BETWEEN

Windsor Regional Hospital

(herein referred to as "the Employer")

AND

THE ONTARIO PUBLIC SERVICE EMPLOYEES UNION (OPSEU) Local 101

(hereinafter referred to as "the Union")

ADD NEW - Article 11

11.XX Short-Term Layoff

- (a) An employee who is subject to layoff for a period not greater than thirteen (13) weeks shall have the following entitlements:
 - (i) Where the Hospital determines that is necessary to implement a reduction of a service on a short term basis that may lead to a short term layoff of staff, it will notify the affected employee(s) and the Union as soon as possible. The Hospital will allow affected staff to use vacation, other accrued time or unpaid leave to minimize the effect of the reduction.
 - (ii) Accept the layoff and be placed on a recall list for twenty-four (24) months. During this period of layoff the employee may elect to receive payment of some or all of her earned vacation credits up to a maximum of the period of the layoff. It is understood that her vacation bank and entitlement will be appropriately reduced for that vacation year; or
 - (iii) Displace an employee within her classification who has lesser bargaining unit seniority and who is the least senior employee within her classification, if the employee originally subject to layoff can perform the duties of the least senior in her classification in her discipline.
 - (iv) If the employee cannot displace an employee in (iii), the employee may displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in her discipline, if the employee originally subject to layoff can perform the duties of the least

senior employee in a lower or identical paying classification in her discipline.

- (v) An employee who has the right to displace another employee under (iii) or (iv) must be able to perform the normal duties of the position with a reasonable orientation period.
- (ab) In the event of a proposed lay-off at the Hospital of a permanent or long-term nature (in excess of thirteen (13) weeks) the Hospital will:
 - (i) provide the Union with no less than five (5) months of notice in writing of such lay-off; and
 - (ii) provide affected employees with no less than three (3) months of notice in writing of such lay-off, or pay in lieu thereof.
- (b**c**) The Hospital agrees to meet the Union within thirty (30) days of notice being received by the Union to review the following:
 - (i) The reasons causing the lay-off;
 - (ii) The service which the Hospital will undertake after the lay-off;
 - (iii) The method of implementation including areas of cut-back and employees to be laid off.

Any agreement between the Hospital and the Union concerning the method of implementation of a lay-off shall take precedence over the terms of this article.

AMEND

11.08 **Temporary Service Reduction**

Service Shutdown (Christmas, March Break, Summer)

- (a) When the Hospital intends to reduce services in whole or part for up to two (2) consecutive weeks at a time, example, over Christmas, March Break, summer shutdown, the Union shall be provided with written notification as far in advance as possible. Such notification shall be no less than eight (8) weeks prior the effective date of the shutdown. In addition, employees in their respective departments will be informed of the staffing implications so they may schedule vacation, take an unpaid leave of absence, lieu time or banked stat holidays.
- (b) Temporary service reductions will not be considered a lay-off for the purpose of exercising bumping rights. However, the Hospital will make

every reasonable effort to ensure that those who wish to continue working will be afforded such an opportunity. If an employee is required to accept an unpaid leave of absence during a temporary service reduction, a record of employment indicating a "shortage of work" will be provided in accordance with the *Employment Standards Act*, 1995.

Other Temporary Service Reductions due to work shortage

(c) An employee who subject to a lay-off for a period not greater than thirteen (13) weeks shall have entitlements in accordance with Article 11.XX(a).

If an employee is required to accept an unpaid leave of absence during a temporary service reduction, a Record of Employment indicating "shortage of work" will be provided, if requested, in accordance with the Employment Standards Act.

- (e<u>d</u>) An employee who is subject to lay-off for a period greater than thirteen (13) weeks shall have the following entitlements:
 - (i) accept the lay-off and be placed on a recall list for the duration of the temporary lay-off. During this period of lay-off the employee may elect to receive payment of some or all of his/her earned vacation credits up to a maximum of the period of the lay-off. It is understood that his/her vacation bank and entitlement will be appropriately reduced for that vacation year; or
 - (ii) displace an employee within his or her classification and status who has lesser bargaining unit seniority and who is the least senior employee within his or her classification, if the employee originally subject to lay-off can perform the duties of the last senior in his or her classifications or her discipline with no further training other than orientation; or
 - (iii) if the employee cannot displace an employee in (b), the employee may displace an employee who has lesser bargaining unit seniority and who is the least senior employee in a lower or identical paying classification in his or her discipline or status, if the employee originally subject to lay-off can perform the duties of the least senior employee in a lower or identical paying classification in his or her discipline with no further training other than orientation.

Signed this 21m day of January, 2020 in the City of Windsor.

FOR THE UNION

FOR THE EMPLOYER

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LETTER OF UNDERSTANDING
Between
Windsor Regional Hospital
(herein referred to as the "Hospital")
And
Ontario Public Service Employees Union
and its Local 101
(herein referred to as the "Union")

RE: Cross-Training

The parties agree that this letter of understanding is intended to create a process for the cross-training of employees to competently perform the duties of their classification at both sites of the Hospital (Met and Ouellette).

The parties agree to the following with respect to the cross-training of employees in the bargaining unit:

- 1. The Hospital agrees to meet with the Union prior to proceeding with cross-training employees in a particular department/unit/classification. The parties will discuss any specific scheduling needs related to the department and agree to the method and timeline for the implementation of the training as well as the number of employees required to be cross-trained in the affected department/unit/classification. The Hospital will discuss with the Union, as part of this process, on how cross-training will impact the vacation planner and quota. Additionally, the parties will discuss any potential concerns with respect to modalities within a unit.
- 2. The Hospital will communicate in writing to all employees in the affected department/unit/classification the method and timeline for the implementation as well as the number of employees required to be cross-trained prior to proceeding with the training.
- 3. In a department/unit/classification where cross-training is to be implemented, the Hospital will seek volunteers from the employees in the affected department/unit/classification that wish to be cross-trained. In the event that there are fewer volunteers than the number of employees required to be cross-trained, employees in the affected department/unit/classification will be cross-trained in reverse order of seniority.

- 4. Where a new employee comes into a department/unit/classification that has implemented cross-training, and there is an insufficient number of cross-trained employees, the Hospital will solicit volunteers in accordance with paragraph 3 prior to proceeding with cross-training the new employee.
- 5. Once an employee is cross-trained, they will be scheduled to work at either department(s)/site(s)/unit(s) of the Hospital in accordance with Article 15.10 (Multi-Site Issues).
- 6. For the purposes of Article 15.01(d), unless otherwise agreed by the parties, employees who become full-time and who have previously been cross-trained as a part-time employee, will not be eligible for overtime from their previous department/site/unit.
- 7. <u>All cross-trained employees in the bargaining unit will have rights as per</u>
 Article XX (Multi-Site Issues) of the collective agreement.

ADD NEW

ARTICLE 15.10 - MULTI-SITE ISSUES

Clarity Note: For the purposes of this Article, a cross-trained employee is an employee that has been directly cross-trained by the Hospital and/or is an employee that has held the same position at both sites of the Hospital.

- 15.10 (a) Employees shall have one "home" site, which shall be the site at which they work their scheduled hours. Such home site may be changed for employees filling vacancies under Article 10.
- 15.10 (b) Subject to operational requirements and notwithstanding XX.01, the Hospital may schedule cross-trained employees covered by the terms of this agreement to work at a site other than their home site.
- 15.10 (c) The Hospital will provide employees with the necessary orientation, safety policies and procedures at the time an employee is assigned to a new site, subject to the exigencies of patient care.
- 15.10 (d) Where an employee is assigned to work at a site other than their home site on the same day, the Hospital will pay transportation costs from their home site to the assigned work site.

AMEND

15.01 (d) - Overtime will be offered to the most senior qualified employee in the classification in the <u>department/site/unit</u> area/department or unit employees. Every attempt will be made to fill the full shift however where circumstances are such that this cannot be done shifts shall be offered to the qualified employees currently on duty in order of seniority of the employees working at the time. If there are no volunteers to work the extended shift the most junior qualified employee on a rotational basis working on the shift will be required to remain on duty. For clarity, where the most junior employee has already been required to remain, the next least senior employee will be required to remain until all those working on that shift have been required to remain once. This is to avoid always having the same employee forced to remain. Requests to cover extended shifts will be offered as soon as the manager is aware of the need.

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Signed this day of United Nindsor.	, 2020 in the City of
FOR THE UNION	FOR THE EMPLOYER
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BETWEEN

Windsor Regional Hospital

(herein referred to as "the Employer")

AND

THE ONTARIO PUBLIC SERVICE EMPLOYEES UNION (OPSEU) Local 101

(hereinafter referred to as "the Union")

AMEND

10.08 <u>Temporary Vacancies</u>

- (a) Temporary vacancies created by full-time employees being on maternity leave, parental/adoption leave, illness or injury or approved leave of absence exceeding four (4) months will be filled as per the above provisions in Article 10.01 to 10.07. Temporary vacancies not exceeding four (4) months will be filled as follows:
 - (i) A regular part-time employee who has completed the probationary period will be given preference on a rotational basis in accordance with qualifications and ability to fill the position.
 - (ii) If a regular part-time employee is not available to fill the position, the Manager will evaluate the possibility/feasibility of dividing the hours of the temporary vacancy amongst the remaining part-time within the department/unit program.
 - (iii) If the position cannot be filled under sections (i) and (ii) above, then casual employees will be offered the position in accordance with qualifications and ability to fill the position.
 - (iv) if the position cannot be filled under sections (i), (ii) and (iii) above, then the Hospital may fill that position as it sees fit.
- (b) Temporary vacancies created by part-time employees being on maternity leave, parental/adoption leave, illness or injury or approved leave of absence exceeding four (4) months will be filled as per the above provisions in Article 10.01 to 10.07. Temporary vacancies not exceeding four (4) months will be filled as follows:

- (i) If a regular part-time employee is not available to fill the position, the Manager will evaluate the possibility/feasibility of dividing the hours of the temporary vacancy amongst the remaining part-time within the department/unit program.
- (ii) If the position cannot be filled under sections (i) above, then casual employees will be offered the position in accordance with qualifications and ability to fill the position.
- (iii) If the position cannot be filled under sections (i) and (ii) above, then the Hospital may fill that position as it sees fit.
- (c) Once the temporary vacancy ceases, the employee shall be returned to her former position. If a person hired under this Article fills the temporary vacancy, the release of such person shall not be the subject of a grievance or arbitration.
- (d) An employee who is offered and accepts a temporary vacancy must complete such vacancy prior to being considered for a new temporary vacancy unless such new temporary vacancy begins after the end of the current temporary vacancy position or the new temporary vacancy would allow permanent employees to change status (ie. part-time to full-time).

Temporary Employee Seniority

- (e) The Hospital agrees that for the purpose of this agreement, temporary employees shall become members of the bargaining unit if continuously employed beyond the end date of the temporary contract/assignment. Such temporary contract/assignment end date may be extended by mutual agreement between the Hospital and the Union.
- (f) Temporary contract positions are those positions that are not created by a vacancy of a current employee, but by the desire of the Employer to hire on a short-time basis for specific assignments. The Employer agrees to notify the Union of the nature of the work being performed by the temporary contract employee and the anticipated length of time the temporary contract employee will be employed by the Employer.

Temporary contract employees will be employed for a specific term not to exceed six (6) months. When the term needs to be extended beyond the original employment period, the Employer will notify the Union and obtain approval from the Union for the extension. Such approval shall not be unreasonably withheld.

Employees hired by the Employer under this Article shall not accumulate seniority, nor are members of the bargaining unit but shall pay union dues. Temporary contract employees hired under this provision shall be terminated at the end of their employment as specified above. If such employees successfully post into a permanent position within the bargaining unit, prior to the end of the term of their contract, they will be credited with seniority from their last date of hire. The release or discharge of such employee at the completion of the temporary contract shall not be the subject of a grievance or arbitration.

The parties agree to renew the following letters of understanding:

LOU#1 Re: Pay Equity - RENEW

LOU#3 Re: Part-Time Employees - Frozen Sick Leave Banks - RENEW

LOU#4 Re: Chaplains – RENEW

6

LOU#5 Re: Integration of the Delivery of Health Services – RENEW

LOU#6 Re: Part-Time Voluntary Benefits – RENEW

LOU#7 Re: Employee Abuse - RENEW

LOU#8 Re: Health and Welfare Enrolment – RENEW

Signed this day of where Windsor.	, 2020 in the City of
FOR THE UNION	FOR THE EMPLOYER
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BETWEEN

Windsor Regional Hospital

(herein referred to as "the Employer")

AND

THE ONTARIO PUBLIC SERVICE EMPLOYEES UNION (OPSEU) Local 101

(hereinafter referred to as "the Union")

AMEND

10.01

Where a vacancy exists, or where the Employer creates a new position in the bargaining unit, Prior to making a promotion or filling a new position or vacancy within the bargaining unit, the Employer shall inform the President (or designate) of the Union of the position being posted. The notice to the Union will include the position and reason for the posting (i.e. new position or vacancy of a current position), the member's name and reason for vacancy.

The Employer will then post on the bulletin boards a notice of the position stating the location, title, description, and salary range, hours of work, and whether the position is full-time or part-time. In addition, the posting will provide some indication of the number of hours the job requires. This should not be construed as any guarantee of hours of work, or in any way a limitation on the Employer's right to increase or decrease the hours of work as required.

Such notice shall be posted for seven (7) calendar days in order that all members of the bargaining unit will know that the position is open and will be able to make written application to the Human Resources Department. Where there is more than one application for a position and where qualifications, competence and skill are relatively equal, seniority shall be the deciding factor. The Hospital shall post and send to the Union notification of the successful applicant. The Hospital will endeavour to select the successful applicant within thirty (30) days of the initial posting.

An employee selected as a result of a posted vacancy need not be considered for a further vacancy for a period of up to six (6) months from the date of the selection unless the vacancy would create a change of status or classification.

Employees selected for a posted vacancy will be released to their new position as soon as possible, but no later than six (6) months after accepting the position, unless due to staffing or training issues which shall be disclosed to the Union and the employee impacted by the posting.

AMEND New Article 16.02 (b)

Add sub article (vi)

For the purpose of the holiday planner staff who are cross trained to work between departments or working units or campuses will have their holiday selection done for their home unit.

Signed this day of	, 2020 in the City of
FOR THE UNION	FOR THE EMPLOYER
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BETWEEN

Windsor Regional Hospital

(herein referred to as "the Employer")

AND

THE ONTARIO PUBLIC SERVICE EMPLOYEES UNION (OPSEU) Local 101

(hereinafter referred to as "the Union")

16.04 Holiday Scheduling

- (a) The Hospital will schedule staff who are required to work on a paid holiday to be scheduled to work on the weekend attached to the paid holiday (if a Monday or Friday) where Staff within that department are scheduled to work on weekends;
- (b) If an employee is scheduled off on a paid holiday (if a Monday or Friday) then the Hospital will schedule the attached weekend off also.
- (c) Where a holiday falls on a Saturday or a Sunday, the Hospital shall schedule the employee to work on that weekend as well as that observed day.
- (d) A holiday weekend worked will be considered a weekend worked for the purpose of weekend scheduling provisions.
 - The above provision does not apply to units working on a Monday to Friday schedule.
- (e) In the event that the Hospital determines it is necessary to increase the complement in a department on a paid holiday or the observed day, an additional volunteer list will be posted in accordance with Article 16.02 (b)(ii). Additionally, in the event that there are insufficient volunteers, the hospital will schedule employees to work in accordance with Article 16.02(b)(iv).

Signed this day of	, 2020 in the City of Windsor.
FOR THE UNION	FOR THE EMPLOYER
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BETWEEN

Windsor Regional Hospital

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Delete existing 16.02 (b) and replace with the following:

16.02 (b) Selection of Other Holidays

- (i) Prior to the first Paid Holiday (defined by this Collective Agreement), the Employer shall post (within each Department) a list seeking qualified volunteers to work the Paid Holiday. Any employee interested in working any or all of these days will be required to indicate their preference(s) by signing this volunteer list. The list will indicate the number of employees that will be required to work on the holiday(s). Employees on approved vacation will be excluded from the selection process and will not be assigned to work a holiday during their vacation period.
- (ii) The volunteer list will be posted no less than six (6) weeks prior to the posting of the schedule covering the Paid Holiday(s) to be worked. The volunteer list will remain posted for a period of ten (10) calendar days. Employees assigned to work a holiday in accordance with (iii) and (iv) below will be informed two (2) weeks prior to the date of the schedule is posted.
- (iii) In the event that there are more employees interested in working (this Paid Holiday) than those required to ensure the efficient operation of the Hospital, the opportunity to work will be offered to those interested employees on the basis of seniority (i.e. the employee(s) with the most seniority will be afforded the first opportunity to work) provided that they have the qualifications and ability required to perform the job. In departments where more than one (1) shift is required to be worked on the holiday, shift assignment will be determined on a rotational basis.

- (iv) In the event that insufficient staff has volunteered to work (on this Paid Holiday), to maintain the quality of patient care and the efficient operation of the Hospital, the Hospital shall have the right to schedule the qualified employees with the least seniority to work as required.
- The process outlined above shall continue throughout the calendar year to ensure that opportunities and/ or obligations are rotated through all employees on an equitable basis. However, on the second and subsequent holidays, those who volunteer but have not yet had an opportunity to work will be given preference over those who have worked regardless of their seniority. In the event that an employee has not volunteered to work (or has worked fewer Paid Holidays than others who have volunteered to work); they will be scheduled to work the Paid Holiday (regardless of their seniority) but only if there are insufficient numbers of staff who have volunteered to work.

Signed this day of	, 2020 in the City of
FOR THE UNION	FOR THE EMPLOYER
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BETWEEN

Windsor Regional Hospital

(herein referred to as "the Employer")

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THE ONTARIO PUBLIC SERVICE EMPLOYEES UNION (OPSEU) Local 101

(hereinafter referred to as "the Union")

ARTICLE 17 - VACATIONS WITH PAY

AMEND Article 17.01

- 17.01 (a) The vacation year shall be from May 1st of one year to April 30th of the next year.
 - (b) Vacation entitlement shall be calculated for all full-time and regular part-time employees based on continuous service as of April 30th of each year.

If an employee's anniversary date falls between May 1st and September 30th in any year, the entitlements in Article 17.01 (e) and 17.02 (b) shall apply.

- (c) Prior to leaving on vacation an employee shall be notified of the date and tour of duty to which he or she is to report for work following vacation.
- (d) In so far as it is practical to do so, having regard to the necessity of maintaining the efficient operation of the Hospital employees shall be granted vacation periods requested in accordance with their seniority. In the event that the seniority of two (2) or more employees is identical and if the vacation period requested by two (2) or more of them results in a conflict, their choice of vacation shall be determined by reference to their Social Insurance number (see Article 11.10).
- (e) For seven and one-half (7 ½) hour units a week of vacation is defined as Monday to Friday plus the employee's due weekend off in the schedule. If requests for vacation are submitted by April 15th as part of the vacation planner process the employee will not be required to work the weekend immediately prior to or immediately following the employee's approved week of vacation. For all other vacation requests the Employer will

endeavor to provide the weekend before and after the approved vacation period off.

(f) No more than three (3) weeks' vacation will be allotted to any employee during 'summer prime time'. Prime time is defined as the week commencing with the second Monday of June to the end of the week commencing with the second Monday in September of each year.

Vacation selection during Christmas, New Years and March break weeks will be separate and apart from the rest of the vacation year. Selection of these weeks will be by seniority on a rotational basis. An employee can select up to two (2) of the three (3) weeks by seniority however the weeks chosen in one (1) year cannot be selected again in the following year unless every employee has had the opportunity to select those weeks for vacation.

For the purpose of this Article, Christmas week and New Year's week will be the week in which the Holiday actually falls. Where December 25th falls on a weekend, Christmas week will be the week prior to such weekend and where January 1st falls on a weekend, New Year's week will follow Christmas week.

Vacation blocks of one (1) week increments will have priority over single day requests <u>Prime Time, Christmas, New Years and March Break</u>. An employee cannot use vacation on the vacation planner for Christmas or New Year's if it is their year to work that holiday in accordance with Article 16.02 (a).

Notwithstanding the above where all employees in the unit have been granted their requested vacation and additional weeks remain available to be scheduled within the prime time periods, the vacation planner will be reposted for one (1) week period. Available weeks in the prime time periods will be granted by seniority to employees who have less than three (3) weeks of vacation in the prime time period scheduled then by seniority to employees who have three (3) weeks of vacation granting one (1) week at a time.

(g) The Hospital shall allow the utilization of single vacation days up to a maximum of five (5) per year on the vacation planner in non "prime time" periods. Other single day vacation requests must be made in writing to the Manager at least two (2) weeks prior to the posting of the schedule for the period in which the vacation request is made. where possible in advance of that schedule's start. Every effort will be made by management to allow these single day requests without impacting the vacation quota.

- (h) Notwithstanding the articles above, once every five (5) years an employee can apply for vacation up to their maximum allocation on the basis of seniority.
- (i) Employees granted vacation during the summer prime-time and Christmas, New Years' and March Break periods will not be permitted to cancel their scheduled vacation except in extenuating circumstances;

Subject to the above, employees may request to cancel vacation (taken in blocks of one or more weeks) posted on the Vacation Planner. An employee must request in writing to the manager to cancel vacation, and such request must be received at least three weeks prior to the posting of the schedule for the vacation period. The manager shall post the week(s) of vacation as available to employees in the department for a period of one week. The available week(s) will be granted by seniority.

In all other circumstances, employees are responsible for and must follow the terms of the collective agreement to replace any vacation on the posted schedule that they no longer wish to take.

AMEND Article 17.05 (f)

17.05 <u>Vacation Quota</u>

(f) With respect to vacation not requested in accordance with (Article 17.04) requests for vacation must be submitted where possible in writing six (6) two weeks prior to the posting of the schedule for the period in which the vacation request is made but are subject to the unit vacation quota to vacation dates. Date of request and not seniority shall govern for employees. If requests for the same period are received by the person responsible for scheduling on the same date, seniority will govern for employees. Decisions with respect to vacation requests made outside of the planner, which are within the unit vacation quota, will be communicated within one (1) week of the date of the request.

AMEND Article 17.07

17.07 Both the Union and the Employer agree that all employees will make every effort to utilize their full vacation in the year it occurs. Any employee who has not used their full entitlement will meet with the appropriate Manager and Union representative within sixty (60) days of the end of the vacation year at a mutually agreeable time by the first week of October for the

purpose of arranging mutually agreed vacation time or an agreed carryover of vacation in accordance with the Hospital vacation policy.

Signed this/ \(\sum_{\text{or}} \) day of \(\sum_{\text{or}} \)	, 2020 in the City of
FOR THE UNION	FOR THE EMPLOYER
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BETWEEN

Windsor Regional Hospital

(herein referred to as "the Employer")

AND

THE ONTARIO PUBLIC SERVICE EMPLOYEES UNION (OPSEU) Local 101

(hereinafter referred to as "the Union")

The Union agrees to provide and maintain an up-to-date list of all Union

7.01

representatives (including Union stewards, Union executive and negotiation committee to the Director of Human Resources or designate).

Signed this 5th day of Moule , 2019 in the City of Windsor.

FOR THE UNION

FOR THE EMPLOYER

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BETWEEN

Windsor Regional Hospital

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(hereinafter referred to as "the Union")

ADD NEW - Article 7

Part-Time Utilization Information

The Hospital agrees to supply the local union with part-time/full-time hours utilization by department, at the time specified for the posting of seniority lists.

The parties may discuss part-time/full-time utilization through the Labour-Management Committee. The Hospital agrees to consider Union proposals for alternate distribution of hours between part-time and full-time. The Union recognizes the Hospital's right to determine such utilization.

Signed this 5th day of Novalm	, 2019 in the City of Windsor.
FOR THE UNION	FOR THE EMPLOYER
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BETWEEN

Windsor Regional Hospital

(herein referred to as "the Employer")

AND

THE ONTARIO PUBLIC SERVICE EMPLOYEES UNION (OPSEU) Local 101

(hereinafter referred to as "the Union")

The following applies to PART-TIME employees only

- There shall be four (4) days scheduled off within the above mentioned pay period and the Hospital will schedule at least one (1) weekend off in three (3). If an employee is required to work and schedules a third (3rd) consecutive weekend the employee will be paid at the overtime rate for all hours worked on a third (3rd) consecutive weekend and any subsequent weekend until a weekend is scheduled off, save and except where:
 - (i) such weekend has been worked by an employee to satisfy specific days off requested by such employee, or
 - (ii) such employee has requested weekend work, or
 - (iii) such weekend is worked as a result of an exchange of shifts with another employee.
 - (b) Regular work schedules will not require employees to work more than six (6) consecutive days unless mutually agreed upon between the employee and the Department Head/Supervisor. If more than six (6) days are scheduled, the seventh (7th) and consecutive days worked will be at the rate of one and one-half (1 ½) times the regular straight time rate. There shall be two (2) consecutive days scheduled off if a maximum of six (6) days are scheduled.
 - (c) Shifts will be scheduled by scheduling part-time employees, including Job Share and Temporary part-time the minimum of thirty (30) hours in a biweekly pay period as per Article 2.03 and then to regular part-time employees and temporary part-time employees excluding Job Share-and

Temporary part-time by seniority up to seventy-five (75) sixty (60) hours per bi-weekly pay period subject to Article 2.03.

Part-time employees shall be required in January of each year to indicate whether they wish to be scheduled more shifts than the minimum of thirty (30) hours in a bi-weekly pay period. If a part-time employee indicates that they wish to be scheduled more than thirty (30) hours in bi-weekly pay period they may not reduce such commitment until the following January unless the change is due to extenuating circumstances and will be considered on an individual basis.

Job share and temporary part-time employees will be offered extra shifts by seniority once all regular part-time employees in the area/unit or department have been scheduled or offered extra shifts up to a maximum of thirty-seven and one-half (37 ½) hours per week. When casual employees are required, they shall be offered shifts in the same fashion, by seniority.

A part-time employee who wishes to give away a scheduled shift will be required to fill out the proper request.

Additional shifts which become available once a schedule is posted are to be offered by seniority up to a maximum of thirty-seven and one-half (37 ½) hours per week or seventy-five (75) hours in a pay period.

Shifts which need to be filled within twenty-four (24) hours of the Employer becoming aware of the need to replace the shift will be filled as soon as possible.

When such a shift needs to be filled, the Employer will leave a message with each call prior to moving on to the next person on the list. The first person to accept the shift will be offered the shift to work.

Shifts which need to be filled for a period greater than twenty-four (24) hours will be offered to employees by seniority with each employee being given fifteen (15) minutes for a return call prior to moving on to the next person.

Signed this 5th day of North	, 2019 in the City of Windsor.
FOR THE UNION	FOR THE EMPLOYER
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Porris Dunmere	
Ket paschip	Deller
Lioc Magnel	Callein Lulu
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