provisions shall apply in filling the vacancy:

- a) Employees on the Central Redeployment List shall be listed in order of seniority [as per "sending" Collective Agreement(s)];
- b) subject to 4.01, selection shall be made from applicants on the Central Redeployment List as described above. Copies of the above-mentioned new or vacant in-scope position postings will be sent as they occur to the MCHCU and participating employers (process to be established);
- c) seniority shall be applicable to the selection in accordance with the receiving Collective Agreement;
- d) in assessing an employee's history only formally documented material contained in the employee's personnel file will be considered;
- e) receiving facilities job description applies vis-à-vis qualification requirements;

- f) Once an employee has been permanently redeployed and has completed the trial period with a receiving employer, she/he shall relinquish any recall rights to her/his former employer unless she/he is laid off from the receiving employer. Should an employee be laid off from the receiving employer, she/he will be placed back on the recall list with the sending employer for the balance of time she/he would have been on the recall list. She/he will also have recall rights in accordance with the Collective Agreement of the receiving employer and be placed back on the Central Redeployment List. For the purposes of the Central Redeployment List, an employee's seniority shall be the cumulative seniority from the original sending employer and the original receiving employer.

5. TRANSFER OF SERVICE/MERGER/AMALGAMATION:

- 5.1 In the event of a transfer(s) of service/merger/amalgamation, the affected employer(s) and unions shall meet to determine whether employees should have the opportunity to move with the service or department to the receiving facility, to the extent that such positions are available.

6. PORTABILITY OF BENEFITS:

The following benefits are portable:

- 6.1 Accumulated income protection benefits/sick leave credits.

- 6.2 Length of employment applicable to rate at which vacation is earned.
- 6.3 Length of employment applicable to pre-retirement leave. NOTE: Deer Lodge Centre Site limits payment of pre-retirement leave to service acquired since April 1, 1983. Incoming employees would retain original service date for this purpose.
- 6.4 Length of employment for the purposes of qualifying to join benefit plans, e.g., two (2) year pension requirement.
- 6.5 Benefits - An incoming employee is subject to the terms and conditions of the receiving facilities benefit plans, however, normal waiting periods would be waived, subject to the applicable benefit plans' terms and conditions.
- 6.6 Salary Treatments -
- a) If range is identical, then placed step-on-step;
 - b) If the range is not identical, then placement will be at a step on the range which is closest (higher or lower) to the employee's salary at the time of layoff.

NOTE: No red-circling provision except for Deer Lodge Centre Site employees who were guaranteed provisions as contained in the "Transfer Agreements" for the 1983 and 1987 transfer from federal to provincial jurisdiction and for whom the red-circling provisions were in place prior to the inception of this Letter of Understanding.

- 6.7 Upon hire of an employee from the Central Redeployment List, the receiving employer agrees to confirm in writing to the employee all benefits, including seniority where applicable, which were transferred from the sending employer under this Letter of Understanding.

7. OTHER CONDITIONS:

- 7.1 Hours of service since last increment is not portable for purposes of calculating next increment, if applicable.
- 7.2 Salary and vacation earned to date to be paid out by sending employer.
- 7.3 Banked time including overtime bank, stat bank, to be paid out by sending employer.

8. TRAINING:

- 8.1 The parties agree that provisions for training will be dealt with by the Committee.

9. ADMISSION OF NEW MEMBERS:

- 9.1 The parties hereby authorize the Committee to admit new signatories as participating employers or participating unions in such manner and upon such terms as the Committee in its discretion deems appropriate without the necessary consultation or agreement with existing signatories. Upon admission to this agreement such new signatories will have the same rights and obligations as

existing participating unions and participating employers, effective the date of such admission.

10. ACCEPTANCE OF LETTER OF UNDERSTANDING:

10.1 Signatories to this Letter of Understanding agree to accept this letter without amendment. Any subsequent amendment to the Letter of Understanding shall only be implemented if approved pursuant to Article 19.

11. DURATION

11.1 This Letter of Understanding shall be in full force and effect for an indefinite period commencing the date of signing. In the event that any one of the parties signatory to this Letter of Understanding wishes to terminate its participation in this Letter of Understanding it shall give sixty (60) days written notice to the Committee and to the appropriate bargaining agent or Employer in respect of its collective agreement. Such termination shall not invalidate this Letter of Understanding as affects the other signatories except for the specific Employer or bargaining agent that is party to the relevant and affected collective agreement.

12. AMENDMENTS:

12.1 Amendments to this Letter of Understanding shall be effective if passed by the Committee after consultation with the signatories to the Letter of Understanding as outlined herein. All signatories shall receive a copy of the proposed amendment(s). Each signatory shall have thirty (30) calendar days during which to express its

concerns (if any) about the proposed amendment(s). Any unresolved concerns must be reconciled by the respective employer/labour caucus prior to a Committee vote being conducted. If there are no concerns raised by signatories to the proposed amendments the Committee shall be empowered to implement the amendment(s).

13. APPEAL PANEL:

13.1 Should a dispute(s) arise between a participating union(s) and a participating employer(s) regarding the application, interpretation or alleged violation of this Letter of Understanding, the parties concerned shall meet and attempt to resolve the dispute(s) through discussion.

Should the dispute remain unresolved, any party to the dispute may refer the matter(s) to an Appeal Panel composed of:

- Two (2) persons from Participating Employers who are not directly involved in the dispute;
- Two (2) persons from the Participating Unions who are not directly involved in the dispute.

The Appeal Panel shall set its own procedures for hearing the dispute and may accept any evidence that it deems appropriate.

Only lay advocate(s) shall be utilized by each party to the dispute in the presentation of its case.

The Appeal Panel shall make every effort to mediate the dispute to resolution.

Should efforts to mediate fail, the Appeal Panel shall submit its written recommendation(s) for settlement to the parties concerned, within fourteen (14) calendar days.

Any dispute under the Letter of Understanding shall not be resolved by grievance or arbitration pursuant to the collective agreement. The Appeal Panel is intended to be the only vehicle for resolution of such disputes.

This Letter of Agreement confirms that the above-named parties have ratified the Letter of Understanding on Redeployment Principles, which is appended to and forms part of this Letter of Agreement.

MEMORANDUM OF UNDERSTANDING #16

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: REPRESENTATIVE WORKFORCE

The parties understand that Aboriginal persons are significantly underrepresented in the health care labour force and that additional actions are needed to promote and facilitate employment of Aboriginal persons in health care occupations at all levels. It is therefore mutually agreed that undersigned parties will work in cooperation to:

- a) Develop strategic initiatives and programs that:
 - Foster mutual respect, trust, fairness, open communication and understanding;
 - Focus on recruiting, training and career development of Aboriginal workers;
 - Identify workplace barriers that may be discouraging or preventing Aboriginal workers from entering and remaining in the workforce;
 - Facilitate constructive race and cultural relations;
- b) Promote and publicize initiatives undertaken to encourage, facilitate and support the development of a representative workforce;
- c) Implement education opportunities for all employees to promote cultural awareness of Aboriginal peoples. This will include enhanced orientation sessions for new

employees to ensure better understanding of respectful work practices to achieve a harassment free environment.

MEMORANDUM OF UNDERSTANDING #17

between

DIAGNOSTIC SERVICES OF MANITOBA, INC.

and

**MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: INCREASE OF EFT

Notwithstanding Article 10 the EFT of a part-time employee may be increased in accordance with the following process:

The parties agree that it may be of mutual benefit to the employees and the Employer to allow part-time employees, who request to do so, to increase their EFT.

- a) Requests to permanently increase EFT's shall be made in writing by part-time employees at a date determined by the Employer. The employees shall indicate the maximum EFT to which they wish to increase.
- b) An employee may increase her/his EFT up to a 1.0 EFT.
- c) In considering requests, the Employer in consultation with the Association shall consider such factors as current EFTs, shift assignments, shift schedules, the department/program(s) needs and the requirements of Article 12. If the requests by employees within a department/program exceed the availability within that department/program as determined by the Employer, the Employer shall offer in order of seniority. The final determination shall be made no later than sixty (60) days after receipt of all written requests as outlined in a).

- d) A part-time employee shall not be permitted to increase her/his EFT while other employees are on layoff from that department/program unless such laid off employees have been recalled or have declined recall.
- e) Where any request to change EFT has been approved, the Employer shall issue a letter to the employee confirming the employee's new EFT in accordance with this Collective Agreement along with an effective date.
- f) Copies of all requests and responses to requests to adjust EFT shall be provided to the Association.
- g) Any changes to shift patterns as a result of changing EFT's shall be done in accordance with the provisions of Article 12 and any pre-approved vacation will be honoured in the new schedule unless otherwise mutually agreed between the Employer and the employee.
- h) The Employer is not prevented from exercising any of its normal management rights as a result of this Memorandum of Understanding including, without limitation, the right to post vacant positions.

For the duration of this Collective Agreement, the Employer and the Association shall meet on or before May 31st annually to determine if they wish to repeat the EFT adjustment process in the following year. There must be mutual agreement to repeat this process.

MEMORANDUM OF UNDERSTANDING #18

between

DIAGNOSTIC SERVICES OF MANITOBA, INC *and* MANITOBA ASSOCIATION OF HEALTH CARE PROFESSIONALS

RE: OVERPAYMENTS

The Employer may not make deductions from wages unless authorized by statute, by Court Order, by Arbitration Award, by this Agreement, by the Association 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 employee and the Association as soon as practicable;
- 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 employee.

In the event the employee 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 employee and reduce accordingly any payments that might be owing to that employee to recover the overpayment.

Employee Benefit Forms / Under Deduction

An employee failing to submit their benefit and/or pension forms on a timely basis or to ensure appropriate notification prior to a return from leave of absence may result in an under deduction.

In order to initiate or maintain continuity of benefits and pension contributions, under deductions will be corrected as soon as possible with the Employer and the employee making their required contributions.

An under deduction shall not be deemed an overpayment.

Failure to do so may negate the availability of these benefits to the employee or may result in the employee having to provide evidence of proof of insurability to the benefit provider.

MEMORANDUM OF UNDERSTANDING #20

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: HEALTH SYSTEM SUSTAINABILITY

WHEREAS the Manitoba Government seeks to ensure that quality health care services are delivered to Manitobans through a system which is, to the fullest extent possible, sustainable, accessible, cost-effective, efficient and effective;

AND WHEREAS health care professionals employed in the professional technical sector are an integral part of the delivery of health care services in facilities, programs and communities throughout the province, and have a shared commitment and responsibility for the provision of appropriate, quality health care to Manitobans;

AND WHEREAS the Employers are responsible for the provision of health care services and programs for Manitobans, and as such seek to attract and retain qualified health care professionals to deliver health care services within the health care system;

AND WHEREAS the MAHCP recognizes the role that their members play in supporting the responsible use of healthcare resources, and as such will advocate for and support their members in meeting professional obligations to patients, clients and the healthcare system as a whole;

AND WHEREAS the Parties recognize that it is in the best interest of the health care system to have all parties working together towards these mutual goals, and the Parties wish to enter into this Memorandum of Understanding to work towards the achievement of these goals through collaborative discussions;

NOW THEREFORE The parties do hereby agree to work together with Manitoba Health, Healthy Living and Seniors (MHHLS) and other health system stakeholders, during the term of the collective agreement, to make recommendations regarding the identification, development and implementation of system delivery changes that are intended to improve the effectiveness and sustainability of health care service delivery in Manitoba.

Matters that will be considered will include but are not limited to:

- a) Restructuring of services to increase access and reduce wait times within the health care system;
- b) Improvement of scheduling practices within the system;
- c) Focusing on safe practices and reduction of WCB injuries;
- d) Ensuring the skill sets of employees are used to maximum effect in the delivery of quality health care services;
- e) Use of technology to improve service delivery;
- f) Establishment of joint on call structures to allow for the optimization of services;
- g) Implementation of expanded hours of services to enhance services on weekends, allow greater access to specialized test procedures and use of specialized diagnostic equipment;
- h) Establishment of employee relief pools.

The Parties will commit the necessary time, resources and expertise to this work during the term of the collective agreement.

MEMORANDUM OF UNDERSTANDING #21

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: RECRUITMENT AND RETENTION COMMITMENT

In recognition of a commitment from MAHCP to support the efforts and process towards achieving health system sustainability initiatives, as referenced in the MoU re Health System Sustainability, the Manitoba Government commits the following funds to be distributed to the defined list of classifications as identified below in an effort to respond to existing recruitment and retention challenges.

- Effective April 1, 2016 \$1.5 M to be available for distribution
- Effective April 1, 2017 \$1.5 M to be available for distribution

The defined list of classifications that will be eligible to receive a salary adjustment through this process is as follows:

- Cardiology technologists
- MRI technologists
- Sonographers
- Echosonographers
- Occupational therapists
- Respiratory therapists
- Physiotherapists
- Audiologists
- Speech pathologists

The allocation and distribution of these recruitment and retention dollars will be as mutually agreed by a Committee that will contain no more than 5 representatives of the MAHCP and their members, and no more than 5 representatives of the PHLRS and the Employers representing all MAHCP Employers at this Central Table.

The Joint Committee will take into consideration relevant criteria including the following:

- a) Service delivery impacts;
- b) Vacancy rate analysis;
- c) Recruitment/retention issues analysis;
- d) Salary and market conditions.

The above referenced Joint Committee will commence within 90 days of ratification and the determination of the allocation and distribution will be as determined by the Joint Committee.

MEMORANDUM OF UNDERSTANDING #22

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC.
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: MAHCP STANDARDIZATION PROCESS

The Employer will commit \$1 M to be allocated between April 1, 2016 and March 31, 2017 for the standardization and rate adjustments for the specific classifications listed:

- Social Workers
- Pharmacy Assistants
- Dietitians (includes all employees in the dietician classification such as diabetes education)

The allocation and distribution of these standardization dollars will be as mutually agreed by a Committee that will contain no more than 4 representatives of the MAHCP and their members, and no more than 4 representatives of the PHLRS and the Employers representing all MAHCP Employers at this Central Table. The above referenced Committee will commence within 60 days of ratification and the determination of the allocation and distribution will be resolved and finalized no later than September 30, 2016.

MEMORANDUM OF UNDERSTANDING #26

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: BENEFITS AND PENSION FOR FORMER CIVIL SERVANTS

The Employer and the Association agree that any employee who transferred employment from the Provincial Civil Service to the Regional Health Authority prior to June 23, 2000 and who currently participates in the Government of Manitoba Pension (Civil Services Superannuation) and Benefit Plans, will be “grandfathered” to those plans for the duration of their employment. It is agreed that the provisions of Article 2803 (Dental), 2805 (D & R) and 2806 (Pension) shall not apply to such employees, but that all newly employed bargaining unit members will participate in the HEPP and HEBP plans, in accordance with the terms of those plans.

MEMORANDUM OF UNDERSTANDING #27

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: TEMPORARY TRANSFER OF EMPLOYEE WITHIN THE RHA

1. To facilitate temporary transfers to the locations and/or sites within the Regional Health Authority experiencing a need for additional employees on a sporadic or episodic basis, qualified employees from another site and/or location shall be offered the opportunity to work in the site and/or location experiencing the need for additional employees.
2. Temporary transfers shall not be implemented until applicable provisions of the Collective Agreement relating to the assigning of occasional shifts are fulfilled.
3. Where an insufficient number of qualified employees volunteer to be temporarily transferred, the Employer reserves the right to transfer employees, commencing with the most junior qualified employees at the sending site and/or location.
4. If required, orientation will be provided which will assist the employees to be acquainted with essential information, such as policies and procedures, routine, location of supplies and equipment, and fire and disaster plans.

5. It is understood that transfers will occur within a fifty (50) km radius of the originating site and/or location, unless a greater distance is mutually agreed between the Employer and Association.
6. Employees who are temporarily transferred to sites within the Regional Health Authority shall be eligible for transportation reimbursement in accordance with the Province of Manitoba mileage rates for use of a personal motor vehicle in accordance with the following formula:

Distance (in kms) from the employee's home to the new work site and/or location minus the distance (in kms) from the employee's home to the employee's originating work site and/or location.

MEMORANDUM OF UNDERSTANDING #29 A

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: NORTHERN ISOLATION/REMOTENESS RETENTION ALLOWANCE

The parties agree that an Isolation/Remoteness Retention Allowance shall be payable in a lump sum annually to all MAHCP members (including full-time, part-time and casual) within the DSM Northern Region (East), as follows:

Effective April 1, 2012, Nine Thousand (\$9,000.00) Dollars for each full-time employee - with the first payment being made March 31, 2013, calculated based on employment up to and including March 31, 2013.

Effective April 1, 2015 – September 30, 2015 \$4,500.00 for each full-time employee

- with the first payment being made September 30, 2015, calculated based on employment up to and including September 30, 2015

Effective October 1, 2016 \$10,000.00 for each full-time employee

- with the first payment being made September 30, 2016, calculated based on employment up to and including September 30, 2016

The above amount shall be prorated on the basis of all regular hours worked in the previous twelve (12) month period (April 1st of the previous year to March 31st of the

current year or October 1 of the previous year to September 30th of current year as above).

The parties further agree that such lump sum payment shall be provided to applicable employees on the first full pay period following the pay period which includes March 31st (September 30th starting in 2015) of each year. This lump sum payment shall be paid on a separate cheque without a surcharge

MEMORANDUM OF UNDERSTANDING #29 B

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: NORTHERN ISOLATION/REMOTENESS RETENTION ALLOWANCE

The parties agree that an Isolation /Remoteness Retention Allowance shall be payable in a lump sum annually to all MAHCP members (including full-time, part-time and casual) within the former Northern Region (West), as follows:

Effective April 1, 2012 \$7,000.00 for each full-time employee
- with the first payment being made March 31, 2013, calculated based on employment up to and including March 31, 2013

Effective April 1, 2015 – September 30, 2015 \$3,500.00 for each full-time employee
- with the first payment being made September 30, 2015, calculated based on employment up to and including September 30, 2015

Effective October 1, 2016 \$8,000.00 for each full-time employee
- with the first payment being made September 30, 2016, calculated based on employment up to and including September 30, 2016

The above amount shall be prorated on the basis of all regular hours worked in the previous twelve (12) month period (April 1st of the previous year to March 31st of the current year or October 1 of the previous year to September 30th of current year as above).

The parties further agree that such lump sum payment shall be provided to applicable employees on the first full pay period following the pay period which includes March 31st (September 30th starting in 2015) of each year. This lump sum payment shall be paid on a separate cheque without a surcharge.

MEMORANDUM OF UNDERSTANDING #30

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: BONUS WEEK VACATION

In recognition of length of service, each employee hired prior to May 1, 1988 shall receive an additional five (5) days of vacation on completion of twenty-five (25) years of continuous service, and on each subsequent fifth (5th) anniversary of employment (i.e. 30th, 35th, 40th, etc.). The additional five (5) days shall be granted in the calendar years in which the anniversary date falls and are not cumulative.

This memorandum is applicable to the following employee:

Janet Bremner

MEMORANDUM OF UNDERSTANDING #31

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: SNOW LAKE STANDBY DUTIES

It is understood that standby duties at the Snow Lake Medical Nursing Unit are currently performed on an informal, voluntary basis.

Should the Employer change the nature of the standby duties by formally requiring the employee to be available, then the provisions of Article 1302 would become effective on the date on which the employee begins these duties.

MEMORANDUM OF UNDERSTANDING #32

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
(SOUTHERN REGION)**

and

**MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: EKG

The parties agree to establish a joint committee in the Southern Region to review and recommend a plan to address a need to increase the number of Technologists in the Region certified to perform EKG's.

This committee will meet and determine a process that addresses:

- The advisability of providing a premium for the performance of EKG's;
- The advisability of paying an academic allowance for employees who attain the RCT certification.
- The utilization of career development funds to support employees who wish to pursue studies directed to attaining their RCT certification.
- The utilization of the new Cardiology Program being established at Red River College in 2003.

The payment of the RCT certification academic allowance of fifty (\$50.00) per month (prorated on an hourly basis) will remain in effect pending the outcome of the recommendations of this committee.

This committee will meet within one month of ratification of the contract and will provide their recommendations to the Regional Management Team 60 days after the committee meets. No recommendations will be binding upon the Region but will be given due consideration in determining an ongoing plan.

MEMORANDUM OF UNDERSTANDING #33

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: STANDBY DUTIES (VITA ONLY)

It is understood that standby duties at the Vita & District Health Centre are currently performed on an informal, voluntary basis.

Should the Employer change the nature of the standby duties by formally requiring the employee to be available, then the provisions of Article 902 would become effective on the date on which the Employer begins these duties.

MEMORANDUM OF UNDERSTANDING #34

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

**RE: EIGHT POINT FIVE (8.5) HOUR SHIFTS – SOUTHERN
REGION**

Note: Eight point five (8.5) hour shifts will only be implemented by agreement between the Employer and the Association.

1. An 8.5 hour shift for employees working seven point seven five (7.75) hours (2015 annual hours) will be 8.5 paid hours to be scheduled at nine point two five (9.25) hours.
2. For full-time employees, there shall be seven (7) 8.5 hour shifts and two (2) nine (9) hours shifts in each biweekly period that will equal the regular hours of the classification as defined in Article 1201 (i.e. seventy-seven point five hours).
3. Each shift, as identified above, shall be inclusive of two rest periods as defined in Article 1202 of this agreement. The meal period shall consist of forty five (45) minutes in total which is unpaid for each 8.5 hour shift.
4. Overtime shall be authorized time worked in excess of scheduled hours as defined in items 1 and 2 above.

5. Shift Premiums, Weekend Premium and Responsibility Pay shall be paid in accordance with the Collective Agreement. Where an employee works an evening, night or weekend shift, premiums shall be paid on the basis of actual hours worked as per Article 17.
6. The paid vacation entitlement received under this shift schedule pattern shall correspond exactly in hours to the paid vacation entitlement on regular hours.
7. An employee required to work on a General Holiday shall be paid at the rate of one and one-half (1 ½) times the basic rate of pay for scheduled regular hours and in addition full-time employees shall receive an alternate seven point seven five (7.75) hour day in lieu at the basic rate of pay.
8. All provisions of Article 13 shall apply except for Article 1301. Article 1301 of the collective agreement is replaced by items number 1, 2 and & 3 above for the purposes of this memorandum.
9. Income Protection utilization will be calculated in accordance with scheduled hours; e.g. income protection used for an 8.5 hour shift uses 8.5 hours of accumulated income protection.
10. According to Article 20 of the Collective Agreement, pay for bereavement leave will be calculated according to the number of scheduled hours of work missed.
11. In the administration of the 8.5 Hour Shift Memorandum, the provisions of Article 1206 a) shall not apply.

12. Where annual hours of work are other than 2015, the hours as indicated above will be adjusted accordingly.
13. Upon a minimum of sixty (60) days' notice, the Employer or the Association may discontinue the modified shift schedule.

MEMORANDUM OF UNDERSTANDING #35

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: LABORATORY TECHNICIAN PIO

The Employer and the Association agrees to the following employees being greened circled for the duration of their employment.

Virginia Gasmen
Carol Fedoruk
Kim Boguski

MEMORANDUM OF UNDERSTANDING #36

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: DEPARTMENT ASSISTANTS COURSE

An RT or an RTR who has completed the “Department Assistants Course in Laboratory Technology or Radiology” shall be paid \$75.00 per month (\$.447 per hour) in addition to the salaries as per Schedule A. Payable only on regular hours.

MEMORANDUM OF UNDERSTANDING #37

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

RE: SENIORITY SEQUENCING

Determining Seniority Sequencing of Employees with Equal Seniority

In respect the above noted matter, the parties agrees as follows:

In determining seniority of employees with equal seniority, the following procedures will be used and seniority position shall be established immediately.

A decision can be made by the application of the following steps in order written

- a)** Compare length of service in classifications covered by the Collective Agreement.
- b)** The last three (3) digits of the posting number, that the employee submitted her/his application for and was awarded her/his present position, with the lowest number identifying the more senior employee.
- c)** The last three (3) digits of the employee number, backwards, with the lowest number identifying the more senior employee (000 being the lowest number possible)

In cases where the above factors will not determine the position on the Seniority List, the position will be jointly determined by DSM and the Association.

MEMORANDUM OF UNDERSTANDING #38

Between

**DIAGNOSTIC SERVICES OF MANITOBA, INC
and
MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

**Re: Application of Seniority – One Collective
Agreement**

This matter is with regard to the Memorandum of Agreement dated of March 26, 2012, and the requirement for revisions based on agreements during the 2014/2015 round of collective bargaining.

The parties agree to the application of seniority in principle under the single provincial collective agreement as follows:

1. Seniority in principle shall apply to all Vacancies, Promotion, Transfer, Layoff and Recall in priority order:

- a. Site
- b. Region
- c. Province (excluding Layoff and Recall)

2. A Diagnostic Services of Manitoba, Inc. (DSM) Region is defined as the geographic area covered by the former Regional Health Authority / Association (RHA) and as formerly covered by the collective agreements between the Manitoba Association of Health Care Professionals (MAHCP) and the respective RHA. The applicable DSM Regions are as follows:

- Southern Region
- Northern Region (West)
- Northern Region (East)

3. The sites / facilities referenced in Appendix “B” of the collective agreement are operative for the purposes of employee work location and base assignment, but the application of seniority for employees so engaged at these locations shall have the application of seniority based on and within the three individual DSM Regions as noted above. Accordingly, these locations shall not have “Site” seniority for the purposes of vacancies, promotion, transfer, Layoff and Recall, but shall have “Region” seniority.
4. Diagnostic Services of Manitoba, Inc. (DSM) Site is defined as one of the facilities formerly covered by the collective agreements between the Manitoba Association of Health Care Professionals (MAHCP) and DSM. The applicable DSM Sites are as follows:
 - Health Sciences Centre
 - St Boniface Hospital
 - Seven Oaks General Hospital
 - Concordia Hospital
 - Misericordia Health Centre
 - Victoria General Hospital
5. Province is defined as all the Sites and Regions above where Technical/Professional employees are represented by the DSM/MAHCP Technical/Professional Collective Agreement.
6. The application and administration of Job Postings shall be to post vacancies at the Site or Region as applicable (and as noted in items “2” and “3a”)above), where the vacancy exists; and, at the discretion of the Employer, on a Provincial (DSM) system basis.
7. Vacancies posted on a Provincial (DSM) system basis will be posted in the applicable DSM Site or Region in accordance with Article 607, and posted on the DSM website simultaneously.

8. The consideration of seniority pursuant to Article 608, in order of priority shall be as follows:

- i) DSM employees having MAHCP full-time/part-time Site or Region seniority in the Site or Region where the vacancy is posted;
- ii) DSM employees with MAHCP full-time/part-time seniority from another Site or Region,
- iii) DSM employees having MAHCP casual seniority in the Site or Region where the vacancy is posted; and,
- iv) DSM employees with MAHCP casual seniority from another Site or Region.

9. a) The application of Article 612 (Trial Period) shall be applied within the applicable DSM Site or Region only, where the vacancy is posted. At the discretion of the Employer, the provisions of Article 612 may be extended for application on a Provincial basis, when a Provincial Posting occurs. In this instance, should the successful candidate to a posted vacancy be appointed from another DSM Site or Region and the provisions of Article 612 are applied, the employee shall be returned to her former DSM Site or Region. If a Provincial trial period is applied; the Employer shall indicate this provision on the Job Posting.

b) In a situation where the successful candidate to a posted vacancy is appointed from another DSM Site or Region, and a Provincial posting and Provincial application of Article 612 were not declared, the following shall apply:

- i) If the employee proves to be unsatisfactory in the new position, she shall be returned to her former classification at either the new site or former site, as determined by the Employer.

ii) An employee shall have the ability to return to her former classification voluntarily, at either the new site or former site, as determined by the Employer.

10. The application of Article 613 (Term Positions) shall be applied within the applicable DSM Site or Region only, where the vacancy is posted. At the discretion of the Employer, the provisions of Article 613 may be extended for application on a Provincial basis. In this instance, should the successful candidate to a posted term position vacancy be appointed from another DSM Site or Region, the employee shall be returned to her former position in her former DSM Site or Region. If a Provincial term position vacancy is posted, the Employer shall indicate this provision on the Job Posting.
11. In accordance with Article 209 of the collective agreement, this memorandum shall not apply to casual employees, except as noted above and as provided for in Article 209 (I).
12. The administration of seniority if applicable, for vacation and overtime purposes, shall be in accordance with the established past practices of the appropriate DSM Site or Region.
13. A list of sites contained within the DSM Regions is as per Appendix "B" of the collective agreement.

COLLECTIVE AGREEMENT

Between

DIAGNOSTIC SERVICES OF MANITOBA, INC

And

**MANITOBA ASSOCIATION OF HEALTH CARE
PROFESSIONALS**

This document shall serve as the master signature page for the MOU's included as part of this Collective Agreement and as listed below.

April 1, 2014 to March 31, 2018

Signed this _____ day of _____, 2016

FOR THE EMPLOYER

FOR THE ASSOCIATION

Memoranda of Understanding

Employment Security #1

Transfer of Service/Mergers/Amalgamation/Consolidation #2

Provincial Health Care Labour Adjustment #3

MAHCP Provincial Technical/Professional
Recruitment/Retention Planning Committee #4

Grievance Investigation Process #5

Educational Deferred Salary Leave Plan #6

Portability #7

Voluntary Transfers to Vacancies (Portability) #8

Recruitment and Selection Process #9

Regarding Article 2515 #10

Ten (10) Hour Shift #11

Twelve (12) Hour Shift #12

Organizational Changes – Impact on the Bargaining Unit #13

Redeployment Principles #15

Representative Workforce #16

Increase of EFT #17

Overpayments #18

Health System Sustainability #20

Recruitment and Retention Commitment #21

MAHCP Standardization Process #22

Benefits and Pension for Former Civil Service #26

Temporary Transfer of Employees within the RHA #27

Northern Isolation/Remoteness Allowance #29

A. Northern Region (East)

B. Northern Region (West)

Bonus Week of Vacation #30

Stand By Duties (Snow Lake) #31

EKG's #32

Stand By Duties (Vita) #33

Eight Point Five (8.5) Hour Shifts (Ste. Anne) #34

Laboratory Technician PIO #35

Department Assistant Course #36

Seniority Sequencing #37

Application of Seniority – One Collective Agreement #38

MAHCP - DIAGNOSTIC SERVICES OF MANITOBA, INC.

SCHEDULE "A"

April 1, 2014 - 1.5%
April 1, 2015 - 1.5%
April 1, 2016 - 2.0%
April 1, 2017 - 2.0%

In addition, should subsequent collective agreements covering Health Care Sector Professional/Technical employees as represented by another health care Union provide for a higher salary settlement for any classification than that negotiated for the same MAHCP classification, such higher salary will be applied to the same MAHCP classification effective the same date. In the event that another Health Care Union representing Professional Technical employees achieves a general increase to its membership that is greater than that provided to the MAHCP membership that increase will be applied to MAHCP members effective the same date as it is applied to the other Union. This applies to collective agreements with an expiry date of March 31, 2018.

The parties agree to discuss amending the classifications by site as may be required due to changes during the life of the agreement.

MAHCP & Diagnostic Services of Manitoba
Appendix 'A' - Effective: April 1, 2014

General Increase 1.5%

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
CARDIOLOGY	General Duty Cardiology Technologist	2015	Hourly	22.909	23.950	25.054	26.203	27.433	28.713	30.048		30.650
			Monthly	3,846.80	4,021.60	4,206.98	4,399.92	4,606.46	4,821.39	5,045.56		5,146.65
			Annual	46,161.64	48,259.25	50,483.81	52,799.05	55,277.50	57,856.70	60,546.72		61,759.75
CARDIOLOGY	Senior Cardiology Technologist	2015	Hourly	24.635	25.753	26.941	28.175	29.498	30.874	32.308		32.955
			Monthly	4,136.63	4,324.36	4,523.84	4,731.05	4,953.21	5,184.26	5,425.05		5,533.69
			Annual	49,639.53	51,892.30	54,286.12	56,772.63	59,438.47	62,211.11	65,100.62		66,404.33
LABORATORY	Medical Laboratory Assistant	2015	Hourly	19.273	19.850	20.445	21.060	21.676	22.340	23.013		23.474
			Monthly	3,236.26	3,333.15	3,433.06	3,536.33	3,639.76	3,751.26	3,864.27		3,941.68
			Annual	38,835.10	39,997.75	41,196.68	42,435.90	43,677.14	45,015.10	46,371.20		47,300.11
LABORATORY	Autopsy Technical Assistant	2015	Hourly	21.909	22.930	23.999	25.116	26.287	28.583			29.155
			Monthly	3,678.89	3,850.33	4,029.83	4,217.40	4,414.03	4,799.56			4,895.61
			Annual	44,146.64	46,203.95	48,357.99	50,608.74	52,968.31	57,594.75			58,747.33
LABORATORY	Genetics Counsellor	2015	Hourly	34.412	35.649	36.949	38.222	39.771	41.181	42.590		43.442
			Monthly	5,778.35	5,986.06	6,204.35	6,418.11	6,678.21	6,914.98	7,151.57		7,294.64
			Annual	69,340.18	71,832.74	74,452.24	77,017.33	80,138.57	82,979.72	85,818.85		87,535.63
LABORATORY	Surgical Pathology Assistant	2015	Hourly	31.753	33.214	34.419	35.655	36.953	38.288	39.662		40.456
			Monthly	5,331.86	5,577.18	5,779.52	5,987.07	6,205.03	6,429.19	6,659.91		6,793.24
			Annual	63,982.30	66,926.21	69,354.29	71,844.83	74,460.30	77,150.32	79,918.93		81,518.84
LABORATORY	Senior Surgical Pathology Assistant	2015	Hourly	34.327	35.906	37.217	38.565	39.979	41.433	42.942		43.800
			Monthly	5,764.08	6,029.22	6,249.36	6,475.71	6,713.14	6,957.29	7,210.68		7,354.75
			Annual	69,168.91	72,350.59	74,992.26	77,708.48	80,557.69	83,487.50	86,528.13		88,257.00
LABORATORY	Combined Laboratory/X-Ray Technician (CLXT)	2015	Hourly	22.340	23.013	24.533	26.053	27.254	28.503	29.842		30.439
			Monthly	3,751.26	3,864.27	4,119.50	4,374.73	4,576.40	4,786.13	5,010.97		5,111.22
			Annual	45,015.10	46,371.20	49,434.00	52,496.80	54,916.81	57,433.55	60,131.63		61,334.59
LABORATORY	General Duty Laboratory Technologist	2015	Hourly	27.334	28.595	29.905	31.309	32.768	34.291			34.977
			Monthly	4,589.83	4,801.58	5,021.55	5,257.30	5,502.29	5,758.03			5,873.22
			Annual	55,078.01	57,618.93	60,258.58	63,087.64	66,027.52	69,096.37			70,478.66
LABORATORY	Senior Laboratory Technologist	2015	Hourly	29.241	30.583	31.983	33.499	35.079	36.740			37.475
			Monthly	4,910.05	5,135.40	5,370.48	5,625.04	5,890.35	6,169.26			6,292.68
			Annual	58,920.62	61,624.75	64,445.75	67,500.49	70,684.19	74,031.10			75,512.13
LABORATORY	Charge Laboratory Technologist	2015	Hourly	30.040	31.421	32.877	34.387	35.991	37.730	39.536		40.327
			Monthly	5,044.22	5,276.11	5,520.60	5,774.15	6,043.49	6,335.50	6,638.75		6,771.58
			Annual	60,530.60	63,313.32	66,247.16	69,289.81	72,521.87	76,025.95	79,665.04		81,258.91

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
LABORATORY	General Duty Cytotechnologist	2015	Hourly	27.334	28.595	29.905	31.309	32.768	34.291			34.977
			Monthly	4,589.83	4,801.58	5,021.55	5,257.30	5,502.29	5,758.03			5,873.22
			Annual	55,078.01	57,618.93	60,258.58	63,087.64	66,027.52	69,096.37			70,478.66
LABORATORY	Senior Cytotechnologist	2015	Hourly	29.241	30.583	31.983	33.499	35.079	36.740			37.475
			Monthly	4,910.05	5,135.40	5,370.48	5,625.04	5,890.35	6,169.26			6,292.68
			Annual	58,920.62	61,624.75	64,445.75	67,500.49	70,684.19	74,031.10			75,512.13
LABORATORY	Charge Cytotechnologist	2015	Hourly	30.040	31.421	32.877	34.387	35.991	37.730	39.536		40.327
			Monthly	5,044.22	5,276.11	5,520.60	5,774.15	6,043.49	6,335.50	6,638.75		6,771.58
			Annual	60,530.60	63,313.32	66,247.16	69,289.81	72,521.87	76,025.95	79,665.04		81,258.91
LABORATORY	General Duty Immunogenetics Technologist (Certified)	2015	Hourly	31.369	32.305	33.274	34.276	35.303	36.375			37.101
			Monthly	5,267.38	5,424.55	5,587.26	5,755.51	5,927.96	6,107.97			6,229.88
			Annual	63,208.54	65,094.58	67,047.11	69,066.14	71,135.55	73,295.63			74,758.52
LABORATORY	Senior Immunogenetics Technologist (Certified)	2015	Hourly	33.607	34.613	35.654	36.723	37.824	38.972			39.751
			Monthly	5,643.18	5,812.10	5,986.90	6,166.40	6,351.28	6,544.05			6,674.86
			Annual	67,718.11	69,745.20	71,842.81	73,996.85	76,215.36	78,528.58			80,098.27
LABORATORY	Charge Immunogenetics Technologist (Certified)	2015	Hourly	35.121	36.173	37.258	38.379	39.531	40.713	41.943		42.782
			Monthly	5,897.40	6,074.05	6,256.24	6,444.47	6,637.91	6,836.39	7,042.93		7,183.81
			Annual	70,768.82	72,888.60	75,074.87	77,333.69	79,654.97	82,036.70	84,515.15		86,205.73
LABORATORY	General Duty Cytogenetics Technologist	2015	Hourly	30.936	31.862	32.820	33.803	34.819	35.856			36.572
			Monthly	5,194.67	5,350.16	5,511.03	5,676.09	5,846.69	6,020.82			6,141.05
			Annual	62,336.04	64,201.93	66,132.30	68,113.05	70,160.29	72,249.84			73,692.58
LABORATORY	Senior Cytogenetics Technologist	2015	Hourly	33.147	34.142	35.165	36.221	37.306	38.415			39.183
			Monthly	5,565.93	5,733.01	5,904.79	6,082.11	6,264.30	6,450.52			6,579.48
			Annual	66,791.21	68,796.13	70,857.48	72,985.32	75,171.59	77,406.23			78,953.75
LABORATORY	Charge Cytogenetics Technologist	2015	Hourly	34.640	35.678	36.748	37.851	38.989	40.156	41.346		42.173
			Monthly	5,816.63	5,990.93	6,170.60	6,355.81	6,546.90	6,742.86	6,942.68		7,081.55
			Annual	69,799.60	71,891.17	74,047.22	76,269.77	78,562.84	80,914.34	83,312.19		84,978.60
LABORATORY	Senior CT Technologist	2015	Hourly	29.241	30.583	31.983	33.499	35.079	36.740			37.475
			Monthly	4,910.05	5,135.40	5,370.48	5,625.04	5,890.35	6,169.26			6,292.68
			Annual	58,920.62	61,624.75	64,445.75	67,500.49	70,684.19	74,031.10			75,512.13
RADIOLOGY	Radiology Technician	2015	Hourly	18.587	19.316	20.158	20.973	21.871	22.805			23.261
			Monthly	3,121.07	3,243.48	3,384.86	3,521.72	3,672.51	3,829.34			3,905.91
			Annual	37,452.81	38,921.74	40,618.37	42,260.60	44,070.07	45,952.08			46,870.92
RADIOLOGY	General Duty Radiology Technologist	2015	Hourly	27.334	28.595	29.905	31.309	32.768	34.291			34.977
			Monthly	4,589.83	4,801.58	5,021.55	5,257.30	5,502.29	5,758.03			5,873.22
			Annual	55,078.01	57,618.93	60,258.58	63,087.64	66,027.52	69,096.37			70,478.66

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
RADIOLOGY	Senior Radiology Technologist	2015	Hourly	29.241	30.583	31.983	33.499	35.079	36.740			37.475
			Monthly	4,910.05	5,135.40	5,370.48	5,625.04	5,890.35	6,169.26			6,292.68
			Annual	58,920.62	61,624.75	64,445.75	67,500.49	70,684.19	74,031.10			75,512.13
RADIOLOGY	Charge Radiology Technologist	2015	Hourly	30.040	31.421	32.877	34.387	35.991	37.730	39.536		40.327
			Monthly	5,044.22	5,276.11	5,520.60	5,774.15	6,043.49	6,335.50	6,638.75		6,771.58
			Annual	60,530.60	63,313.32	66,247.16	69,289.81	72,521.87	76,025.95	79,665.04		81,258.91
SONOGRAPHER	General Duty Sonographer	2015	Hourly	33.825	34.842	35.884	36.963	38.072	39.219			40.002
			Monthly	5,679.78	5,850.55	6,025.52	6,206.70	6,392.92	6,585.52			6,717.00
			Annual	68,157.38	70,206.63	72,306.26	74,480.45	76,715.08	79,026.29			80,604.03
SONOGRAPHER	Senior Sonographer	2015	Hourly	35.154	36.208	37.294	38.413	39.567	40.753			41.568
			Monthly	5,902.94	6,079.93	6,262.28	6,450.18	6,643.96	6,843.11			6,979.96
			Annual	70,835.31	72,959.12	75,147.41	77,402.20	79,727.51	82,117.30			83,759.52
SONOGRAPHER	Charge Sonographer	2015	Hourly	34.457	35.494	36.557	37.653	38.782	39.948	41.147	42.378	43.226
			Monthly	5,785.91	5,960.03	6,138.53	6,322.57	6,512.14	6,707.94	6,909.27	7,115.97	7,258.37
			Annual	69,430.86	71,520.41	73,662.36	75,870.80	78,145.73	80,495.22	82,911.21	85,391.67	87,100.39
No Match	Research Specialist (New Position Effective March 1, 2015)	2015	Hourly	24.635	25.753	26.941	28.175	29.498	30.874	32.308		32.955
			Monthly	4,136.63	4,324.36	4,523.84	4,731.05	4,953.21	5,184.26	5,425.05		5,533.69
			Annual	49,639.53	51,892.30	54,286.12	56,772.63	59,438.47	62,211.11	65,100.62		66,404.33
DSM - INTERNAL ONLY - PIO RATE SCHEDULES (NOT INCLUDED IN CA)												
DSM - INTERNAL ONLY	Laboratory Technician II - PIO	2015	Hourly	19.796	20.578	21.320	22.169	23.000	23.862			24.339
			Monthly	3,324.08	3,455.39	3,579.98	3,722.55	3,862.08	4,006.83			4,086.92
			Annual	39,888.94	41,464.67	42,959.80	44,670.54	46,345.00	48,081.93			49,043.09
DSM - INTERNAL ONLY	Research Technician - PIO	2015	Hourly	21.909	22.930	23.998	25.116	26.287	28.584			29.155
			Monthly	3,678.89	3,850.33	4,029.66	4,217.40	4,414.03	4,799.73			4,895.61
			Annual	44,146.64	46,203.95	48,355.97	50,608.74	52,968.31	57,596.76			58,747.33

MAHCP & Diagnostic Services of Manitoba
Appendix 'A' - Effective: April 1, 2015

General Increase 1.5%

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
CARDIOLOGY	General Duty Cardiology Technologist	2015	Hourly	23.252	24.309	25.430	26.596	27.845	29.144	30.499		31.110
			Monthly	3,904.40	4,081.89	4,270.12	4,465.91	4,675.64	4,893.76	5,121.29		5,223.89
			Annual	46,852.78	48,982.64	51,241.45	53,590.94	56,107.68	58,725.16	61,455.49		62,686.65
CARDIOLOGY	Senior Cardiology Technologist	2015	Hourly	25.005	26.139	27.345	28.598	29.940	31.337	32.793		33.449
			Monthly	4,198.76	4,389.17	4,591.68	4,802.08	5,027.43	5,262.01	5,506.49		5,616.65
			Annual	50,385.08	52,670.09	55,100.18	57,624.97	60,329.10	63,144.06	66,077.90		67,399.74
LABORATORY	Medical Laboratory Assistant	2015	Hourly	19.562	20.148	20.752	21.376	22.001	22.675	23.358		23.826
			Monthly	3,284.79	3,383.19	3,484.61	3,589.39	3,694.34	3,807.51	3,922.20		4,000.78
			Annual	39,417.43	40,598.22	41,815.28	43,072.64	44,332.02	45,690.13	47,066.37		48,009.39
LABORATORY	Autopsy Technical Assistant	2015	Hourly	22.237	23.274	24.359	25.493	26.682	29.012			29.592
			Monthly	3,733.96	3,908.09	4,090.28	4,280.70	4,480.35	4,871.60			4,968.99
			Annual	44,807.56	46,897.11	49,083.39	51,368.40	53,764.23	58,459.18			59,627.88
LABORATORY	Genetics Counsellor	2015	Hourly	34.928	36.184	37.503	38.795	40.367	41.798	43.229		44.094
			Monthly	5,864.99	6,075.90	6,297.38	6,514.33	6,778.29	7,018.58	7,258.87		7,404.12
			Annual	70,379.92	72,910.76	75,568.55	78,171.93	81,339.51	84,222.97	87,106.44		88,849.41
LABORATORY	Surgical Pathology Assistant	2015	Hourly	32.230	33.712	34.935	36.190	37.507	38.862	40.257		41.063
			Monthly	5,411.95	5,660.81	5,866.17	6,076.90	6,298.05	6,525.58	6,759.82		6,895.16
			Annual	64,943.45	67,929.68	70,394.03	72,922.85	75,576.61	78,306.93	81,117.86		82,741.95
LABORATORY	Senior Surgical Pathology Assistant	2015	Hourly	34.842	36.444	37.775	39.143	40.579	42.055	43.586		44.457
			Monthly	5,850.55	6,119.56	6,343.05	6,572.76	6,813.89	7,061.74	7,318.82		7,465.07
			Annual	70,206.63	73,434.66	76,116.63	78,873.15	81,766.69	84,740.83	87,825.79		89,580.86
LABORATORY	Combined Laboratory/X-Ray Technician (CLXT)	2015	Hourly	22.675	23.358	24.901	26.444	27.663	28.931	30.290		30.895
			Monthly	3,807.51	3,922.20	4,181.29	4,440.39	4,645.08	4,858.00	5,086.20		5,187.79
			Annual	45,690.13	47,066.37	50,175.52	53,284.66	55,740.95	58,295.97	61,034.35		62,253.43
LABORATORY	General Duty Laboratory Technologist	2015	Hourly	27.744	29.023	30.354	31.778	33.260	34.805			35.502
			Monthly	4,658.68	4,873.45	5,096.94	5,336.06	5,584.91	5,844.34			5,961.38
			Annual	55,904.16	58,481.35	61,163.31	64,032.67	67,018.90	70,132.08			71,536.53
LABORATORY	Senior Laboratory Technologist	2015	Hourly	29.680	31.042	32.462	34.002	35.606	37.291			38.037
			Monthly	4,983.77	5,212.47	5,450.91	5,709.50	5,978.84	6,261.78			6,387.05
			Annual	59,805.20	62,549.63	65,410.93	68,514.03	71,746.09	75,141.37			76,644.56
LABORATORY	Charge Laboratory Technologist	2015	Hourly	30.491	31.893	33.370	34.903	36.531	38.296	40.129		40.932
			Monthly	5,119.95	5,355.37	5,603.38	5,860.80	6,134.16	6,430.54	6,738.33		6,873.17
			Annual	61,439.37	64,264.40	67,240.55	70,329.55	73,609.97	77,166.44	80,859.94		82,477.98

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
LABORATORY	General Duty Cytotechnologist	2015	Hourly	27.744	29.023	30.354	31.778	33.260	34.805			35.502
			Monthly	4,658.68	4,873.45	5,096.94	5,336.06	5,584.91	5,844.34			5,961.38
			Annual	55,904.16	58,481.35	61,163.31	64,032.67	67,018.90	70,132.08			71,536.53
LABORATORY	Senior Cytotechnologist	2015	Hourly	29.680	31.042	32.462	34.002	35.606	37.291			38.037
			Monthly	4,983.77	5,212.47	5,450.91	5,709.50	5,978.84	6,261.78			6,387.05
			Annual	59,805.20	62,549.63	65,410.93	68,514.03	71,746.09	75,141.37			76,644.56
LABORATORY	Charge Cytotechnologist	2015	Hourly	30.491	31.893	33.370	34.903	36.531	38.296	40.129		40.932
			Monthly	5,119.95	5,355.37	5,603.38	5,860.80	6,134.16	6,430.54	6,738.33		6,873.17
			Annual	61,439.37	64,264.40	67,240.55	70,329.55	73,609.97	77,166.44	80,859.94		82,477.98
LABORATORY	General Duty Immunogenetics Technologist (Certified)	2015	Hourly	31.839	32.790	33.773	34.790	35.832	36.920			37.658
			Monthly	5,346.30	5,505.99	5,671.05	5,841.82	6,016.79	6,199.48			6,323.41
			Annual	64,155.59	66,071.85	68,052.60	70,101.85	72,201.48	74,393.80			75,880.87
LABORATORY	Senior Immunogenetics Technologist (Certified)	2015	Hourly	34.111	35.132	36.189	37.274	38.391	39.557			40.348
			Monthly	5,727.81	5,899.25	6,076.74	6,258.93	6,446.49	6,642.28			6,775.10
			Annual	68,733.67	70,790.98	72,920.84	75,107.11	77,357.87	79,707.36			81,301.22
LABORATORY	Charge Immunogenetics Technologist (Certified)	2015	Hourly	35.648	36.715	37.816	38.955	40.124	41.323	42.572		43.424
			Monthly	5,985.89	6,165.06	6,349.94	6,541.19	6,737.49	6,938.82	7,148.55		7,291.61
			Annual	71,830.72	73,980.73	76,199.24	78,494.33	80,849.86	83,265.85	85,782.58		87,499.36
LABORATORY	General Duty Cytogenetics Technologist	2015	Hourly	31.400	32.340	33.312	34.310	35.341	36.394			37.121
			Monthly	5,272.58	5,430.43	5,593.64	5,761.22	5,934.34	6,111.16			6,233.24
			Annual	63,271.00	65,165.10	67,123.68	69,134.65	71,212.12	73,333.91			74,798.82
LABORATORY	Senior Cytogenetics Technologist	2015	Hourly	33.644	34.654	35.692	36.765	37.866	38.991			39.771
			Monthly	5,649.39	5,818.98	5,993.28	6,173.46	6,358.33	6,547.24			6,678.21
			Annual	67,792.66	69,827.81	71,919.38	74,081.48	76,299.99	78,566.87			80,138.57
LABORATORY	Charge Cytogenetics Technologist	2015	Hourly	35.160	36.213	37.299	38.419	39.574	40.759	41.966		42.806
			Monthly	5,903.95	6,080.77	6,263.12	6,451.19	6,645.13	6,844.12	7,046.79		7,187.84
			Annual	70,847.40	72,969.20	75,157.49	77,414.29	79,741.61	82,129.39	84,561.49		86,254.09
LABORATORY	Senior CT Technologist	2015	Hourly	29.680	31.042	32.462	34.002	35.606	37.291			38.037
			Monthly	4,983.77	5,212.47	5,450.91	5,709.50	5,978.84	6,261.78			6,387.05
			Annual	59,805.20	62,549.63	65,410.93	68,514.03	71,746.09	75,141.37			76,644.56
RADIOLOGY	Radiology Technician	2015	Hourly	18.865	19.606	20.460	21.288	22.199	23.147			23.610
			Monthly	3,167.75	3,292.17	3,435.58	3,574.61	3,727.58	3,886.77			3,964.51
			Annual	38,012.98	39,506.09	41,226.90	42,895.32	44,730.99	46,641.21			47,574.15
RADIOLOGY	General Duty Radiology Technologist	2015	Hourly	27.744	29.023	30.354	31.778	33.260	34.805			35.502
			Monthly	4,658.68	4,873.45	5,096.94	5,336.06	5,584.91	5,844.34			5,961.38
			Annual	55,904.16	58,481.35	61,163.31	64,032.67	67,018.90	70,132.08			71,536.53

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
RADIOLOGY	Senior Radiology Technologist	2015	Hourly	29.680	31.042	32.462	34.002	35.606	37.291			38.037
			Monthly	4,983.77	5,212.47	5,450.91	5,709.50	5,978.84	6,261.78			6,387.05
			Annual	59,805.20	62,549.63	65,410.93	68,514.03	71,746.09	75,141.37			76,644.56
RADIOLOGY	Charge Radiology Technologist	2015	Hourly	30.491	31.893	33.370	34.903	36.531	38.296	40.129		40.932
			Monthly	5,119.95	5,355.37	5,603.38	5,860.80	6,134.16	6,430.54	6,738.33		6,873.17
			Annual	61,439.37	64,264.40	67,240.55	70,329.55	73,609.97	77,166.44	80,859.94		82,477.98
SONOGRAPHER	General Duty Sonographer	2015	Hourly	34.332	35.365	36.423	37.518	38.643	39.807			40.602
			Monthly	5,764.92	5,938.37	6,116.03	6,299.90	6,488.80	6,684.26			6,817.75
			Annual	69,178.98	71,260.48	73,392.35	75,598.77	77,865.65	80,211.11			81,813.03
SONOGRAPHER	Senior Sonographer	2015	Hourly	35.681	36.751	37.854	38.989	40.160	41.365			42.192
			Monthly	5,991.44	6,171.11	6,356.32	6,546.90	6,743.53	6,945.87			7,084.74
			Annual	71,897.22	74,053.27	76,275.81	78,562.84	80,922.40	83,350.48			85,016.88
SONOGRAPHER	Charge Sonographer	2015	Hourly	34.974	36.026	37.106	38.218	39.364	40.548	41.764	43.014	43.874
			Monthly	5,872.72	6,049.37	6,230.72	6,417.44	6,609.87	6,808.69	7,012.87	7,222.77	7,367.18
			Annual	70,472.61	72,592.39	74,768.59	77,009.27	79,318.46	81,704.22	84,154.46	86,673.21	88,406.11
No Match	Research Specialist	2015	Hourly	25.005	26.139	27.345	28.598	29.940	31.337	32.793		33.449
			Monthly	4,198.76	4,389.17	4,591.68	4,802.08	5,027.43	5,262.01	5,506.49		5,616.65
			Annual	50,385.08	52,670.09	55,100.18	57,624.97	60,329.10	63,144.06	66,077.90		67,399.74
DSM - INTERNAL ONLY - PIO RATE SCHEDULES (NOT INCLUDED IN CA)												
DSM - INTERNAL ONLY	Laboratory Technician II - PIO	2015	Hourly	20.092	20.886	21.640	22.502	23.345	24.220			24.705
			Monthly	3,373.78	3,507.11	3,633.72	3,778.46	3,920.02	4,066.94			4,148.38
			Annual	40,485.38	42,085.29	43,604.60	45,341.53	47,040.18	48,803.30			49,780.58
DSM - INTERNAL ONLY	Research Technician - PIO	2015	Hourly	22.237	23.274	24.358	25.493	26.682	29.012			29.593
			Monthly	3,733.96	3,908.09	4,090.11	4,280.70	4,480.35	4,871.60			4,969.16
			Annual	44,807.56	46,897.11	49,081.37	51,368.40	53,764.23	58,459.18			59,629.90

MAHCP & Diagnostic Services of Manitoba
Appendix 'A' - Effective: April 1, 2016

General Increase 2.0%

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
CARDIOLOGY	General Duty Cardiology Technologist*	2015	Hourly	24.132	25.229	26.393	27.603	28.899	30.247	31.653		32.286
			Monthly	4,052.17	4,236.37	4,431.83	4,635.00	4,852.62	5,078.98	5,315.07		5,421.36
			Annual	48,625.98	50,836.44	53,181.90	55,620.05	58,231.49	60,947.71	63,780.80		65,056.29
CARDIOLOGY	Senior Cardiology Technologist*	2015	Hourly	25.951	27.129	28.380	29.680	31.073	32.523	34.034		34.715
			Monthly	4,357.61	4,555.41	4,765.48	4,983.77	5,217.68	5,461.15	5,714.88		5,829.23
			Annual	52,291.27	54,664.94	57,185.70	59,805.20	62,612.10	65,533.85	68,578.51		69,950.73
LABORATORY	Medical Laboratory Assistant	2015	Hourly	19.953	20.551	21.167	21.804	22.442	23.129	23.825		24.303
			Monthly	3,350.44	3,450.86	3,554.29	3,661.26	3,768.39	3,883.75	4,000.62		4,080.88
			Annual	40,205.30	41,410.27	42,651.51	43,935.06	45,220.63	46,604.94	48,007.38		48,970.55
LABORATORY	Autopsy Technical Assistant	2015	Hourly	22.682	23.739	24.846	26.003	27.215	29.592			30.184
			Monthly	3,808.69	3,986.17	4,172.06	4,366.34	4,569.85	4,968.99			5,068.40
			Annual	45,704.23	47,834.09	50,064.69	52,396.05	54,838.23	59,627.88			60,820.76
LABORATORY	Genetics Counsellor	2015	Hourly	35.626	36.907	38.253	39.571	41.175	42.634	44.094		44.976
			Monthly	5,982.20	6,197.30	6,423.32	6,644.63	6,913.97	7,158.96	7,404.12		7,552.22
			Annual	71,786.39	74,367.61	77,079.80	79,735.57	82,967.63	85,907.51	88,849.41		90,626.64
LABORATORY	Surgical Pathology Assistant	2015	Hourly	32.874	34.386	35.634	36.914	38.258	39.639	41.062		41.884
			Monthly	5,520.09	5,773.98	5,983.54	6,198.48	6,424.16	6,656.05	6,894.99		7,033.02
			Annual	66,241.11	69,287.79	71,802.51	74,381.71	77,089.87	79,872.59	82,739.93		84,396.26
LABORATORY	Senior Surgical Pathology Assistant	2015	Hourly	35.539	37.173	38.531	39.926	41.390	42.896	44.457		45.346
			Monthly	5,967.59	6,241.97	6,470.00	6,704.24	6,950.07	7,202.95	7,465.07		7,614.35
			Annual	71,611.09	74,903.60	77,639.97	80,450.89	83,400.85	86,435.44	89,580.86		91,372.19
LABORATORY	Combined Laboratory/X-Ray Technician (CLXT)	2015	Hourly	23.129	23.825	25.399	26.973	28.216	29.509	30.895		31.513
			Monthly	3,883.75	4,000.62	4,264.92	4,529.22	4,737.94	4,955.05	5,187.79		5,291.56
			Annual	46,604.94	48,007.38	51,178.99	54,350.60	56,855.24	59,460.64	62,253.43		63,498.70
LABORATORY	General Duty Laboratory Technologist	2015	Hourly	28.299	29.604	30.961	32.414	33.925	35.501			36.212
			Monthly	4,751.87	4,971.01	5,198.87	5,442.85	5,696.57	5,961.21			6,080.60
			Annual	57,022.49	59,652.06	62,386.42	65,314.21	68,358.88	71,534.52			72,967.18
LABORATORY	Senior Laboratory Technologist	2015	Hourly	30.273	31.663	33.112	34.682	36.318	38.037			38.798
			Monthly	5,083.34	5,316.75	5,560.06	5,823.69	6,098.40	6,387.05			6,514.83
			Annual	61,000.10	63,800.95	66,720.68	69,884.23	73,180.77	76,644.56			78,177.97
LABORATORY	Charge Laboratory Technologist	2015	Hourly	31.100	32.531	34.037	35.601	37.261	39.061	40.932		41.751
			Monthly	5,222.21	5,462.50	5,715.38	5,978.00	6,256.74	6,558.99	6,873.17		7,010.69
			Annual	62,666.50	65,549.97	68,584.56	71,736.02	75,080.92	78,707.92	82,477.98		84,128.27

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
LABORATORY	General Duty Cytotechnologist	2015	Hourly	28.299	29.604	30.961	32.414	33.925	35.501			36.212
			Monthly	4,751.87	4,971.01	5,198.87	5,442.85	5,696.57	5,961.21			6,080.60
			Annual	57,022.49	59,652.06	62,386.42	65,314.21	68,358.88	71,534.52			72,967.18
LABORATORY	Senior Cytotechnologist	2015	Hourly	30.273	31.663	33.112	34.682	36.318	38.037			38.798
			Monthly	5,083.34	5,316.75	5,560.06	5,823.69	6,098.40	6,387.05			6,514.83
			Annual	61,000.10	63,800.95	66,720.68	69,884.23	73,180.77	76,644.56			78,177.97
LABORATORY	Charge Cytotechnologist	2015	Hourly	31.100	32.531	34.037	35.601	37.261	39.061	40.932		41.751
			Monthly	5,222.21	5,462.50	5,715.38	5,978.00	6,256.74	6,558.99	6,873.17		7,010.69
			Annual	62,666.50	65,549.97	68,584.56	71,736.02	75,080.92	78,707.92	82,477.98		84,128.27
LABORATORY	General Duty Immunogenetics Technologist (Certified)	2015	Hourly	32.476	33.446	34.448	35.485	36.549	37.659			38.411
			Monthly	5,453.26	5,616.14	5,784.39	5,958.52	6,137.19	6,323.57			6,449.85
			Annual	65,439.14	67,393.69	69,412.72	71,502.28	73,646.24	75,882.89			77,398.17
LABORATORY	Senior Immunogenetics Technologist (Certified)	2015	Hourly	34.793	35.834	36.912	38.019	39.159	40.348			41.155
			Monthly	5,842.33	6,017.13	6,198.14	6,384.02	6,575.45	6,775.10			6,910.61
			Annual	70,107.90	72,205.51	74,377.68	76,608.29	78,905.39	81,301.22			82,927.33
LABORATORY	Charge Immunogenetics Technologist (Certified)	2015	Hourly	36.361	37.449	38.573	39.734	40.927	42.150	43.423		44.292
			Monthly	6,105.62	6,288.31	6,477.05	6,672.00	6,872.33	7,077.69	7,291.45		7,437.37
			Annual	73,267.42	75,459.74	77,724.60	80,064.01	82,467.91	84,932.25	87,497.35		89,248.38
LABORATORY	General Duty Cytogenetics Technologist	2015	Hourly	32.028	32.987	33.979	34.996	36.048	37.122			37.863
			Monthly	5,378.04	5,539.07	5,705.64	5,876.41	6,053.06	6,233.40			6,357.83
			Annual	64,536.42	66,468.81	68,467.69	70,516.94	72,636.72	74,800.83			76,293.95
LABORATORY	Senior Cytogenetics Technologist	2015	Hourly	34.317	35.347	36.406	37.500	38.623	39.771			40.566
			Monthly	5,762.40	5,935.35	6,113.17	6,296.88	6,485.45	6,678.21			6,811.71
			Annual	69,148.76	71,224.21	73,358.09	75,562.50	77,825.35	80,138.57			81,740.49
LABORATORY	Charge Cytogenetics Technologist	2015	Hourly	35.863	36.938	38.045	39.188	40.366	41.574	42.806		43.662
			Monthly	6,022.00	6,202.51	6,388.39	6,580.32	6,778.12	6,980.97	7,187.84		7,331.58
			Annual	72,263.95	74,430.07	76,660.68	78,963.82	81,337.49	83,771.61	86,254.09		87,978.93
LABORATORY	Senior CT Technologist	2015	Hourly	30.273	31.663	33.112	34.682	36.318	38.037			38.798
			Monthly	5,083.34	5,316.75	5,560.06	5,823.69	6,098.40	6,387.05			6,514.83
			Annual	61,000.10	63,800.95	66,720.68	69,884.23	73,180.77	76,644.56			78,177.97
RADIOLOGY	Radiology Technician	2015	Hourly	19.243	19.998	20.869	21.713	22.643	23.610			24.082
			Monthly	3,231.22	3,358.00	3,504.25	3,645.98	3,802.14	3,964.51			4,043.77
			Annual	38,774.65	40,295.97	42,051.04	43,751.70	45,625.65	47,574.15			48,525.23
RADIOLOGY	General Duty Radiology Technologist	2015	Hourly	28.299	29.604	30.961	32.414	33.925	35.501			36.212
			Monthly	4,751.87	4,971.01	5,198.87	5,442.85	5,696.57	5,961.21			6,080.60
			Annual	57,022.49	59,652.06	62,386.42	65,314.21	68,358.88	71,534.52			72,967.18

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
RADIOLOGY	Senior Radiology Technologist	2015	Hourly	30.273	31.663	33.112	34.682	36.318	38.037			38.798
			Monthly	5,083.34	5,316.75	5,560.06	5,823.69	6,098.40	6,387.05			6,514.83
			Annual	61,000.10	63,800.95	66,720.68	69,884.23	73,180.77	76,644.56			78,177.97
RADIOLOGY	Charge Radiology Technologist	2015	Hourly	31.100	32.531	34.037	35.601	37.261	39.061	40.932		41.751
			Monthly	5,222.21	5,462.50	5,715.38	5,978.00	6,256.74	6,558.99	6,873.17		7,010.69
			Annual	62,666.50	65,549.97	68,584.56	71,736.02	75,080.92	78,707.92	82,477.98		84,128.27
SONOGRAPHER	General Duty Sonographer*	2015	Hourly	35.632	36.703	37.801	38.938	40.106	41.314			42.140
			Monthly	5,983.21	6,163.05	6,347.42	6,538.34	6,734.47	6,937.31			7,076.01
			Annual	71,798.48	73,956.55	76,169.02	78,460.07	80,813.59	83,247.71			84,912.10
SONOGRAPHER	Senior Sonographer*	2015	Hourly	37.031	38.142	39.287	40.465	41.680	42.930			43.789
			Monthly	6,218.12	6,404.68	6,596.94	6,794.75	6,998.77	7,208.66			7,352.90
			Annual	74,617.47	76,856.13	79,163.31	81,536.98	83,985.20	86,503.95			88,234.84
SONOGRAPHER	Charge Sonographer*	2015	Hourly	36.298	37.389	38.510	39.665	40.854	42.083	43.346	44.642	45.535
			Monthly	6,095.04	6,278.24	6,466.47	6,660.42	6,860.07	7,066.44	7,278.52	7,496.14	7,646.09
			Annual	73,140.47	75,338.84	77,597.65	79,924.98	82,320.81	84,797.25	87,342.19	89,953.63	91,753.03
No Match	Research Specialist	2015	Hourly	25.505	26.662	27.892	29.170	30.539	31.964	33.449		34.118
			Monthly	4,282.72	4,476.99	4,683.53	4,898.13	5,128.01	5,367.29	5,616.65		5,728.98
			Annual	51,392.58	53,723.93	56,202.38	58,777.55	61,536.09	64,407.46	67,399.74		68,747.77

***Recruitment & Retention**

1.75% - Cardiology Technologist, Echo Sonographers, Occupational Therapist, Physiotherapist, Sonographers

2.65% - Audiologist, MRI Technologist, Respiratory Therapist, SLP

DSM - INTERNAL ONLY - PIO RATE SCHEDULES (NOT INCLUDED IN CA)												
DSM - INTERNAL ONLY	Laboratory Technician II - PIO	2015	Hourly	20.494	21.304	22.073	22.952	23.811	24.705			25.199
			Monthly	3,441.28	3,577.30	3,706.43	3,854.02	3,998.26	4,148.38			4,231.33
			Annual	41,295.41	42,927.56	44,477.10	46,248.28	47,979.17	49,780.58			50,775.99
DSM - INTERNAL ONLY	Research Technician - PIO	2015	Hourly	22.682	23.739	24.845	26.003	27.215	29.593			30.185
			Monthly	3,808.69	3,986.17	4,171.89	4,366.34	4,569.85	4,969.16			5,068.57
			Annual	45,704.23	47,834.09	50,062.68	52,396.05	54,838.23	59,629.90			60,822.78

MAHCP & Diagnostic Services of Manitoba
Appendix 'A' - Effective: April 1, 2017

General Increase 2.0%

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
CARDIOLOGY	General Duty Cardiology Technologist*	2015	Hourly	25.033	26.171	27.379	28.634	29.978	31.376	32.835		33.492
			Monthly	4,203.46	4,394.55	4,597.39	4,808.13	5,033.81	5,268.55	5,513.54		5,623.87
			Annual	50,441.50	52,734.57	55,168.69	57,697.51	60,405.67	63,222.64	66,162.53		67,486.38
CARDIOLOGY	Senior Cardiology Technologist*	2015	Hourly	26.920	28.142	29.440	30.789	32.233	33.737	35.305		36.011
			Monthly	4,520.32	4,725.51	4,943.47	5,169.99	5,412.46	5,665.01	5,928.30		6,046.85
			Annual	54,243.80	56,706.13	59,321.60	62,039.84	64,949.50	67,980.06	71,139.58		72,562.17
LABORATORY	Medical Laboratory Assistant	2015	Hourly	20.352	20.962	21.590	22.240	22.890	23.591	24.302		24.789
			Monthly	3,417.44	3,519.87	3,625.32	3,734.47	3,843.61	3,961.32	4,080.71		4,162.49
			Annual	41,009.28	42,238.43	43,503.85	44,813.60	46,123.35	47,535.87	48,968.53		49,949.84
LABORATORY	Autopsy Technical Assistant	2015	Hourly	23.136	24.214	25.343	26.523	27.760	30.184			30.788
			Monthly	3,884.92	4,065.93	4,255.51	4,453.65	4,661.37	5,068.40			5,169.82
			Annual	46,619.04	48,791.21	51,066.15	53,443.85	55,936.40	60,820.76			62,037.82
LABORATORY	Genetics Counsellor	2015	Hourly	36.339	37.645	39.018	40.363	41.998	43.487	44.976		45.875
			Monthly	6,101.92	6,321.22	6,551.77	6,777.62	7,052.16	7,302.19	7,552.22		7,703.18
			Annual	73,223.09	75,854.68	78,621.27	81,331.45	84,625.97	87,626.31	90,626.64		92,438.13
LABORATORY	Surgical Pathology Assistant	2015	Hourly	33.532	35.074	36.346	37.652	39.023	40.432	41.883		42.722
			Monthly	5,630.58	5,889.51	6,103.10	6,322.40	6,552.61	6,789.21	7,032.85		7,173.74
			Annual	67,566.98	70,674.11	73,237.19	75,868.78	78,631.35	81,470.48	84,394.25		86,084.83
LABORATORY	Senior Surgical Pathology Assistant	2015	Hourly	36.250	37.917	39.301	40.725	42.218	43.754	45.347		46.253
			Monthly	6,086.98	6,366.90	6,599.29	6,838.41	7,089.11	7,347.03	7,614.52		7,766.65
			Annual	73,043.75	76,402.76	79,191.52	82,060.88	85,069.27	88,164.31	91,374.21		93,199.80
LABORATORY	Combined Laboratory/X-Ray Technician (CLXT)	2015	Hourly	23.591	24.302	25.907	27.512	28.780	30.100	31.513		32.144
			Monthly	3,961.32	4,080.71	4,350.22	4,619.72	4,832.64	5,054.29	5,291.56		5,397.51
			Annual	47,535.87	48,968.53	52,202.61	55,436.68	57,991.70	60,651.50	63,498.70		64,770.16
LABORATORY	General Duty Laboratory Technologist	2015	Hourly	28.865	30.196	31.580	33.062	34.603	36.211			36.936
			Monthly	4,846.92	5,070.41	5,302.81	5,551.66	5,810.42	6,080.43			6,202.17
			Annual	58,162.98	60,844.94	63,633.70	66,619.93	69,725.05	72,965.17			74,426.04
LABORATORY	Senior Laboratory Technologist	2015	Hourly	30.879	32.296	33.774	35.375	37.044	38.798			39.574
			Monthly	5,185.10	5,423.04	5,671.22	5,940.05	6,220.31	6,514.83			6,645.13
			Annual	62,221.19	65,076.44	68,054.61	71,280.63	74,643.66	78,177.97			79,741.61
LABORATORY	Charge Laboratory Technologist	2015	Hourly	31.722	33.181	34.718	36.313	38.007	39.843	41.751		42.586
			Monthly	5,326.65	5,571.64	5,829.73	6,097.56	6,382.01	6,690.30	7,010.69		7,150.90
			Annual	63,919.83	66,859.72	69,956.77	73,170.70	76,584.11	80,283.65	84,128.27		85,810.79

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
LABORATORY	General Duty Cytotechnologist	2015	Hourly	28.865	30.196	31.580	33.062	34.603	36.211			36.936
			Monthly	4,846.92	5,070.41	5,302.81	5,551.66	5,810.42	6,080.43			6,202.17
			Annual	58,162.98	60,844.94	63,633.70	66,619.93	69,725.05	72,965.17			74,426.04
LABORATORY	Senior Cytotechnologist	2015	Hourly	30.879	32.296	33.774	35.375	37.044	38.798			39.574
			Monthly	5,185.10	5,423.04	5,671.22	5,940.05	6,220.31	6,514.83			6,645.13
			Annual	62,221.19	65,076.44	68,054.61	71,280.63	74,643.66	78,177.97			79,741.61
LABORATORY	Charge Cytotechnologist	2015	Hourly	31.722	33.181	34.718	36.313	38.007	39.843	41.751		42.586
			Monthly	5,326.65	5,571.64	5,829.73	6,097.56	6,382.01	6,690.30	7,010.69		7,150.90
			Annual	63,919.83	66,859.72	69,956.77	73,170.70	76,584.11	80,283.65	84,128.27		85,810.79
LABORATORY	General Duty Immunogenetics Technologist (Certified)	2015	Hourly	33.125	34.115	35.137	36.195	37.280	38.412			39.179
			Monthly	5,562.24	5,728.48	5,900.09	6,077.74	6,259.93	6,450.02			6,578.81
			Annual	66,746.88	68,741.73	70,801.06	72,932.93	75,119.20	77,400.18			78,945.69
LABORATORY	Senior Immunogenetics Technologist (Certified)	2015	Hourly	35.489	36.551	37.651	38.779	39.942	41.155			41.978
			Monthly	5,959.20	6,137.52	6,322.23	6,511.64	6,706.93	6,910.61			7,048.81
			Annual	71,510.34	73,650.27	75,866.77	78,139.69	80,483.13	82,927.33			84,585.67
LABORATORY	Charge Immunogenetics Technologist (Certified)	2015	Hourly	37.088	38.198	39.344	40.529	41.745	42.993	44.292		45.178
			Monthly	6,227.69	6,414.08	6,606.51	6,805.50	7,009.68	7,219.24	7,437.37		7,586.14
			Annual	74,732.32	76,968.97	79,278.16	81,665.94	84,116.18	86,630.90	89,248.38		91,033.67
LABORATORY	General Duty Cytogenetics Technologist	2015	Hourly	32.669	33.646	34.658	35.696	36.769	37.864			38.621
			Monthly	5,485.67	5,649.72	5,819.66	5,993.95	6,174.13	6,358.00			6,485.11
			Annual	65,828.04	67,796.69	69,835.87	71,927.44	74,089.54	76,295.96			77,821.32
LABORATORY	Senior Cytogenetics Technologist	2015	Hourly	35.003	36.054	37.134	38.250	39.396	40.566			41.378
			Monthly	5,877.59	6,054.07	6,235.42	6,422.81	6,615.25	6,811.71			6,948.06
			Annual	70,531.05	72,648.81	74,825.01	77,073.75	79,382.94	81,740.49			83,376.67
LABORATORY	Charge Cytogenetics Technologist	2015	Hourly	36.580	37.676	38.806	39.971	41.173	42.405	43.662		44.535
			Monthly	6,142.39	6,326.43	6,516.17	6,711.80	6,913.63	7,120.51	7,331.58		7,478.17
			Annual	73,708.70	75,917.14	78,194.09	80,541.57	82,963.60	85,446.08	87,978.93		89,738.03
LABORATORY	Senior CT Technologist	2015	Hourly	30.879	32.296	33.774	35.375	37.044	38.798			39.574
			Monthly	5,185.10	5,423.04	5,671.22	5,940.05	6,220.31	6,514.83			6,645.13
			Annual	62,221.19	65,076.44	68,054.61	71,280.63	74,643.66	78,177.97			79,741.61
RADIOLOGY	Radiology Technician	2015	Hourly	19.628	20.398	21.287	22.148	23.096	24.082			24.563
			Monthly	3,295.87	3,425.16	3,574.44	3,719.02	3,878.20	4,043.77			4,124.54
			Annual	39,550.42	41,101.97	42,893.31	44,628.22	46,538.44	48,525.23			49,494.45
RADIOLOGY	General Duty Radiology Technologist	2015	Hourly	28.865	30.196	31.580	33.062	34.603	36.211			36.936
			Monthly	4,846.92	5,070.41	5,302.81	5,551.66	5,810.42	6,080.43			6,202.17
			Annual	58,162.98	60,844.94	63,633.70	66,619.93	69,725.05	72,965.17			74,426.04

Occupational Group	Employer Classification	Annual Hours		Start	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 20
RADIOLOGY	Senior Radiology Technologist	2015	Hourly	30.879	32.296	33.774	35.375	37.044	38.798			39.574
			Monthly	5,185.10	5,423.04	5,671.22	5,940.05	6,220.31	6,514.83			6,645.13
			Annual	62,221.19	65,076.44	68,054.61	71,280.63	74,643.66	78,177.97			79,741.61
RADIOLOGY	Charge Radiology Technologist	2015	Hourly	31.722	33.181	34.718	36.313	38.007	39.843	41.751		42.586
			Monthly	5,326.65	5,571.64	5,829.73	6,097.56	6,382.01	6,690.30	7,010.69		7,150.90
			Annual	63,919.83	66,859.72	69,956.77	73,170.70	76,584.11	80,283.65	84,128.27		85,810.79
SONOGRAPHER	General Duty Sonographer*	2015	Hourly	36.963	38.073	39.212	40.392	41.603	42.856			43.713
			Monthly	6,206.70	6,393.09	6,584.35	6,782.49	6,985.84	7,196.24			7,340.14
			Annual	74,480.45	76,717.10	79,012.18	81,389.88	83,830.05	86,354.84			88,081.70
SONOGRAPHER	Senior Sonographer*	2015	Hourly	38.414	39.566	40.754	41.976	43.237	44.533			45.424
			Monthly	6,450.35	6,643.79	6,843.28	7,048.47	7,260.21	7,477.83			7,627.45
			Annual	77,404.21	79,725.49	82,119.31	84,581.64	87,122.56	89,734.00			91,529.36
SONOGRAPHER	Charge Sonographer*	2015	Hourly	37.653	38.785	39.948	41.146	42.379	43.655	44.965	46.309	47.235
			Monthly	6,322.57	6,512.65	6,707.94	6,909.10	7,116.14	7,330.40	7,550.37	7,776.05	7,931.54
			Annual	75,870.80	78,151.78	80,495.22	82,909.19	85,393.69	87,964.83	90,604.48	93,312.64	95,178.53
No Match	Research Specialist	2015	Hourly	26.015	27.195	28.450	29.753	31.150	32.603	34.118		34.801
			Monthly	4,368.35	4,566.49	4,777.23	4,996.03	5,230.60	5,474.59	5,728.98		5,843.67
			Annual	52,420.23	54,797.93	57,326.75	59,952.30	62,767.25	65,695.05	68,747.77		70,124.02

***Recruitment & Retention**

1.70% - Cardiology Technologist, Echo Sonographers, Occupational Therapist, Physiotherapist, Sonographers

2.50% - Audiologist, MRI Technologist, Respiratory Therapist, SLP

DSM - INTERNAL ONLY - PIO RATE SCHEDULES (NOT INCLUDED IN CA)

DSM - INTERNAL ONLY	Laboratory Technician II - PIO	2015	Hourly	20.904	21.730	22.514	23.411	24.288	25.199			25.703
			Monthly	3,510.13	3,648.83	3,780.48	3,931.10	4,078.36	4,231.33			4,315.96
			Annual	42,121.56	43,785.95	45,365.71	47,173.17	48,940.32	50,775.99			51,791.55
DSM - INTERNAL ONLY	Research Technician - PIO	2015	Hourly	23.136	24.214	25.342	26.523	27.759	30.185			30.788
			Monthly	3,884.92	4,065.93	4,255.34	4,453.65	4,661.20	5,068.57			5,169.82
			Annual	46,619.04	48,791.21	51,064.13	53,443.85	55,934.39	60,822.78			62,037.82

***Recruitment & Retention**

Long Service Step

1 Effective October 1, 2012, a Long Service Step equivalent to two percent (2%) shall be added to Schedule A. Employees shall be eligible for the Long Service Step identified in Schedule A upon completion of the following:

(i) Twenty (20) or more years of continuous service; and

(ii) The employee has been at the maximum step of their salary scale for a minimum of 12 consecutive months.

2 Employees who do not meet the above criteria on October 1, 2012 shall be eligible for the Long Service Step on the employee's anniversary date in which the employee meets both conditions outlined in # 1 above.

Note: For the purpose of # 1 and # 2 continuous service shall be calculated based on calendar years of service.

SCHEDULE “B”

ACADEMIC ALLOWANCE

The Employer shall pay the following non-cumulative amounts in addition to the salaries as per Schedule A, provided such academic attainment is relevant to the position held, is from an accredited institution, and is not a qualification for the position:

- Advanced certification in the appropriate field
\$100.00 per month [prorated on an hourly basis]
- Bachelor of Science degree
\$100.00 per month [prorated on an hourly basis]
- Masters degree
\$150.00 per month [prorated on an hourly basis]
- Fellowship or Licentiate
\$200.00 per month [prorated on an hourly basis]
- Doctoral degree
\$300.00 per month [prorated on an hourly basis]

Note: Notwithstanding the above, the Employer confirms that academic allowances currently paid to existing employees, effective June 23, 2000, shall not be discontinued or reduced for the duration of that employee's employment, unless specifically negotiated at a later date.

SCHEDULE “C”

UNITS OF ORGANIZATION

Health Sciences Centre Site

Clinical Microbiology “A”
Clinical Microbiology “B”
Cytopathology
Clinical Chemistry
Metabolic Disease Laboratory
Hematology “A”
Blood Bank/Hematology “B”
Histopathology*
Immunology Laboratory
Immunogenetics
Central Services
Genomics Laboratory*

*Two (2) Charge Technologists to be assigned to these Units.

St. Boniface Hospital Site

Biochemistry “A”
Biochemistry “B”
Biochemistry “C”
Histopathology
Hematology
Microbiology “A”
Microbiology “B”
Immunology
Transfusion Medicine

**Seven Oaks General Hospital Site and Victoria
General Hospital Site**

Biochemistry
Hematology

**Northern (East), Northern (West) and Southern
Regions**

Laboratory
Diagnostic Imaging

**Concordia Hospital Site and Misericordia
Health Centre Site**

Laboratory

SCHEDULE “D”

REMOTENESS ALLOWANCE - NORTHERN REGION **(EAST)**

Remoteness Allowances shall be paid to employees subject to the following eligibility criteria and conditions.

A. Eligibility Claim:

An eligibility claim, in the format shown as Appendix 1, for the payment of dependant or non-dependant rate of allowances shall be submitted to the Employer when first requesting the allowance, and renewed thereafter, if requested by the Employer or where any change in dependants claimed.

B. Non-Dependent or Dependant’s Allowance:

Subject to Clause 3 that follows, the Non-Dependant Allowance will be paid to employees that have established a residence in a location designated as a Remote Location and who are eligible for the payment of a Remoteness Allowance. Claims for Dependant’s Allowance will be subject to the following criteria and conditions:

1. The employee shall be supporting one or more dependants where a dependant includes;
 - a marital partner living with and dependant on the employee for main and continuing support;
 - an unmarried child under 18 years of age;
 - an unmarried child over 18 years of age but under 21 years if in full-time attendance at a school or university or similar educational institution;

- an unmarried child of any age if mentally disturbed or physically incapable, provided such a child is dependant on the employee for support.
- 2. There is a presumption of marriage evidenced by co-habitation. If a marriage contract is not in existence, a common law arrangement between the marital partners must have been in existence for at least one year prior to the application for Dependant's rate.
- 3. Where both spouses are employees of Diagnostic Services of Manitoba, Inc. (DSM) and or Departments or Agencies to which these eligibility criteria apply, the Dependant rate shall be paid to one partner only and the other partner will not receive either the Dependant or Non-Dependant rate of Remoteness Allowance.

C. Location:

The Remoteness Allowance applicable will be the allowance applicable to the DSM Burntwood Region.

- D.** The Remoteness Allowance for part-time employees shall be paid on a pro-rata share in relation to the normal hours of work.

E. Limitations:

The Remoteness Allowances for the various facilities for Non-Dependent or Dependant's as indicated represent a maximum monthly taxable allowance relative to paid employment. They are payable during paid holidays and vacations taken during continued employment, during authorized paid sickness leave and as limited in paragraph D above. They are not payable during periods of absence without pay, not payable at "time and

a half" or other premium pay scales, nor included as part of regular earnings in calculation of vacation wages on termination of employment.

F. Rates:

The biweekly Remoteness Allowance relative to the DSM Northern Region (East) is:

	Effective March 22, 2014		Effective March 21, 2015		Effective March 19, 2016		Effective April 1, 2017		Effective March 31, 2018		Effective September 29, 2018	
	Depen- dent	Single	Depen- dent	Single	Depen- dent	Single	Depen- dent	Single	Depen- dent	Single	Depen- dent	Single
Thomp- son	171.07	120.20	172.78	121.40	176.24	123.83	179.76	126.31	181.56	127.57	183.38	128.85
Leaf Rapids	181.62	112.74	183.44	113.87	187.11	116.15	190.85	118.47	192.76	119.65	194.69	120.85
Lynn Lake	187.57	113.55	189.45	114.69	193.24	116.98	197.10	119.32	199.07	120.51	201.06	121.72
Gillam	235.30	142.36	237.65	143.78	242.40	146.66	247.25	149.59	249.72	151.09	252.22	152.60

The Biweekly Remoteness Allowance shall be paid on the same basis as the Provincial Government employees and the current rates will be posted by the Employer on its website and updated accordingly.

Any changes to the Remoteness Allowance rates made by the Provincial Government will equally affect all employees covered under the Scope of this Agreement

SCHEDULE “E”

REMOTENESS ALLOWANCE – NORTHERN REGION **(WEST)**

Remoteness Allowances shall be paid to employees subject to the following eligibility criteria and conditions.

A. Eligibility Claim:

An eligibility claim, in the format shown as Appendix 2, for the payment of dependant or non-dependant rate of allowances shall be submitted to the Employer when first requesting the allowance, and renewed thereafter, if requested by the Employer or where any change in dependants is claimed.

B. Non-Dependant or Dependant’s Allowance:

Subject to clause 3 that follows, the Non-Dependant Allowance will be paid to employees that have established a residence in a location designated as a Remote Location and who are eligible for the payment of a Remoteness Allowance. Claims for Dependant’s Allowance will be subject to the following criteria and conditions:

1. The employee shall be supporting one or more dependants where a dependent includes:
 - a marital partner living with and dependant on the employee for main and continuing support;
 - an unmarried child under 18 years of age;
 - an unmarried child over 18 years of age but under 21 years if in full-time attendance at a school or university or similar educational institution;

- an unmarried child of any age if mentally disturbed or physically incapable, provided such a child is dependent on the employee for support
- 2. There is a presumption of marriage evidenced by co-habitation. If a marriage contract is not in existence, a common law arrangement between the marital partners must have been in existence for at least one year prior to the application for Dependant's rate.
- 3. Where both spouses are employees of Diagnostic Services of Manitoba, Inc. (DSM) and or Departments or Agencies to which these eligibility criteria apply, the Dependant rate shall be paid to one partner only and the other partner will not receive either the Dependant or Non-Dependant rate of Remoteness Allowance.

C. Location:

The Remoteness Allowance applicable will be the allowance applicable to the Northern Region (West).

- D.** The Remoteness Allowance for part-time employees shall be paid on a pro-rata share in relation to the normal hours of work.

E. Limitations:

The Remoteness Allowances for the various facilities for Non-Dependant or Dependant's as indicated, represent a maximum monthly taxable allowance relative to paid employment. They are payable during paid holidays and vacations taken during continued employment, during authorized paid sickness leave and as limited in paragraph D above. They are not payable during periods of absence without pay, not payable at "time and

a half" or other premium pay scales, nor included as part of regular earnings in calculation of vacation wages on termination of employment.

F. Rates:

The biweekly Remoteness Allowance relative to the DSM Northern Region (West) is:

	Effective March 22, 2014		Effective March 21, 2015		Effective March 19, 2016		Effective April 1, 2017		Effective March 31, 2018		Effective September 31, 2018	
	Dependent	Single	Dependent	Single	Dependent	Single	Dependent	Single	Dependent	Single	Dependent	Single
The Pas	107.46	65.67	108.53	66.33	110.70	67.66	112.91	69.01	114.04	69.70	115.18	70.40
Flin Flon	114.50	71.23	115.65	71.94	117.96	73.38	120.32	74.85	121.52	75.60	122.74	76.36
Snow Lake	157.12	97.67	158.69	98.65	161.86	100.62	165.10	102.63	166.75	103.66	168.42	107.70
Cormorant	154.44	98.48	155.98	99.46	159.10	101.45	162.28	103.48	163.90	104.51	165.54	105.56
Sherridon	209.15	128.29	211.24	129.57	215.46	132.16	219.77	134.80	221.97	136.15	224.19	137.51

The Biweekly Remoteness Allowance shall be paid on the same basis as the Provincial Government employees and the current rates will be posted by the Employer on its website and updated accordingly.

Any changes to the Remoteness Allowance rates made by the Provincial Government will equally affect all employees covered under the Scope of this Agreement

APPENDIX “1”

REMOTENESS ALLOWANCE ELIGIBILITY CLAIM FORM **NORTHERN REGION (EAST)**

PART A

I _____ employed by
_____ (dept) working out of

The Northern Region (East) declare that for the period
from _____ to _____,

***According to the REMOTENESS ALLOWANCE
REGULATIONS, I am:***

- ☐ Non-Eligible (see Part B)
- ☐ Eligible for the *Single Remoteness Allowance*.
- ☐ Eligible for the *Dependant’s Remoteness Allowance*.
(complete B or C)

My family home and residence is at

PART B – MARITAL INFORMATION

My marital partner is living with and dependant on me
for main and continuing support.

My marital partner is employed by the PROVINCE OF
MANITOBA.

Yes _____ No _____

If Yes _____

Is she/he receiving:

DEPENDANT'S RATE ☐ SINGLE RATE ☐
NO ALLOWANCE ☐

PART C – OTHER DEPENDANTS

I wish to claim a child who is dependant on me for support who is:

- ☐ Unmarried and under 18 years of age.
- ☐ Unmarried and over 18, but under 21 years of age.
- ☐ In full time attendance at a school or university or similar educational institution.
- ☐ Unmarried but physically disabled or mentally disturbed.

STATUTORY DECLARATION

I understand to notify the Personnel section of my department of any changes that will affect the above declaration and do so solemnly declare that the forgoing eligibility claim for Remoteness Allowance under the provision of the Civil Service regulations is an accurate account of my dependant status, and make this solemn declaration conscientiously believing is to be true, and knowing that it is of the same force and effect as if made under oath.

DECLARATION BEFORE ME AT _____

THIS _____ DAY OF _____

(A Commissioner for Oaths in and for the Province of Manitoba)

My Commission expires_____

Signed:_____
(Applicant)

- ☐ The Pas
- ☐ Flin Flon
- ☐ Snow Lake
- ☐ _____ (other)

APPENDIX 2

Remoteness Allowance ELIGIBILITY CLAIM FORM

PART A

I _____ employed by DSM working
out of _____ declare that effective
(Headquarters Office)

_____ according to the Remoteness

Allowance Regulations, I am

- ☐ Non-eligible (see part B)
- ☐ Eligible for Single Remoteness Allowance
- ☐ Eligible for Dependant's Remoteness Allowance
(Completed B and/or C as applicable)
- ☐ We are both working for facilities to which these
regulations apply and wish to make claim to one-half of
the dependent rate.

My family home residence is at

(City, Town or Village)

PART B

- My marital partner is living with and dependant on me for
main and continuing support (TD1 required)
- My marital partner is employed by the Province of
Manitoba Yes_____ No _____

If Yes

(Department, Agency, Board or Commission)

Is she/he receiving:

- ☐ Dependants Rate
- ☐ Single Rate
- ☐ No Allowance
- ☐ We are both working for facilities at which these regulations apply and wish to make claim to one-half of the dependent rate

PART C – OTHER DEPENDANTS

I wish to claim a child who is dependant on me for support who is:

- ☐ Unmarried and **under 18** years of age
- ☐ Unmarried and **over 18 years of age, but under 21 years** and in **full time attendance at school** or university of similar educational institution.
- ☐ Unmarried of **any age if physically disabled or mentally handicapped.**

STATUTORY DECLARATION

I undertake to notify Human Resources of any changes that will effect the above declaration and do solemnly declare that the foregoing Eligibility Claim for Remoteness Allowance under the provision of the Civil Service Regulations is an accurate account of my dependent's status, and make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at _____ this
____ day of _____ 2 _____.

Signed _____
(Applicant)

(A commissioner for Oaths in and for the Province of Manitoba)

My Commission expires

APPENDIX “A”

CLASSIFICATIONS

* The list will be reviewed and completed during the life of the agreement.

Cardiology Technologist - An employee who is a graduate of approved training who has attained certification and is currently registered with the CSCT.

General Duty Cardiology Technologist - A working level Cardiology Technologist who may be required to carry out peer/trainee functional instruction.

Senior Cardiology Technologist - A Cardiology Technologist who in addition to the duties of a General Duty Cardiology Technologist:

1. Has been delegated supervisory duties for the daily work of assigned staff; and/or
2. Has been assigned the ongoing primary responsibility of maintaining Employer designated programs which may include a teaching program. (A program is neither a test procedure nor a method producing results nor a formally recognized unit of Cardiology organization.); and /or
3. Has been assigned the ongoing responsibility for performing Employer designated “specialized Procedures”.

Cardiology Technician – An employee who performs assigned routine EKG procedures and who is in training to become a Cardiology Technologist.

A Technician will be required to write the certification examination to become a technologist, when they become eligible. Such examinations must be written within one (1) year from date of eligibility.

A Technician who fails to pass the certification examination must write at the next sitting and advise the Employer in writing with specifics to rewrite, including a date for same. A technician who fails to pass the certification examination a second time of writing shall be terminated with two (2) weeks' notice. A technician shall become a technologist on the date she becomes certified and the day of certification shall become her anniversary date for increment purposes.

Charge Cardiology Technologist – A Cardiology Technologist who is delegated the overall responsibility for a formally recognized unit of Cardiology organization which is listed in Schedule C (See Note).

Medical Laboratory Technologist – An employee who is a graduate of an approved training program who has attained certification and ~~is~~ currently has an active registration with CMLTM (College of Medical Laboratory Technologists of Manitoba).

General Duty Technologist -- A working level Laboratory Technologist who may be required to carry out peer/trainee functional instruction.

Senior Laboratory Technologist – A Laboratory Technologist who in addition to the duties of a General Duty Laboratory Technologist:

1. Has been delegated supervisory duties for the daily work of assigned staff; and/or
2. Has been delegated the major ongoing responsibility for a teaching program in the department; and/or
3. Has been assigned the ongoing primary responsibility of maintaining Employer designated programs. (A program is neither a test procedure nor a method producing results nor a formally recognized unit of laboratory organization.); and /or
4. A technologist in a facility which employs not more than one equivalent full-time Laboratory Technologist.

Charge Laboratory Technologist - A Technologist who is delegated the overall responsibility for a formally recognized unit of lab organization which is listed in Schedule "C". (See Note)

Medical Laboratory Assistant – An employee who under the supervision of a Technologist performs a limited range of specified Laboratory procedures.

NOTE to apply to all Charge Classifications - Schedule "C" shall be amended from time to time to reflect change in formally recognized units of organization as determined by the Employer to be necessary and have been implemented in accordance with the provisions of this Agreement.

NOTE: In applying the above occupational classification structure, the Employers affirm the following:

1. Where current qualifications differ from the above, current incumbents will not be required to seek or

obtain registration, degrees or other components of the classification descriptions noted herein.

2. Where qualifications are altered during the term of the Agreement, current incumbents will be deemed qualified.

Medical Sonographer - An employee who is a graduate of an approved school of Medical Sonography who has attained certification and is currently registered with the A.R.D.M.S..

General Duty Medical Sonographer - A working level Sonographer who may be required to carry out peer/trainee functional instruction.

Senior Medical Sonographer – A Sonographer who in addition to performing General Duty level Sonographer duties is responsible for:

1. The coordination of the teaching program; or
2. Assisting the Charge Medical Sonographer in administrative duties of the section of Ultrasound, supervision of students; and preventative and routine maintenance of equipment; or
3. A Sonographer in a site which employs not more than one (1) equivalent full-time Imaging Technologist.

Radiological Technologist – A graduate of an approved school of Radiology Technology and who has attained certification and is currently registered with the CAMRT.

General Duty Radiological Technologist - A working level Radiological Technologist who may be required to carry out peer/trainee functional instruction.

Senior Radiological Technologist - A Radiological Technologist who in addition to the duties of a General Duty Technologist:

1. Has been delegated supervisory duties for the daily work of assigned staff; and/or
2. Has been assigned the ongoing responsibility of performing Employer designated “specialized procedures”; and /or
3. A technologist in a site which employs not more than one equivalent full-time Diagnostic Imaging Technologist.

Charge Radiological Technologist - A Technologist who is delegated the overall responsibility for a formally recognized unit of Diagnostic Imaging organization which is listed in Schedule “C”. (See Note)

APPENDIX “B”

REGIONAL FACILITIES

SOUTHERN REGION

Sites:

- Bethesda Hospital
- Desalaberry Health Centre
- Ste. Anne Hospital
- Vita and District Health Centre

NORTHERN REGION (WEST)

Sites:

- The Pas Health Complex
- Snow Lake Medical Nursing Unit
- Flin Flon General Hospital

NORTHERN REGION (EAST)

Sites:

- Thompson General Hospital
- Gillam Hospital
- Lynn Lake Hospital
- Leaf Rapids Health Centre

APPENDIX “C”

HOURS OF WORK

NORTHERN REGIONS (EAST AND WEST)

Hours of Work – 2015

Laboratory:	Medical Laboratory Assistant General Duty Technologist Senior Technologist Charge Technologist
Radiology:	General Duty Technologist Senior Technologist General Duty CT Technologist Senior CT Technologist Technologist (Leaf Rapids) Charge Technologist
Sonographer:	General Duty Sonographer Senior Sonographer
Cardiology:	Technician General Duty Technologist

NOTES

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

IMPORTANT PHONE NUMBERS

Health Care Employees Pension Plan (HEPP)	204-942-6591	1-888-842-4233
Manitoba Blue Cross	204-775-0151	
Canada Pension Plan		1-800-277-9914
Community Unemployed Help Centre	204-942-6556	1-866-942-6556
Occupational Health Centre	204-949-0811	1-888-843-1229
Human Rights Commission	204-945-3352	
Workers Compensation Board	204-954-4321	1-800-362-3340
Worker Advisor Office	204-945-5787	1-800-282-8069
Workplace Safety & Health	204-945-3446	1-800-282-8069