

The Ottawa Hospital 2025 Local Collective Agreement Bargaining Highlights

APPENDIX 3

COMPENSATION & CLASSIFICATION ONA WAGE SCHEDULE

EFFECTIVE APRIL 1, 2025 – XXXXXXXX



Pay Scale	Position	% Inc.	Effective Date	Step 1 / Start	Step 2 / 1 Year	Step 3 / 2 Years	Step 4 / 3 Years	Step 5 / 4 Years	Step 6 / 5 Years	Step 7 / 6 Years	Step 8 / 7 Years	Step 9 / 8 Years
301	Registered Nurse	3.50%	01-Apr-23	\$ 37.93	\$ 38.88	\$39.86	\$ 41.65	\$ 43.52	\$ 45.70	\$ 47.98	\$ 50.38	\$ 54.37
		3.00%	01-Apr-24	\$ 39.07	\$ 40.05	\$ 41.06	\$ 42.90	\$ 44.83	\$ 47.07	\$ 49.42	\$ 51.89	\$ 56.00
307	Nurse Specialist	3.50%	01-Apr-23	\$ 42.39	\$ 43.88	\$ 45.36	\$ 47.67	\$ 49.99	\$ 52.63	\$ 55.28	\$ 57.98	\$ 62.55
	Clinical Educator	3.00%	01-Apr-24	\$ 43.66	\$ 45.20	\$ 46.72	\$ 49.10	\$ 51.49	\$ 54.21	\$ 56.94	\$ 59.72	\$ 64.43
	Registered Nurse First Assist											
312	Care Facilitator		20-Jul-23	\$ 41.93	\$ 42.88	\$ 43.86	\$ 45.65	\$ 47.52	\$ 49.70	\$ 51.98	\$ 54.38	\$ 58.37
			01-Apr-24	\$ 43.07	\$ 44.05	\$ 45.06	\$ 46.90	\$ 48.83	\$ 51.07	\$ 53.42	\$ 55.89	\$ 60.00
314	Clinical Leader	3.50%	01-Apr-23	\$ 40.01	\$ 41.09	\$ 42.19	\$ 44.18	\$ 46.29	\$ 48.66	\$ 51.04	\$ 53.62	\$ 57.89
		3.00%	01-Apr-24	\$ 41.21	\$ 42.32	\$ 43.46	\$ 45.51	\$ 47.68	\$ 50.12	\$ 52.57	\$ 55.23	\$ 59.63
315	Nurse Practitioner	3.50%	01-Apr-23	\$ 57.10	\$ 58.52	\$ 59.36	\$ 60.16	\$ 61.08	\$ 62.00	\$ 63.08	\$ 64.30	\$ 66.07
		3.00%	01-Apr-24	\$ 58.81	\$ 60.28	\$ 61.14	\$ 61.96	\$ 62.91	\$ 63.86	\$ 64.97	\$ 66.23	\$ 68.05

ARTICLE D – SCHEDULING REGULATIONS

D.1 All rotation schedules shall be prepared and posted so that full-time and part-time nurses will be aware of their rotation schedules at least ~~four (4)~~ **six (6)** weeks in advance of such rotation schedules coming into effect. Such rotation schedules shall cover a period of no less than ~~six (6)~~ **eight (8)** weeks except for the scheduling of Christmas and New Year's.

D.5 Nurses shall only rotate tours between day/evening or day/night. The Employer will provide 50% of the hours scheduled during the day tour hours, and shall apply to these areas of schedules: self-scheduling, 2D2N, extended tours, 10 hours. **If the employer is unable to provide 50% of hours during the day tour on the unit, the Parties will discuss potential options.**

H.1 (f) ~~Where~~ **At the time** a permanent vacancy occurs in a 2D/2N **or 2D2E schedule the employer will send out to the unit, an expression of interest for** the position including those off on a leave of absence, **seniority will then govern who wins the position.** ~~be offered to other nurses on the unit by seniority who have identified that they wish to work 2D/2N schedule.~~ Failing this the position will be posted as per 10.07 of the Central Agreement.

J.3 Nurses will submit their vacation request **along with their availability** in advance of the **outlined quarterly blocks, the Hospital will endeavor to post the vacation planner at least four weeks prior to the requested date,** and Clinical Managers will advise the nurses of the granting of such requests in accordance with the following time table:

Dec. 15 to Mar. 31	request by Oct. 1	Authorized by Nov. 1
April 1 to June 14	request by Jan. 15	Authorized by Feb. 15
June 15 to Sept. 15	request by March 1	Authorized by Apr. 15
Sept. 16 to Dec. 14	request by June 15	Authorized by Aug. 1

J.6 **Requests for single days off will be considered after vacation weeks have been assigned.**

~~J.6~~ **J.7** (a) The combined total number of weeks off on vacation that a nurse can utilize during the period of June 15 to September 15 is no less than one week and no more than three weeks. ~~Requests for single days off will be considered after vacation weeks have been assigned.~~

~~(b) For the period of February 1 to March 31, requests for single days off will be considered after vacation weeks have been assigned.~~

J.15 **A week of vacation for part-time nurses shall be seven consecutive days, Monday through Sunday. Part-time nurses shall be provided vacation pay and be entitled to the equivalent number of weeks in accordance with Articles 16.06 to 16.08. Vacation pay for part-time nurses shall be paid on a bi-weekly basis.**

L.5 L.5 Nurses working in the areas normally closed shall commence their Christmas time off no later than ~~6~~ 5 p.m. on December 24th and New Years' time off no later than ~~6~~ 5 p.m. on December 31st.

N.1 It is understood that overtime is on a voluntary basis only. All efforts will be deployed in order to avoid overtime. In the event that overtime is required it shall be dealt with as follows:

(a) Overtime shifts are considered additional shifts and will be offered in accordance to the following:

- i) ~~Overtime Shifts with more than 24 hours' notice~~ – Regular part-time nurses including regular part-time nurses who are job sharing equitably by seniority ~~and who have declared their availability to work overtime shifts~~. If none are available then offer to available casual nurses, and then to available full-time nurses, ~~who have submitted their availability~~, equitably by seniority.
- ii) ~~Overtime Shifts with less than 24 hours' notice~~ – Regular part-time nurses including regular part-time nurses who are job sharing by seniority ~~and who have declared their availability to work overtime shifts~~. If none are available then offer to available casual nurses, and then to available full-time nurses ~~who have submitted their availability~~.

RNs already scheduled for a shift, on vacation, stats, ~~LOA~~, or union leave, ~~etc.~~, on the day in question ~~need not~~ **may** be considered available for overtime shifts **if the overtime shift remains available following the process outlined** ~~in compliance with the above 2 paragraphs~~.

P.3 ~~Probationary nurses~~, Nurses who have not worked more than **six hundred (600)** ~~450~~ hours on the Unit, and nurses acting as mentors will not be required to float to other units.

ARTICLE Q – REGULAR PART-TIME NURSES/ COMMITMENT

Q.1 Part-Time nurses:

- i) are available for 52 weeks per year minus his/her vacation entitlement; and
- ii) works at least two (2) different shifts 8 hours (either D-E or D-N) per week and works extended tours D/N if required unless assigned to or posted to a permanent shift; and
- iii) are available to work every second weekend or 2 weekends in 4; and
- iv) are available to work either Christmas period or New Year's period; and
- v) are available for 50% of paid holidays which includes Christmas and New Year's; and
- vi) ~~must submit their availability for the duration of upcoming schedule at least four (4) weeks prior to the posting of the work schedule including number of shifts they are prepared to work in a pay period. Changes to availability submitted less than four (4) weeks prior to the posting of the work schedule, as per D.1, may not be considered.~~ **in conjunction with the vacation planner quarterly blocks in Article J.3. The Nurse will be responsible to update their availability for the purpose of additional shifts.**

(a) Regular Part-Time Scheduling / Commitment #1 will be as follows:

A Part-time #1 nurse is a nurse who:

- i) is pre-scheduled a minimum of 4 X 7.5 hour shifts or up to 4 X 11.25 hour shifts for a minimum of thirty (30) hours per pay period; and
- ii) day shift shall be divided as equitably as possible.

(b) Regular Part-Time Scheduling / Commitment #2 will be as follows:

A Part-time #2 nurse is a nurse who:

- i) is pre-scheduled a minimum of **four (4) shifts per eight week posted schedule** ~~3 shifts per six week rotation;~~ and
- ii) in addition, is prescheduled to work either the Christmas period or New Year's period in accordance with Articles L.2 and L.3; and
- iii) in addition, is available to be pre-scheduled a minimum of sixty (60) hours between June 15 and September 15; and
- iv) submits additional availability in writing including number of shifts prepared to work in a pay period

Note: It is agreed and understood that Part-time Scheduling/Commitment #2 positions will be posted in accordance with Article 10.07 of the Central Collective Agreement.

Q.2 Casual nurses:

- (a) Casual employees shall submit their availability **in conjunction with the quarterly vacation planners.** ~~in writing for the period covered by the posted work schedule at least four (4) weeks prior to the posting of the schedule throughout the year, unless on an approved leave of absence.~~
- (b) A casual employee that declares themselves available for a shift, and later becomes unavailable, will notify the Hospital as soon as the change in circumstance becomes known.
- (c) A casual employee who accepts a shift shall have the same obligation to work that shift as a regular employee.

- Q.3 (a) i) After the schedule is posted all shifts shall be ~~considered additional and shall be offered to all regular part-time nurses~~ assigned to the **part-time nurses on the** unit who have expressed in writing or electronically, in accordance with the scheduling process in effect, their availability to work extra shifts before being offered to casual nurses.

- ii) **Within fourteen days of the shift, the Hospital shall offer the additional shift to all part-time nurses.**
The part-time nurses will be offered the additional shifts prior to offering the shifts to full-time nurses.
- ~~iii) Regular part-time nurses and job share nurses who wish to be considered for additional shifts shall so indicate to their Clinical Manager.~~
- ~~iv) iii)~~ The Hospital shall assign such additional shifts equitably by seniority.
- ~~v) iv)~~ For last minute unplanned absences of less than twenty four (24) hours' notice, the Hospital will call staff who have declared their availability in writing or electronically, in accordance with the scheduling process in effect, in order of seniority. The first employee who accepts the offer will be assigned the shift.
- ~~vi) v)~~ It is recognized the Hospital shall not be required to assign any hours which may result in overtime premium pay.

ARTICLE S – SICK LEAVE

~~S.1~~ Upon request, but not more than once annually, the Hospital agrees to provide a nurse who has a sick leave bank with a record in writing of the amount of banked sick leave to her/his credit.

S.2 S.1 A nurse will endeavour to inform the Employer of her illness at least four (4) hours before the regular starting time if working the evening or night tour of duty and two (2) hours if working the day tour.

Upon her return to work she must report to the Employee's Health Service. The Employer reserves the right to require satisfactory proof of illness from the nurse's consulting doctor.

~~S.3~~ A nurse upon retirement or termination shall be granted payment for accumulated sick leave as follows:

~~(a)~~ Upon completion of five (5) but less than ten (10) years' service, a nurse upon the termination of her/his employment shall be paid 50% of the unused portion of her/his sick leave credits cumulative to a maximum of sixty (60) days.

~~(b)~~ Upon the completion of ten (10) but less than fifteen (15) years' service, a nurse upon the termination of her/his employment shall be paid 50% of the unused portion of her/his sick leave credits cumulative to a maximum of one hundred and twenty (120) days.

- ~~(c) Upon the completion of fifteen (15) years' service, a nurse upon the termination of her/his employment shall be paid 50% of the unused portion of her/his sick leave credits cumulative to a maximum of one hundred and eighty (180) days.~~

ARTICLE V – PAYDAY AND TERMINAL PAY

- V.1 Except in circumstances where a nurse has failed to provide updated banking information to the Hospital, in the event of a banking institution malfunction which prevents direct pay deposit, the Hospital shall make every effort to work with the banking institution in order to resolve the issue within two (2) business days. After two business days, the Hospital will pay the nurse by cheque if direct deposit remains unavailable.
- V.2
- a) Any ~~regular~~ earnings omitted on a pay cheque **equal to or greater than the equivalent of seven and one-half (7.5)** ~~four (4)~~ hours' pay which is not caused by a nurse coding improperly, shall be corrected within two (2) working days from the time the nurse brings the mistake to the attention of the Hospital.
 - b) **The Hospital shall advise a nurse of any money being withheld from their pay and discuss repayment options should the amount exceed the limit in the above paragraph.**
- V.3 A nurse leaving the service of the Hospital shall be paid all money owing to her/him by the Hospital on the next pay to be processed following written notification (i.e. notice to termination or letter of resignation) to Payroll.
- V.4 Hospital property in the possession of the nurses is to be returned to the Hospital prior to the nurses leaving.
- W.2 When it has been medically determined that an employee is unable to return to the full duties of her/his position due to a disability, the Hospital will notify ~~and meet with a staff representative of the Ontario Nurses' Association and~~ a member of the Local Executive or designate to discuss the circumstances surrounding the employee's return to suitable work.

MEMORANDUM OF AGREEMENT

RE: PRINCIPLES FOR THE 2D/2N AND 2D/2E SCHEDULES

Whereas the Hospital and ONA Local 083 are interested in defining the principles of the 2 Day / 2 Night (2D/2N) rotation schedule for nurses at The Ottawa Hospital;

Whereas the development of the 2D/2N schedule follows the provisions of Article 13.03 of the ONA Central Collective Agreement and Article H – 2 Day/2 Night Scheduling of the local Collective Agreement; and

Whereas this type of schedule is mutually agreed; and

Therefore, the Parties agree to the following:

1. Units interested in introducing the 2D/2N rotation must go through the formal voting process with the Union as per Article F – Voting Procedures of the local Collective Agreement. The agreed upon master rotation will not be changed without Union consent and will be subject to Article H – 2 Day/2 Night Scheduling of the local Collective Agreement.
2. The 2D/2N schedules should normally be created in groups of nine lines. 2D/2N schedules can be created in groups of less than nine provided the schedule is not negatively impacted.
3. The twelve (12) statutory holidays are to be built into the master rotation to attain the 1950 pensionable hours. The statutory holidays do not alter the days off but instead build up and balance the employee's hours. In other words, the statutory holiday will be counted as part of the total 1950 hours. The statutory holidays will not be moved to accommodate an overtime shift in the same pay period.
4. In addition to the 90 statutory holiday hours an extra 45 hours will be added to the master to secure the 1950 hours. Schedules will be altered to add the hours based on how many hours the nurse is lacking. Leave without pay is not considered additional

hours. **The Hospital will not schedule the extra 45 hours during the two weeks that incorporate Christmas Day and New Years Day.**

5. 2D/2N rotations are intended for full-time staff. If a job share arrangement enters into a 2D/2N rotation an additional 135 hours must be added annually in order to secure the 1950 hours. For clarity, these hours will be added to the regular rotation at the time of posting.
6. Temporary full-time nurses who do not accrue statutory holidays must also have an additional 135 hours added annually to their rotation at the time of posting in order to secure the 1950 hours.
7. The result of a 2D/2N schedule is uneven pays. The Hospital will not participate in manual shift levelling.
8. This agreement will be reviewed on an annual basis or when requested by either party.

Other LOUs of notice

- 1. When staff have the same seniority it will be by letter of offer signing date**
- 2. Composite positions LOU**