

RECOMMENDATIONS TO RESOLVE A DISPUTE

BETWEEN:

PHS COMMUNITY SERVICES SOCIETY (PHS)  
AS REPRESENTED BY THE  
HEALTH EMPLOYERS' ASSOCIATION OF BRITISH COLUMBIA (HEABC)  
(the "Employer")

AND:

NURSES' BARGAINING ASSOCIATION (NBA)/  
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1004  
(the "Union")

SUBMITTED TO THE PARTIES ON THE 15<sup>th</sup> DAY OF DECEMBER 2021

BY

MEDIATORS VINCENT L. READY AND AMANDA ROGERS

On April 16, 2020, I was appointed by the parties to mediate a dispute arising from the melding of collective agreements necessitated by the designation of PHS as a health sector employer represented by HEABC. These recommendations are the last in a series of three, this one pertaining to the transition of nurses working for PHS into the Nurses' Bargaining Association.

We met the parties with respect to this issue via video web conferencing on October 7, 2021. During these meetings, the parties were able to resolve a number of issues in a Memorandum of Agreement. However, a few items remained outstanding between the parties at the conclusion of this meeting. In accordance with the terms of reference, the parties requested we review their respective positions and issue recommendations.

Our recommendations below are intended to conclude the transition of employees working for PHS into health sector collective agreements, and to resolve these final disagreements over the terms and conditions for nurses working for PHS who will now be covered by the NBA Collective Agreement.

In making these recommendations, we would be remiss not to acknowledge the conscientious and exhaustive efforts of Mr. Bains and Mr. Pegler along with the members of their respective committees in concluding this enormous task.

Dated at the City of Vancouver in the Province of British Columbia this 15<sup>th</sup> day of December, 2021.



Vincent L. Ready



Amanda Rogers

**MEMORANDUM OF AGREEMENT**

**between:**

**PHS Community Services Society (PHS)  
as represented by  
Health Employers' Association of British Columbia (HEABC)  
(the "Employer")**

**-and-**

**Nurses' Bargaining Association (NBA) /  
Canadian Union of Public Employees, Local 1004  
("the Union")  
(Collectively, "the parties")**

**in respect of the melding of the**

**April 1, 2015 to March 31, 2019  
PHS Community Services Society &  
Canadian Union of Public Employees, Local 1004  
Collective Agreement**

**(the "PHS & CUPE 1004 Collective Agreement")**

**and the**

**April 1, 2015 to March 31, 2019  
PHS Community Services Society &  
British Columbia Nurses' Union  
Collective Agreement**

**(the "PHS & BCNU Collective Agreement")**

**and the**

**April 1, 2019 to March 31, 2022  
Collective Agreement between Nurses' Bargaining Association**

**-and-**

**Health Employers Association of BC  
(the "NBA Collective Agreement")**

**WHEREAS:**

The terms of this Memorandum of Agreement (“the Memorandum”) represent the outcome of negotiations between the parties to introduce the affected employees to be covered fully under the terms and conditions of the NBA Collective Agreement.

**AND THEREFORE the parties agree on a without prejudice or precedent basis as follows:**

**General**

1. Incumbents are those nurses employed with PHS on January 8, 2022.
2. Employees hired on or after January 9, 2022 will have the Nurses’ Bargaining Association (NBA) Collective Agreement apply immediately without modification, except as expressly adopted in this Memorandum.
3. Effective January 9, 2022, all provisions of the NBA Collective Agreement will apply in their entirety to all incumbents employed with the Employer, except as expressly modified in this Memorandum.
4. Effective end of day January 8, 2022, both the PHS & CUPE 1004 2015 – 2019 Collective Agreement and the PHS & BCNU 2015 – 2019 Collective Agreement and any attachments or related agreements, will terminate and all provisions of those collective agreements and any attachments or related agreements, will cease to apply, except as expressly adopted in this Memorandum.

**Seniority**

5. Effective January 9, 2022, NBA Collective Agreement Article 13 applies.
6. Permanent incumbents’ seniority dates will be established as their Regular Employee seniority date in accordance with NBA Collective Agreement Article 13.01 (A).
7. Auxiliary incumbents with a seniority date will have their PHS & CUPE 1004 seniority date converted into hours as their casual employee seniority hours in accordance with NBA Collective Agreement Article 13.01 (B).
8. Auxiliary incumbents without a seniority date will transfer their seniority hours as a casual employee in accordance with NBA Collective Agreement Article 13.01 (B).

**Work Schedules, Hours of Work, Meal Periods & Rest Periods**

9. Effective January 9, 2022, NBA Collective Agreement Articles 25 & 26 apply in their entirety.
10. The parties have agreed that the Work Schedules, attached as Appendix A, are applicable January 9<sup>th</sup>, 2022. Should it be determined that the Appendix A schedules have further non-compliance with the NBA Collective Agreement beyond what has been agreed to, then

the parties will meet to discuss. Any future changes will be as per the NBA Collective Agreement. Work Schedule detail is attached in Appendix D.

11. The parties have agreed that while the Appendix A work schedules are in effect, the Article 25.06(E) requirements are waived.
12. The parties agree that overtime will not be attracted due to the rotations on the Appendix A work schedule which have consecutive shifts with less than twenty-four (24) hours between their start times,

### **Shift Premiums**

13. Effective January 9, 2022, NBA Collective Agreement Article 28 Shift Premiums applies.

### **Previous Experience**

14. The parties will jointly determine incumbent LPNs' increment step placement. For regular and casual LPNs, step placement will be determined by recognizing years of service with the Employer and previous experience pursuant to Article 52 and Article 11.04 (F)(2)(c) of the NBA Collective Agreement, respectively.
15. The parties acknowledge the Employer previously factored in previous experience for RN incumbent step placement in accordance with the PHS & BCNU Collective Agreement.
16. The parties will request that LPN Incumbents present reasonable proof of applicable previous experience in the form of previous pay stub or a letter from a former employer detailing practice hours to PHS on or before February 15<sup>th</sup>, 2022.

### **Wage Schedule Classifications, Wage Schedules & Wage Grid rates**

17. Incumbents will receive a general wage increase of two percent (2%) effective April 1, 2019 on PHS & CUPE 1004 or PHS & BCNU Collective Agreement Schedule "A" wage rates.
18. Incumbents will be classified in accordance with NBA Collective Agreement Article 62 - Wage Schedule Classifications as outlined in Appendix B, Wage Schedule Classifications. Appendix B is attached to and forms part of this Memorandum.
19. Effective June 25, 2019, Incumbents will be placed on the appropriate increment step of the NBA Collective Agreement at the applicable classification for their position. The appropriate increment step is determined:
  - a. For regular Incumbents by the Incumbent's seniority date or where there is no seniority date, by seniority hours, plus any Previous Experience recognized as described above.
  - b. For casual Incumbents, by the Incumbent's seniority hours or previous experience as described above.

For regular Incumbents, following this step placement, the earlier of the Incumbent's seniority date or initial date of continuous employment (whether full time or part time) from the date of commencement of regular employment is established as the Incumbent's increment anniversary date. For casual Incumbents, following this step placement, future increment steps are determined by the hours worked by the Incumbent in accordance with Article 11.04(F)(2).

20. If the Incumbent's June 24, 2019 wage rate exceeds the applicable NBA Collective Agreement wage rate established in paragraph 18 above, the Incumbent will be wage protected and will be eligible for applicable general wage increases pursuant to the NBA Collective Agreement ("green-circled").
21. Effective April 1, 2020, green-circled Incumbents shall receive the two percent (2%) general wage increase. If the applicable NBA Collective Agreement wage rate equals or exceeds the Incumbent's April 1, 2020 rate of pay, the Incumbent will be placed on the appropriate increment step of the NBA Collective Agreement in accordance with paragraph 18. If the Incumbent's April 1, 2020 rate of pay exceeds the applicable NBA Collective Agreement wage rate, the Incumbent will be green-circled.
22. Effective April 1, 2021, green-circled Incumbents shall receive the two percent (2%) general wage increase. If the applicable NBA Collective Agreement wage rate equals or exceeds the Incumbent's April 1, 2021 rate of pay, the Incumbent will be placed on the appropriate increment step of the NBA Collective Agreement in accordance with paragraph 18. If the Incumbent's April 1, 2021 rate of pay exceeds the applicable NBA Collective Agreement wage rate, the Incumbent will be green-circled.
23. Effective January 9, 2022, if the applicable NBA Collective Agreement wage rate equals or exceeds the Incumbent's green-circled rate of pay, the Incumbent will be placed on the appropriate increment step of the NBA Collective Agreement in accordance with paragraph 18. If the Incumbent's green-circled rate of pay at January 9, 2022 exceeds the applicable NBA Collective Agreement wage rate, the regular Incumbent will be wage protected at that rate of pay ("red-circled"). Further to paragraphs 25 and 29 below, red-circling will cease when the Incumbent's applicable NBA Collective Agreement wage rate equals or exceeds the Incumbent's red-circled rate of pay.
24. Classification placement, wage rates, and wage protection are effective January 9, 2022.
25. In recognition of the uniquely challenging work environment faced by PHS nurse employees, along with parallel SARS-CoViD-2 pandemic and drug poisoning crises that have led to devastating health outcomes, green-circled employees shall retain their green-circling for purposes of posting and movement within the same classification until January 8, 2022. Effective January 9<sup>th</sup>, 2022 red-circled regular employees shall retain their red-circling for postings or transfers within the same classification until March 31, 2023. Effective April 1, 2023 all red circling and wage protected rates will cease, except for the position occupied by an eligible Employee. For clarity, effective April 1, 2023, any future voluntary transfers (post into another position) or status change (regular to casual), resignation or retirement will result in a loss of red-circling and wage protection.

26. Appendix C, NBA Wage Grids, Steps, Wage Rates & Wage Protection, is attached to and forms part of this Memorandum. Each employee's wage grid rate will be in accordance with Appendix C from April 1, 2019 to the date of implementation.

### **Casual Employees**

27. Effective January 9, 2022, NBA Collective Agreement Article 11.04, Casual Employees, applies, including Article 11.04 (G) (2) Vacation Pay and Paid Holidays, consisting of in lieu pay of 12.6% of all straight time pay.
28. Casual incumbents receive applicable wages increases and general wage increases or placement on the applicable NBA Collective Agreement wage rate in accordance with paragraphs 17-24, above.
29. In recognition of the uniquely challenging work environment faced by PHS nurse employees, along with parallel SARS-CoViD-2 pandemic and drug poisoning crises that lead to devastating health outcomes, effective January 9, 2022 to March 31, 2023 inclusive, casual employees whose wage rate is red-circled will continue to be red-circled. Should the Incumbent attain a regular position in the same classification between January 9, 2022 and March 31, 2023 inclusive, the Incumbent will continue to be red-circled. Effective April 1<sup>st</sup>, 2023, all red-circling will cease and casual employees will be placed on the appropriate Wage Schedule Wage Grid Rate in accordance with the NBA Collective Agreement.

### **Retroactivity**

30. Incumbents will receive a one-time payment reflecting retroactive wages from April 1, 2019 to January 8, 2022 inclusive, as attracted per paragraphs 17-24 above. For clarity, the time periods of consideration are:
- a. April 1, 2019 and June 24, 2019;
  - b. June 25, 2019 to March 31, 2020;
  - c. April 1, 2020 to March 31, 2021; and
  - d. April 1, 2021 to January 8, 2022.
31. Retroactive wages on all hours paid will be paid as currently coded, or where mutually agreed correction or adjudication results in coding alterations. The parties will work cooperatively to process and pay retroactive wages in a timely manner, by no later than January 31<sup>st</sup>, 2022 or as otherwise mutually agreed.

### **Paid Holidays**

32. Effective January 9, 2022 NBA Collective Agreement Article 39 Leave – Paid Holidays will apply.

### **Vacation Entitlement**

33. The effective date of NBA Collective Agreement Article 45 Leave – Vacation entitlement is January 9, 2022. The parties will work cooperatively to ensure the correct application of Article 45.01, Vacation Entitlement.
34. The incumbents' current monetary vacation banks will be converted to the NBA Collective Agreement Article 45 vacation bank, which is a days bank only, as follows:
  - a. Divide the incumbents current monetary vacation bank by their current rate of pay to determine the number of hours;
  - b. The value determined by paragraph 34 (a) shall be divided by 7.5 to determine the days bank expressed in hours.
35. PHS & CUPE 1004 Collective Agreement and PHS & BCNU Collective Agreement Articles 9.3; 9.7; 9.8 apply until December 31, 2021, and at that time, incumbents may elect, on a one time-basis only, to carry over up to twenty (20) vacation days, for their use until December 1, 2022. This carryover amount, or portion thereof, may be paid out upon employee request. Any balance in this carryover not used, or paid out, will be paid out in March 2022.

#### **9.3 Minimum Vacation**

*An employee shall receive vacation entitlement in a consecutive two (2) week period. Additional week(s) may be taken concurrently, upon mutual agreement.*

#### **9.7 Pay in Lieu of Vacation**

- (i) Permanent employees may choose to have up to one-half (1/2) of their vacation time paid out in lieu of time off provided that no employee takes less than three (3) weeks time off. An employee requesting that vacation time be paid out shall provide four (4) week's written notice to the Employer. The employee will receive the requested vacation pay in the following pay period.

#### **9.8 Vacation Carryover**

*Permanent employees who are entitled to three (3) weeks vacation or more will take a minimum of three (3) weeks vacation each year.*

*Permanent employees may carry over a maximum of twenty (20) vacation days from one calendar year to the next.*

*Unused vacation in excess of the twenty (20) day carryover amount that cannot be scheduled by October 15th at a mutually agreeable time may then be paid out, at the Employer's discretion, by March 31st of the following year.*



### **Sick Leave**

36. Effective January 9, 2022, incumbents will transfer their PHS & CUPE 1004 or PHS & BCNU Collective Agreement sick leave balance (positive or negative) to their NBA sick leave bank, including Mental Health Leave credits.
37. Effective January 9, 2022, Incumbents will begin accruing sick leave pursuant to the NBA Collective Agreement Article 42.01.
38. For clarity, effective January 9, 2022, medical appointment leave will cease and be deleted, and NBA Collective Agreement Article 42.09 applies.
39. In respect of NBA Article Collective Agreement 42.03, requirements for proof of sickness will not be unreasonable.

### **Special Leave**

40. Effective January 9, 2022, regular incumbents will be credited with six (6) days of Special Leave (pro-rated for part-time incumbents). For clarity, Family Leave, Family Care Leave and Medical Care Leave will cease to apply and be deleted effective end of day January 8, 2022
41. Incumbents will begin accruing special leave pursuant to Article 43.01 of the NBA Collective Agreement as of January 9, 2022.

### **Benefits**

42. The Incumbents shall receive all benefits per Article 46 of the NBA Collective Agreement as of January 9, 2022.
43. Incumbents with a date of disability or injury that occurred prior to January 9, 2022 will continue to be covered by the terms of any benefits and/or plan that was in place at that date of disability or injury, and will not be eligible for benefits under the NBA Collective Agreement in respect of the pre January 9, 2022 disability and any period of associated LTD.
44. Consistent with NBA Collective Agreement Appendix A Section B Article 11 re: Long-Term Disability Insurance Plan, incumbents with a date of disability or injury that occurred prior to January 9, 2022 who were on claim for less than twenty-four (24) months will continue in their former job; an incumbents who was on claim for more than twenty-four (24) months will return to an equivalent position, exercising their seniority rights if necessary, pursuant to Articles 13 & 19.
45. The Employer will take steps to facilitate a timely transition to the Enhanced Disability Management Program (EDMP) and advise the Union and employees of these arrangements, and the EDMP effective date. EDMP will be effective on absences that occur after the EDMP effective date.

## **Severance**

46. Effective January 9, 2022 NBA Collective Agreement Article 55 applies in its entirety and includes all service with the Employer. For greater clarity, this includes service prior to June 25, 2019.

## **Surveillance & Communications**

47. The parties agree that PHS & CUPE 1004 and PHS & BCNU Collective Agreements Articles 5.8, & 18.3 will be maintained and published as a PHS Employer policy for all nurse employees:

### **5.8 Workplace Surveillance**

*The parties agree that surveillance equipment in the workplace shall be primarily used for the purposes of ensuring the security of Employer assets, and resident and employee safety. Surveillance equipment shall not normally be used for the purpose of regular monitoring of employees in the workplace.*

### **18.3 Employer Provided Smartphones and Technical Devices**

*Where the Employer requires an employee to have a smartphone or other technical devices for work related purposes, the Employer will provide the smartphone and data package sufficient to its needs. When the Employer no longer requires the employee to have the smartphone, the employee will be given reasonable notice of up to two (2) weeks to return it to the Employer, taking into account any need to purchase their own phone plan and transfer personal data.*

*It is understood that the above notice does not apply in cases of termination of employment.*

## **Employee Wellness Program**

48. The parties agree that PHS & CUPE 1004 Collective Agreement Letter of Understanding #2 and PHS & BCNU Collective Agreement Letter of Understanding continues and forms part of the Memorandum for all nurse employees:

### **LETTER OF UNDERSTANDING #2 – EMPLOYEE WELLNESS PROGRAM**

*The Employee Wellness Program shall be confidential. Should the Employer change the Employee Wellness Program during the term of the Collective Agreement, it shall discuss such changes with the Union prior to making such changes.*

### **Employee Wellness Fund**

49. The parties agree that PHS & CUPE 1004 Collective Agreement Letter of Understanding #5, Part 2 only, Employee Wellness Fund continues and forms part of the Memorandum. All Nurse employees continue to have access to the fund.

The fund also will provide limited contraceptive coverage for nurse employees, where contraception is:

- a. not covered by NBA Collective Agreement Extended Health Benefits Plan or Fair Pharmacare, and
- b. would have been previously covered in accordance with the PHS & CUPE 1004 or the PHS & BCNU Collective Agreements' Extended Health Benefits Plans.

This limited contraception coverage is provided on a receipted basis, to a maximum of five hundred dollars (\$500.00) per occurrence, per regular employee, per year. Receipts must be submitted within two (2) months of purchase.

#### ***LETTER OF UNDERSTANDING #5 - EMPLOYEE WELLNESS FUND***

*The Employer will establish a "one-time" fund containing \$70,000 that will be used for the following purposes:*

- *Substance use disorder treatment;*
- *Gender support and supplies;*
- *Disability supplies and services supplementary to the Employee Health Care (EHC) Plan;*
- *On a case by case basis, for the payment of EHC premiums for Long Term Disability (LTD) recipients; or*
- *Any other purposes expressly agreed upon.*

*A Joint Wellness Committee will be established solely for the purpose of administering this Fund. The Committee will consist of up to three (3) PHS representatives, and up to two (2) representatives of CUPE 1004 and one (1) representative of CUPE 1936. The Committee will determine its terms of reference including how the Fund will be used to support employees with the above purposes, and that all allocation decisions must be made unanimously. However, in no case will an employee be reimbursed an amount that exceeds \$5000, and lesser limits may be agreed upon for specific purposes.*

*The maximum amount of expenditures from this Fund must be limited to \$70,000, and any additional amounts that may be remaining from the application of any Economic Stability Dividend as set out in LOU Re: BC Government Economic Stability Dividend (ESD). Once the Fund amounts have been allocated to employees, and the Fund is depleted, there is no further obligation of the Employer to make any further payments. At that time, this Agreement is extinguished, and the Committee is disbanded.*

*Signed and dated by both parties on December 4, 2017.*

### **Bugs Be Gone Services**

50. The parties agree that PHS & CUPE 1004 Collective Agreement Letter of Understanding #7 and PHS & BCNU Collective Agreement Letter of Understanding, Bugs Be Gone Services, continues and forms part of the Memorandum for all nurse employees:

***LETTER OF UNDERSTANDING #7  
RE: BUGS BE GONE SERVICES TO EMPLOYEES***

*This will confirm that PHS Community Services will continue its current practice as outlined below with respect to the provision of the “Bugs Be Gone” pest control services to employees.*

*The employee will forward a request for inspections/treatment for the problem at the employee’s residence to the Project/Program Manager.*

*The Bugs Be Gone pest control service will be dispatched to determine the origin and extent of the infestation.*

*Where there is a reasonable basis to conclude that a bed bug infestation at the employee’s residence originated from the employee’s employment at PHS, the infestation will be remedied at no cost to the employee.*

### **Disputes**

51. Vince Ready is retained to deal with any disputes, in respect of the application, implementation or interpretation of this or any related Memorandum, on an expedited basis.

**All of which is agreed, this 7th day of October, 2021, by:**

\_\_\_\_\_  
HEABC

\_\_\_\_\_  
CUPE Local 1004

\_\_\_\_\_  
PHS

\_\_\_\_\_  
NBA

**Attachments:**

Appendix A: Work Schedules

Appendix B: Wage Schedule Classifications

Appendix C: NBA Wage Grids, Steps, Wage Rates & Wage Protection

Appendix D: Work Schedule Detail

**HEABC/PHS & NBA/CUPE 1004  
 APPENDIX A  
 Work Schedules**

<i><b>Employee Name</b></i>	<b>Current Work Schedule</b>			<b>NBA Work Schedule</b>		
	<b>Days</b>	<b>Start</b>	<b>End</b>	<b>Days</b>	<b>Start</b>	<b>End</b>
<i>Aachal Prasad</i>	Th Fr  Sa	8:30 am 9:30 am	4:30 pm 5:30 pm	Th Fr  Sa	8:30 am 9:30 am	4:30 pm 5:30 pm
<i>Crystal Adams</i>	Su Mo Tu We	7:00 am	5:00 pm	Su Mo Tu We	7:00 am	4:53 pm
<i>Erin Elliot-Doucet</i>	Mo Tu We Th Fr	9:00 am	5:00 pm	Mo Tu We Th Fr	9:00 am	5:00 pm
<i>James Stewart</i>	Su Mo Tu	7:45 am	3:45 pm	Su Mo Tu	7:45 am	3:45 pm
<i>Jenny Ballesteros</i>	Su  Mo Tu We	9:30 am 8:30 am	5:30 pm 4:30 pm	Su  Mo Tu We	9:30 am 8:30 am	5:30 pm 4:30 pm
<i>Jessica Anderson</i>	Th Fr Sa	10:30 am	8:30 pm	Th Fr Sa	10:30 am	8:23 pm
<i>Kathy Larson</i>	Sa We Th Fr	8:00 am	4:00 pm	Sa We Th Fr	8:00 am	4:00 pm
<i>Katie Fownes</i>	Su Mo Tu We	8:00 am	4:00 pm	Su Mo Tu We	8:00 am	4:00 pm
<i>Kelsey Bissegger</i>	Su Mo Tu We	10:30 am	8:30 pm	Su Mo Tu We	10:30 am	8:23 pm
<i>Leah Bennett</i>	We Th Fr Sa	7:45 am	3:45 pm	We Th Fr Sa	7:45 am	3:45 pm
<i>Mi Kyung Choi</i>	Th Fr Sa	7:00 am	5:00 pm	Th Fr Sa	7:00 am	4:53 pm
<i>Sheldon Ram</i>	Mo Tu We Th	8:00 am	6:00 pm	Mo Tu We Th Fi	9:00 am	5:00 pm
<i>Tim Parizeau</i>	Mo Tu We Th	8:00 am	6:00 pm	Mo Tu We Th	8:00 am	5:53 pm
<i>Twyla Flores-Saddul</i>	Mo Tu We Th	8:00 am	6:00 pm	Mo Tu We Th	8:00 am	5:53 pm
<i>Zahra Dadakha-Chimeh</i>	Mo Tu We Th	9:00 am	5:00 pm	Mo Tu We Th	9:00 am	5:00 pm
<i>Vacant Clinic Line</i>	Tu We Th Fr	8:00 am	6:00 pm	Mo Tu We Th Fr	8:30 am	4:30 pm
<i>Vacant Line 1</i>				Su Mo Tu We	7:00 am	4:53 pm
<i>Vacant Line 2</i>				Su Mo Tu We	7:00 am	4:53 pm
<i>Vacant Line 3</i>				Th Fr Sa	7:00 am	4:53 pm
<i>Vacant Line 4</i>				Su Mo Tu	7:00 am	4:53 pm
<i>Vacant Line 5</i>				We Th Fr Sa	7:00 am	4:53 pm

**HEABC/PHS & NBA/CUPE 1004**  
**APPENDIX B**  
**Article 62 Wage Schedule Classifications**

<b>Employee Name</b>	<b>Current Schedule A Classification</b>	<b>NBA Art 62 Classification</b>
<i>Aachal Prasad</i>	LPN1	Level 1 (LPN)
<i>Ana Lagana</i>	LPN1	Level 1 (LPN)
<i>Andrea Massullo</i>	LPN1	Level 1 (LPN)
<i>Azlan Graves</i>	LPN1	Level 1 (LPN)
<i>Brooke Pepler</i>	LPN1	Level 1 (LPN)
<i>Crystal Adams</i>	LPN1	Level 1 (LPN)
<i>Erin Elliot-Doucet</i>	LPN1	Level 1 (LPN)
<i>Gabriela Ruiz</i>	LPN1	Level 1 (LPN)
<i>Gauri Kumar</i>	LPN1	Level 1 (LPN)
<i>James Stewart</i>	LPN1	Level 1 (LPN)
<i>Jenny Ballesteros</i>	LPN1	Level 1 (LPN)
<i>Jessica Anderson</i>	LPN1	Level 1 (LPN)
<i>Kathy Larson</i>	LPN1	Level 1 (LPN)
<i>Katie Barbour</i>	LPN1	Level 1 (LPN)
<i>Katie Fownes</i>	LPN1	Level 1 (LPN)
<i>Kelsey Bissegger</i>	LPN1	Level 1 (LPN)
<i>Kerre King</i>	LPN1	Level 1 (LPN)
<i>Leah Bennett</i>	LPN1	Level 1 (LPN)
<i>Lisa Santucci</i>	LPN1	Level 1 (LPN)
<i>Mi Kyung Choi</i>	LPN1	Level 1 (LPN)
<i>Mithra Bahrami</i>	LPN1	Level 1 (LPN)
<i>Nancy Luong</i>	LPN1	Level 1 (LPN)
<i>Paul Santos</i>	LPN1	Level 1 (LPN)
<i>Sandra Tran</i>	LPN1	Level 1 (LPN)
<i>Savannah Vogt</i>	RN – Level 3	Level 3 (RN/RPN)
<i>Sheldon Ram</i>	Clinic Nurse Lead (LPN)	Level 2 (LPN)
<i>Tenisha Poteate</i>	LPN1	Level 1 (LPN)
<i>Tim Parizeau</i>	RN - Level 4	Level 4 (RN/RPN)
<i>Twyla Flores-Saddul</i>	LPN1	Level 1 (LPN)
<i>Zahra Dadakhah-Chimeh</i>	RN – Level 3	Level 3 (RN/RPN)

**HEABC/PHS & NBA/CUPE 1004**  
**APPENDIX C**  
**NBA Wage Grids, Steps, Wage Rates & Wage Protection**

<b>Employee</b>	<b>March 31, 2019 Wage Rate</b>	<b>April 1, 2019 +2%</b>	<b>June 25, 2019 NBA Wage Grid/Step</b>	<b>Anniversary Date</b>	<b>April 1, 2020 +2%</b>	<b>April 1, 2021 +2%</b>	<b>Wage Protection</b>
Aachal Prasad							
Ana Lagana							
Andrea Massullo							
Azlan Graves							
Brooke Pepler							
Crystal Adams							
Erin Elliot-Doucet							
Gabriela Ruiz							
Gauri Kumar							
James Stewart							
Jenny Ballesteros							
Jessica Anderson							
Kathy Larson							
Katie Barbour							
Katie Fownes							
Kelsey Bissegger							
Kerre King							
Leah Bennett							
Lisa Santucci							
Mi Kyung Choi							
Mithra Bahrami							
Nancy Luong							
Paul Santos							
Sandra Tran							
Savannah Vogt							
Sheldon Ram							
Tenisha Poteate							
Tim Parizeau							
Twyla Flores-Saddul							
Zahra Dadakhah-Chimeh							



**HEABC/PHS & NBA/CUPE 1004  
 APPENDIX D**

**Work Schedule Detail**

**4 WEEK ROTATION**

**9.375/7.5 hr per shift**

	Cost Centre	Union	Job Title	Job Code	Legend	EE Name	FTE
1		NBA			<b>BL</b>	Sheldon	1.00
2		NBA			<b>BL</b>	Tim	1.00
3		NBA			<b>BL</b>	Crystal	1.00
4		NBA			<b>BL</b>	Vacant Clinic Line	1.00
5		NBA			<b>BL</b>	Twyla	1.00
6		NBA			<b>BL</b>	Kelsey	1.00
7		NBA			<b>BL</b>	Erin	1.00
8		NBA			<b>BL</b>	Vacant - 1	1.00
9		NBA			<b>BL</b>	Vacant - 2	1.00
10		NBA			<b>BL</b>	Vacant - 5	1.00
11		NBA			<b>BL</b>	Jenny	0.80
12		NBA			<b>BL</b>	Leah	0.80
13		NBA			<b>BL</b>	Kathy	0.80
14		NBA			<b>BL</b>	Katie	0.80
15		NBA			<b>BL</b>	Zahra (A)	0.80
16		NBA			<b>BL</b>	Mi	0.75
17		NBA			<b>BL</b>	Jessica	0.75
18		NBA			<b>BL</b>	James	0.60
19		NBA			<b>BL</b>	Aachal	0.60
20		NBA			<b>BL</b>	Vacant - 3	0.75
21		NBA			<b>BL</b>	Vacant - 4	0.75

LEGEND
7 = 0700-1653 = 9.375 paid
745 = 0745-1545 = 7.50 paid
8a = 0800-1753 = 9.375 paid
8b = 0800-1600 = 7.50 paid
830 = 0830-1630 = 7.50 paid
1030 = 1030-2023 = 9.375 paid
9 = 0900-1700 = 7.50 paid
930 = 0930-1730 = 7.50 paid
30 min unpaid meal break
<b>st = paid stat</b>
<b>us = unpaid stat</b>
<b>BL=Baseline</b>

**TAB: NBA ROTATION**

**Work Schedule Detail**

	WEEK 1							WEEK 2						
	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1		~		8a	8a	8a	8a		~		8a	8a	8a	8a
2		~		8a	8a	8a	8a		~		8a	8a	8a	8a
3		`	7	7	7	7			`	7	7	7	7	
4	830	~		830	830	830	830	830	~		830	830	830	830
5		~		8a	8a	8a	8a		~		8a	8a	8a	8a
6		`	1030	1030	1030	1030			`	1030	1030	1030	1030	
7	9	~		9	9	9	9	9	~		9	9	9	9
8		`	7	7	7	7			`	7	7	7	7	
9		`	7	7	7	7			`	7	7	7	7	
10	7	7	`			7	7	7	7	`			7	7
11		`	930	830	830	830			`	930	830	830	830	
12	745	745	`			745	745	745	745	`			745	745
13	8b	8b	`			8b	8b	8b	8b	`			8b	8b
14		`	8b	8b	8b	8b			`	8b	8b	8b	8b	
15		~		9	9	9	9		~		9	9	9	9
16	7	7	`				7	7	7	`				7
17	1030	1030	`				1030	1030	1030	`				1030
18		`	745	745	745				`	745	745	745		
19	830	930	`				830	830	930	`				830
20	7	7	`				7	7	7	`				7
21		`	7	7	7				`	7	7	7		

7	3	3	4	4	4	4	3	3	3	4	4	4	4	3
745	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8a	0	0	0	3	3	3	3	0	0	0	3	3	3	3
8b	1	1	1	1	1	2	1	1	1	1	1	1	2	1
830	2	0	0	2	2	2	2	2	0	0	2	2	2	2
1030	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	1	0	0	2	2	2	2	1	0	0	2	2	2	2
930	0	1	1	0	0	0	0	0	1	1	0	0	0	0

\* Denominator used is 1950

**Violations:**

Lines 3, 6, 8-14, 16-21: 1 in 3/3 in 9 weekend Rule  
 Line 11 and 19: 24hr start time rule

**TAB: NBA ROTATION**

**Work Schedule Detail**

	WEEK 3							WEEK 4						
	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1		~		8a	8a	8a	8a		~		8a	8a	8a	8a
2		~		8a	8a	8a	8a		~		8a	8a	8a	8a
3		`	7	7	7	7			`	7	7	7	7	
4	830	~		830	830	830	830	830	~		830	830	830	830
5		~		8a	8a	8a	8a		~		8a	8a	8a	8a
6		`	1030	1030	1030	1030			`	1030	1030	1030	1030	
7	9	~		9	9	9	9	9	~		9	9	9	9
8		`	7	7	7	7			`	7	7	7	7	
9		`	7	7	7	7			`	7	7	7	7	
10	7	7	`			7	7	7	7	`			7	7
11		`	930	830	830	830			`	930	830	830	830	
12	745	745	`			745	745	745	745	`			745	745
13	8b	8b	`			8b	8b	8b	8b	`			8b	8b
14		`	8b	8b	8b	8b			`	8b	8b	8b	8b	
15		~		9	9	9	9		~		9	9	9	9
16	7	7	`				7	7	7	`				7
17	1030	1030	`				1030	1030	1030	`				1030
18		`	745	745	745				`	745	745	745		
19	830	930	`				830	830	930	`				830
20	7	7	`				7	7	7	`				7
21		`	7	7	7				`	7	7	7		

7	3	3	4	4	4	4	3	3	3	4	4	4	4	3
745	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8a	0	0	0	3	3	3	3	0	0	0	3	3	3	3
8b	1	1	1	1	1	2	1	1	1	1	1	1	2	1
830	2	0	0	2	2	2	2	2	0	0	2	2	2	2
1030	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	1	0	0	2	2	2	2	1	0	0	2	2	2	2
930	0	1	1	0	0	0	0	0	1	1	0	0	0	0

	9.375	7.5	9.375	7.5	7.5	9.375	7.5	7.5	Total Shifts	Week Ends Off	Half W/E Off	Stats	Total Stats per Year
	<b>7</b>	<b>745</b>	<b>8a</b>	<b>8b</b>	<b>830</b>	<b>1030</b>	<b>9</b>	<b>930</b>		~	`	<b>st</b>	
1	0	0	16	0	0	0	0	0	16	4	0	0	0
2	0	0	16	0	0	0	0	0	16	4	0	0	0
3	16	0	0	0	0	0	0	0	16	0	4	0	0
4	0	0	0	0	20	0	0	0	20	4	0	0	0
5	0	0	16	0	0	0	0	0	16	4	0	0	0
6	0	0	0	0	0	16	0	0	16	0	4	0	0
7	0	0	0	0	0	0	20	0	20	4	0	0	0
8	16	0	0	0	0	0	0	0	16	0	4	0	0
9	16	0	0	0	0	0	0	0	16	0	4	0	0
10	16	0	0	0	0	0	0	0	16	0	4	0	0
						0							
11	0	0	0	0	12	0	0	4	16	0	4	0	0
12	0	16	0	0	0	0	0	0	16	0	4	0	0
13	0	0	0	16	0	0	0	0	16	0	4	0	0
14	0	0	0	16	0	0	0	0	16	0	4	0	0
15	0	0	0	0	0	0	16	0	16	4	0	0	0
16	12	0	0	0	0	0	0	0	12	0	4	0	0
17	0	0	0	0	0	12	0	0	12	0	4	0	0
18	0	12	0	0	0	0	0	0	12	0	4	0	0
19	0	0	0	0	8	0	0	4	12	0	4	0	0
20	12	0	0	0	0	0	0	0	12	0	4	0	0
21	12	0	0	0	0	0	0	0	12	0	4	0	0

TAB: NBA ROTATION

**Work Schedule Detail**

**4 WEEK ROTATION**

**9.375/7.5 hr per shift**

	Cost Centre	Union	Job Title	Job Code	Legend	EE Name	FTE
1		NBA			<b>BL</b>	Sheldon	1.00
2		NBA			<b>BL</b>	Tim	1.00
3		NBA			<b>BL</b>	Crystal	1.00
4		NBA			<b>BL</b>	Vacant Clinic Line	1.00
5		NBA			<b>BL</b>	Twyla	1.00
6		NBA			<b>BL</b>	Kelsey	1.00
7		NBA			<b>BL</b>	Erin	1.00
8		NBA			<b>BL</b>	Vacant - 1	1.00
9		NBA			<b>BL</b>	Vacant - 2	1.00
10		NBA			<b>BL</b>	Vacant - 5	1.00
11		NBA			<b>BL</b>	Jenny	0.80
12		NBA			<b>BL</b>	Leah	0.80
13		NBA			<b>BL</b>	Kathy	0.80
14		NBA			<b>BL</b>	Katie	0.80
15		NBA			<b>BL</b>	Zahra (A)	0.80
16		NBA			<b>BL</b>	Mi	0.75
17		NBA			<b>BL</b>	Jessica	0.75
18		NBA			<b>BL</b>	James	0.60
19		NBA			<b>BL</b>	Aachal	0.60
20		NBA			<b>BL</b>	Vacant - 3	0.75
21		NBA			<b>BL</b>	Vacant - 4	0.75

LEGEND
7 = 0700-1653 = 9.375 paid
745 = 0745-1545 = 7.50 paid
8a = 0800-1753 = 9.375 paid
8b = 0800-1600 = 7.50 paid
830 = 0830-1630 = 7.50 paid
1030 = 1030-2023 = 9.375 paid
9 = 0900-1700 = 7.50 paid
930 = 0930-1730 = 7.50 paid
30 min unpaid meal break
<b>st = paid stat</b>
<b>us = unpaid stat</b>
<b>BL=Baseline</b>

**TAB: NBA ROTATION DECEMBER 1, 2021**

**Work Schedule Detail**

	WEEK 1							WEEK 2						
	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1	9	~		9	9	9	9	9	~		9	9	9	9
2		~		8a	8a	8a	8a		~		8a	8a	8a	8a
3		`	7	7	7	7			`	7	7	7	7	
4	830	~		830	830	830	830	830	~		830	830	830	830
5		~		8a	8a	8a	8a		~		8a	8a	8a	8a
6		`	1030	1030	1030	1030			`	1030	1030	1030	1030	
7	9	~		9	9	9	9	9	~		9	9	9	9
8		`	7	7	7	7			`	7	7	7	7	
9		`	7	7	7	7			`	7	7	7	7	
10	7	7	`			7	7	7	7	`			7	7
11		`	930	830	830	830			`	930	830	830	830	
12	745	745	`			745	745	745	745	`			745	745
13	8b	8b	`			8b	8b	8b	8b	`			8b	8b
14		`	8b	8b	8b	8b			`	8b	8b	8b	8b	
15		~		9	9	9	9		~		9	9	9	9
16	7	7	`				7	7	7	`				7
17	1030	1030	`				1030	1030	1030	`				1030
18		`	745	745	745				`	745	745	745		
19	830	930	`				830	830	930	`				830
20	7	7	`				7	7	7	`				7
21		`	7	7	7				`	7	7	7		

7	3	3	4	4	4	4	3	3	3	4	4	4	4	3
745	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8a	0	0	0	2	2	2	2	0	0	0	2	2	2	2
8b	1	1	1	1	1	2	1	1	1	1	1	1	2	1
830	2	0	0	2	2	2	2	2	0	0	2	2	2	2
1030	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	2	0	0	3	3	3	3	2	0	0	3	3	3	3
930	0	1	1	0	0	0	0	0	1	1	0	0	0	0

\* Denominator used is 1950

**Violations:**

Lines 3, 6, 8-14, 16-21: 1 in 3/3 in 9 weekend Rule

Line 11 and 19: 24hr start time rule

**Work Schedule Detail**

	WEEK 3							WEEK 4						
	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1	9	~		9	9	9	9	9	~		9	9	9	9
2		~		8a	8a	8a	8a		~		8a	8a	8a	8a
3		`	7	7	7	7			`	7	7	7	7	
4	830	~		830	830	830	830	830	~		830	830	830	830
5		~		8a	8a	8a	8a		~		8a	8a	8a	8a
6		`	1030	1030	1030	1030			`	1030	1030	1030	1030	
7	9	~		9	9	9	9	9	~		9	9	9	9
8		`	7	7	7	7			`	7	7	7	7	
9		`	7	7	7	7			`	7	7	7	7	
10	7	7	`			7	7	7	7	`			7	7
11		`	930	830	830	830			`	930	830	830	830	
12	745	745	`			745	745	745	745	`			745	745
13	8b	8b	`			8b	8b	8b	8b	`			8b	8b
14		`	8b	8b	8b	8b			`	8b	8b	8b	8b	
15		~		9	9	9	9		~		9	9	9	9
16	7	7	`				7	7	7	`				7
17	1030	1030	`				1030	1030	1030	`				1030
18		`	745	745	745				`	745	745	745		
19	830	930	`				830	830	930	`				830
20	7	7	`				7	7	7	`				7
21		`	7	7	7				`	7	7	7		

<b>7</b>	3	3	4	4	4	4	3	3	3	4	4	4	4	3
<b>745</b>	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>8a</b>	0	0	0	2	2	2	2	0	0	0	2	2	2	2
<b>8b</b>	1	1	1	1	1	2	1	1	1	1	1	1	2	1
<b>830</b>	2	0	0	2	2	2	2	2	0	0	2	2	2	2
<b>1030</b>	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>9</b>	2	0	0	3	3	3	3	2	0	0	3	3	3	3
<b>930</b>	0	1	1	0	0	0	0	0	1	1	0	0	0	0

	9.375	7.5	9.375	7.5	7.5	9.375	7.5	7.5	Total Shifts	Week Ends Off	Half W/E Off	Stats	Total Stats per Year
	<b>7</b>	<b>745</b>	<b>8a</b>	<b>8b</b>	<b>830</b>	<b>1030</b>	<b>9</b>	<b>930</b>		~		<b>st</b>	
1	0	0	0	0	0	0	20	0	20	4	0	0	0
2	0	0	16	0	0	0	0	0	16	4	0	0	0
3	16	0	0	0	0	0	0	0	16	0	4	0	0
4	0	0	0	0	20	0	0	0	20	4	0	0	0
5	0	0	16	0	0	0	0	0	16	4	0	0	0
6	0	0	0	0	0	16	0	0	16	0	4	0	0
7	0	0	0	0	0	0	20	0	20	4	0	0	0
8	16	0	0	0	0	0	0	0	16	0	4	0	0
9	16	0	0	0	0	0	0	0	16	0	4	0	0
10	16	0	0	0	0	0	0	0	16	0	4	0	0
						0							
11	0	0	0	0	12	0	0	4	16	0	4	0	0
12	0	16	0	0	0	0	0	0	16	0	4	0	0
13	0	0	0	16	0	0	0	0	16	0	4	0	0
14	0	0	0	16	0	0	0	0	16	0	4	0	0
15	0	0	0	0	0	0	16	0	16	4	0	0	0
16	12	0	0	0	0	0	0	0	12	0	4	0	0
17	0	0	0	0	0	12	0	0	12	0	4	0	0
18	0	12	0	0	0	0	0	0	12	0	4	0	0
19	0	0	0	0	8	0	0	4	12	0	4	0	0
20	12	0	0	0	0	0	0	0	12	0	4	0	0
21	12	0	0	0	0	0	0	0	12	0	4	0	0

TAB: NBA ROTATION DECEMBER 1, 2021



<b>FACILITY:</b>	<b>PHS</b>		
Department name			
Department number			
Description of employees	<b>LPN</b>		
Date completed	<b>10-Nov-21</b>		
No. of Employees	<b>8</b>		
		<b>NBA</b>	
<b>A. Collective Agreement information</b>	Maximum number of paid hours per year	1950.000	
	Less entitled stats (7.5*12=90)	90.000	
	The total number of required worked hours per year	<b>1,860.000</b>	<b>A.</b>
<b>B. Number of Weeks per Rotation</b>		<b>4</b>	<b>B.</b>
<b>C. Calculate total Hours worked per rotation</b>			
<b># of shifts per rotation</b>	<b>X</b>	<b>hours per shift</b>	<b>total hours</b>
		<b>4.000</b>	<b>0.000</b>
		<b>7.500</b>	<b>0.000</b>
		<b>11.000</b>	<b>0.000</b>
		<b>11.250</b>	<b>0.000</b>
		<b>8.000</b>	<b>0.000</b>
		<b>10.000</b>	<b>0.000</b>
	<b>16</b>	<b>9.375</b>	<b>150.000</b>
		<b>Total Hours Worked</b>	<b>150.000</b>
			<b>C.</b>
		Exact number of weeks per year:	52.000
		Divided by B ( the number of weeks per rotation)	4
<b>D. Number of Times Rotation must be Worked in One Year</b>		<b>13.000</b>	<b>D.</b>
		Total Hours per Rotation (C)	150
		Multiplied by number of times rotation is worked per year	13.000
<b>E. Total Worked Hours Scheduled per Year</b>		<b>1950.000</b>	<b>E.</b>
<b>F. Compliance test</b>	Deduct required hours (A)	1860.000	
(+/-7.5)			
	Difference (plus or minus one shift length)	<b>90.000</b>	<b>F.</b>
	* This difference in time can be made up by scheduling work, or by giving the time off, whichever is appropriate to the calculation.		
<b>G. Calculate the FTE</b>	Total worked hours per year (E)		
	Divided by Total required worked hours per years (A)	<b>1.048</b>	<b>G.</b>
<b>PST will not be plotted in rotation but schedule adjusted by Portfolio Clerk to insure 12 stat/year</b>			
<b>This area closes on stats and the adjusted FTE for the employees is</b>		<b>1.00</b>	
<b>Denominator used to calculate FTE is 1950 hours per year</b>			

TAB: FT CALCULATION (9.375hrs)

<b>FACILITY:</b>	<b>PHS</b>		
Department name			
Department number			
Description of employees	<b>LPN</b>		
Date completed	<b>10-Nov-21</b>		
No. of Employees	<b>2</b>		
		<b>NBA</b>	
<b>A. Collective Agreement information</b>	Maximum number of paid hours per year	1950.000	
	Less entitled stats (7.5*12=90)	90.000	
	The total number of required worked hours per year	<b>1,860.000</b>	<b>A.</b>
<b>B. Number of Weeks per Rotation</b>		<b>1</b>	<b>B.</b>
<b>C. Calculate total Hours worked per rotation</b>			
<b># of shifts per rotation</b>	<b>X</b>	<b>hours per shift</b>	<b>total hours</b>
		<b>4.000</b>	<b>0.000</b>
<b>5</b>		<b>7.500</b>	<b>37.500</b>
		<b>11.000</b>	<b>0.000</b>
		<b>11.250</b>	<b>0.000</b>
		<b>8.000</b>	<b>0.000</b>
		<b>9.500</b>	<b>0.000</b>
		<b>10.800</b>	<b>0.000</b>
		<b>Total Hours Worked</b>	<b>37.500</b>
			<b>C.</b>
	Exact number of weeks per year:	52.000	
	Divided by B ( the number of weeks per rotation)	1	
<b>D. Number of Times Rotation must be Worked in One Year</b>		<b>52.000</b>	<b>D.</b>
	Total Hours per Rotation (C)	37.5	
	Multiplied by number of times rotation is worked per year	52.000	
<b>E. Total Worked Hours Scheduled per Year</b>		<b>1950.000</b>	<b>E.</b>
<b>F. Compliance test (+/-7.5)</b>	Deduct required hours (A)	1860.000	
	Difference (plus or minus one shift length)	<b>90.000</b>	<b>F.</b>
	* This difference in time can be made up by scheduling work, or by giving the time off, whichever is appropriate to the calculation.		
<b>G. Calculate the FTE</b>	Total worked hours per year (E)		
	Divided by Total required worked hours per years (A)	<b>1.048</b>	<b>G.</b>
<b>PST will not be plotted in rotation but schedule adjusted by Portfolio Clerk to insure 12 stat/year</b>			
<b>This area closes on stats and the adjusted FTE for the employees is</b>		<b>1.00</b>	
<b>Denominator used to calculate FTE is 1950 hours per year</b>			

TAB: FT CALCULATION (7.5hrs)

<b>FACILITY:</b>	<b>PHS</b>		
Department name			
Department number			
Description of employees	<b>LPN</b>		
Date completed	<b>13-Sep-21</b>		
No. of Employees	<b>5</b>		
		<b>NBA</b>	
<b>A. Collective Agreement information</b>	Maximum number of paid hours per year	1950.000	
	Less entitled stats (7.5*12=90)	90.000	
	The total number of required worked hours per year	<b>1,860.000</b>	<b>A.</b>
<b>B. Number of Weeks per Rotation</b>		<b>4</b>	<b>B.</b>
<b>C. Calculate total Hours worked per rotation</b>			
<b># of shifts per rotation</b>	<b>X</b>	<b>hours per shift</b>	<b>total hours</b>
		<b>4.000</b>	<b>0.000</b>
<b>16</b>		<b>7.500</b>	<b>120.000</b>
		<b>11.000</b>	<b>0.000</b>
		<b>11.250</b>	<b>0.000</b>
		<b>8.000</b>	<b>0.000</b>
		<b>9.500</b>	<b>0.000</b>
		<b>10.800</b>	<b>0.000</b>
		<b>Total Hours Worked</b>	<b>120.000</b>
			<b>C.</b>
	Exact number of weeks per year:	52.000	
	Divided by B ( the number of weeks per rotation)	4	
<b>D. Number of Times Rotation must be Worked in One Year</b>		<b>13.000</b>	<b>D.</b>
	Total Hours per Rotation (C)	120	
	Multiplied by number of times rotation is worked per year	13.000	
<b>E. Total Worked Hours Scheduled per Year</b>		<b>1560.000</b>	<b>E.</b>
<b>F. Compliance test (+/-7.5)</b>	Deduct required hours (A)	1860.000	
	Difference (plus or minus one shift length)	<b>-300.000</b>	<b>F.</b>
	* This difference in time can be made up by scheduling work, or by giving the time off, whichever is appropriate to the calculation.		
<b>G. Calculate the FTE</b>	Total worked hours per year (E)		
	Divided by Total required worked hours per years (A)	<b>0.839</b>	<b>G.</b>
<b>PST will not be plotted in rotation but schedule adjusted by Portfolio Clerk to insure 12 stat/year</b>			
<b>This area closes on stats and the adjusted FTE for the employees is</b>		<b>0.80</b>	
<b>Denominator used to calculate FTE is 1950 hours per year</b>			

TAB: PT 0.80 CALCULATION

<b>FACILITY:</b>	<b>PHS</b>		
Department name			
Department number			
Description of employees	<b>LPN</b>		
Date completed	<b>9-Nov-21</b>		
No. of Employees	<b>4</b>		
		<b>NBA</b>	
<b>A. Collective Agreement information</b>	Maximum number of paid hours per year	1950.000	
	Less entitled stats (7.5*12=90)	90.000	
	The total number of required worked hours per year	<b>1,860.000</b>	<b>A.</b>
<b>B. Number of Weeks per Rotation</b>		<b>4</b>	<b>B.</b>
<b>C. Calculate total Hours worked per rotation</b>			
<b># of shifts per rotation</b>	<b>X</b>	<b>hours per shift</b>	<b>total hours</b>
		<b>4.000</b>	<b>0.000</b>
		<b>7.500</b>	<b>0.000</b>
		<b>11.000</b>	<b>0.000</b>
		<b>11.250</b>	<b>0.000</b>
		<b>8.000</b>	<b>0.000</b>
		<b>9.500</b>	<b>0.000</b>
<b>12</b>		<b>9.375</b>	<b>112.500</b>
		<b>Total Hours Worked</b>	<b>112.500</b>
			<b>C.</b>
	Exact number of weeks per year:	52.000	
	Divided by B ( the number of weeks per rotation)	4	
<b>D. Number of Times Rotation must be Worked in One Year</b>		<b>13.000</b>	<b>D.</b>
	Total Hours per Rotation (C)	112.5	
	Multiplied by number of times rotation is worked per year	13.000	
<b>E. Total Worked Hours Scheduled per Year</b>		<b>1462.500</b>	<b>E.</b>
<b>F. Compliance test (+/-7.5)</b>	Deduct required hours (A)	1860.000	
	Difference (plus or minus one shift length)	<b>-397.500</b>	<b>F.</b>
	* This difference in time can be made up by scheduling work, or by giving the time off, whichever is appropriate to the calculation.		
<b>G. Calculate the FTE</b>	Total worked hours per year (E)		
	Divided by Total required worked hours per years (A)	<b>0.786</b>	<b>G.</b>
<b>PST will not be plotted in rotation but schedule adjusted by Portfolio Clerk to insure 12 stat/year</b>			
This area closes on stats and the adjusted FTE for the employees is		<b>0.75</b>	
Denominator used to calculate FTE is 1950 hours per year			

TAB: PT 0.75 CALCULATION

<b>FACILITY:</b>	<b>PHS</b>		
Department name			
Department number			
Description of employees	<b>LPN</b>		
Date completed	<b>13-Sep-21</b>		
No. of Employees	<b>2</b>		
		<b>NBA</b>	
<b>A. Collective Agreement information</b>	Maximum number of paid hours per year	1950.000	
	Less entitled stats (7.5*12=90)	90.000	
	The total number of required worked hours per year	<b>1,860.000</b>	<b>A.</b>
<b>B. Number of Weeks per Rotation</b>		<b>4</b>	<b>B.</b>
<b>C. Calculate total Hours worked per rotation</b>			
<b># of shifts per rotation</b>	<b>X</b>	<b>hours per shift</b>	<b>total hours</b>
		<b>4.000</b>	<b>0.000</b>
<b>12</b>		<b>7.500</b>	<b>90.000</b>
		<b>11.000</b>	<b>0.000</b>
		<b>11.250</b>	<b>0.000</b>
		<b>8.000</b>	<b>0.000</b>
		<b>9.500</b>	<b>0.000</b>
		<b>10.800</b>	<b>0.000</b>
		<b>Total Hours Worked</b>	<b>90.000</b>
			<b>C.</b>
	Exact number of weeks per year:	52.000	
	Divided by B ( the number of weeks per rotation)	4	
<b>D. Number of Times Rotation must be Worked in One Year</b>		<b>13.000</b>	<b>D.</b>
	Total Hours per Rotation (C)	90	
	Multiplied by number of times rotation is worked per year	13.000	
<b>E. Total Worked Hours Scheduled per Year</b>		<b>1170.000</b>	<b>E.</b>
<b>F. Compliance test (+/-7.5)</b>	Deduct required hours (A)	1860.000	
	Difference (plus or minus one shift length)	<b>-690.000</b>	<b>F.</b>
	* This difference in time can be made up by scheduling work, or by giving the time off, whichever is appropriate to the calculation.		
<b>G. Calculate the FTE</b>	Total worked hours per year (E)		
	Divided by Total required worked hours per years (A)	<b>0.629</b>	<b>G.</b>
<b>PST will not be plotted in rotation but schedule adjusted by Portfolio Clerk to insure 12 stat/year</b>			
<b>This area closes on stats and the adjusted FTE for the employees is</b>		<b>0.60</b>	
<b>Denominator used to calculate FTE is 1950 hours per year</b>			

TAB: PT 0.60 CALCULATION

<b>Instructions</b>			
	<b>Name</b>	<b>Date</b>	<b>Comments</b>
<b>Prepared by:</b>	Tracy Sutherland	13-Sep-21	
<b>Reviewed by:</b>			
<b>Approved by:</b>			