

PREMIUM PAY/LIEU TIME – ONA LOCAL 75

These premium pay/lieu time rules incorporate the central and local contract as well as subsequent arbitration awards. However, **this is not the actual contract language.**

Staff has the option of taking the equivalent time off (e.g. time and one-half or double time if it applies) or payment. For payment, sign in on the Overtime Sheet, and for Lieu Time sign in on the Lieu Time Sheet.

Note: Staff who accepts an offered tour is considered “scheduled “ for the purposes of Contract Language application (arbitration).

Staff scheduled for mandatory education outside of their regularly scheduled hours are paid at straight time in accordance with art 9.07 of the Collective agreement.

Premium Pay for Full time Nurses

Staff is entitled to Time and One Half:

1. When staff is scheduled for over 75 hours in the 2-week pay period. e.g. work extra on a day off or called in to work on vacation time.

Exception:

- The averaging of the extended tour over 6 weeks e.g. 7 x 11.25 hours for 2 pays and 6 x 11.25 hour tours for one pay.
- When staff has exchanged a tour with another nurse.

2. If staff work more than 7 x 7.5 hour tours in a row, or 3 x 11.25 hour tours in a row, or 4 x 9.38 tours in a row, or 2 x 7.5 hour & 2 x 11.25 hour tours in a row, or 3 x 7.5 & 1 x 11.25 hour tour. Time and one half is paid until a day off is scheduled. The exception is if staff requests an exchange in tours with another nurse.

Managers may elect not to approve requests that result in more than 4 shifts in a row. If the additional tour is at the beginning of the cluster staff receive time and one half for the additional tour as well as the 4th tour in a row.

3. Weekends:

- Extended tour shall have every second weekend off - as of 1900 hours Friday, unless there is a 7.5 or 11.25 evening tour on Friday, at which point it would commence at 2300 hours.
- Ten Hour tour shall have every second weekend off - as of 2330 hours Friday.
- Eight Hour tour shall have every third weekend off - as of 2300 hours Friday.
- Subsequent weekend - if staff work overtime or are scheduled for standby on a weekend off (as listed above) staff are entitled to time and one half for the extra hours worked, plus time and one half hours worked on subsequent weekends until weekend off is scheduled. (e.g. if staff work on the extended tour, and staff work days Sat., then Nights on the subsequent Fri., Sat., Sun - staff would be entitled to, Fri., Sat. Sun. at time and one half.)

Exception:

- If staff work weekends to satisfy a specific day off that was requested, or
- “Weekend workers”
- Such weekend worked is a result of an exchange of tours with another nurse.

- Christmas scheduling – see rule – must receive payback.
4. If staff is not scheduled **48** hours off after any individual night tour or consecutive night tours, time and one half is to be paid on the next scheduled tour.
 5. When scheduling tour rotation changes, there shall be 16 hours off between changes of tours, or staff is paid time and one half on the next scheduled tour.
(Tour by definition is considered 7.5 hour days, afternoons or nights.)

If a staff's schedule is changed with less than **48** hours notice – staff are paid time and one half for the next tour worked.

6. The length of working periods on evenings or nights rotation shall not exceed 2 weeks duration on each tour or time and one half for the next scheduled tour (exception is the Christmas schedule).
7. If full time staff are prescheduled for an over-time tour 48 hours prior to the tour and subsequently cancelled with more than 48 hours notice then staff are paid time and one half for their next scheduled tour. This does not apply to over time hours that are scheduled and subsequently cancelled with less than 48 hours notice.

Premium Pay for Part time

Staff is entitled to Time and One Half:

1. If staff work over 75 hours in the two week pay period.
Exception:
 - If staff member is a part time nurse filling in a full time line for a maternity/medical LOA, then staff has the hours averaged on the extended tour over the 6-week period. Note: If staff works in addition to the full time line (including the drop day), then time and one half is paid.
2. If staff is cancelled for a tour with less than **24** hours notice staff receive time and one half for the next tour worked.
3. If staff is cancelled for consecutive tours with less than **24** hours notice then time and one half is paid for the number of subsequent shifts worked to equal the number of cancelled tours.
4. If staff is called in to work a part tour (anything less than 7.5 hours) with less than **24** hours notice, staff is paid time and one half for time worked. If the Hospital requests staff to work more hours (added to a tour after arriving), staff will receive time and one half for the original part tour, regular time for any additional hours up to 7.5 hours.
Exception: If the part time nurse was called for a tour and identified she was only available for part of the tour and was accepted then this is paid at straight time.
5. Part Time nurses prescheduled for a part tour to cover a pre planned escort, or backfill for education or work accommodation needs prior to 24 hours notice receive straight time for the hours worked.

6. If staff is called to work on a day off e.g. Thursday 1100 - 2300 hours (this is now a scheduled tour) and were already booked for Friday day tour (0700-1900) staff receive time and one half for Friday as staff commenced work within 24 hours of the previous tour's start time (also less than 16 hours between tours).
7. If staff is scheduled for more than 3 x 11.25 hour tours (33.75), 4 x 9.375 hour tours (37.5), 2 x 11.25 & 2 x 7.5 hour tours (37.55), or 3 x 7.5 & one x 11.25 hour tours (33.75), then the next tour and subsequent tours until a day off is scheduled is paid at time and one half.

Time and One Half Premium Pay for Full time and Part time

Staff is entitled to time and one half:

1. If staff work over 15 minutes at the end of the tour, staff are paid premium pay for all minutes from the end of the tour.
2. Missed Breaks:
 - If staff work a 30 minute lunch (unpaid meal) or a 15 minute dinner (unpaid meal) (12 hour Day tour).
 - If staff work a 15 minute break between 1900 – 2300 (unpaid meal) or a 30 minute meal period between 2300 – 0400 (unpaid meal) (12 hour N tour).
 - For the 10-hour tour commencing after 1200 hours – if staff work a 30 min. unpaid meal that must be taken by 1500 hours, or a 7.5 minute meal that was not taken during the 1st four hours of the tour.
 - For the 10-hour tour commencing after 1200 hours – if staff work a 30 min. unpaid meal that was not taken during the 1st four hours of the tour.
 - If staff misses all breaks then they are entitled to time and one half for 45 minutes on the 11.25-hour tour, 37.5 minutes for the 9.38-hour tour or 30 minutes for the 7.5-hour tour.
3. If staff is **not** scheduled 4 or more days off at Christmas or New Year's (does not apply to nurses scheduled Monday to Fridays). See Christmas rules.
4. If staff request NOT to work the night tour on the Sunday immediately prior to a vacation and the request is not granted (note request must be in 2 weeks prior to the posting of the schedule), staff is entitled to time and one half.
5. If staff member's scheduled hours of work are changed with less than 24 hours (or less than 48 hrs for FT) notice e.g. scheduled 1100 - 2300 and work 0700 - 1900 (or any other tour e.g. 0900 - 2100), staff are entitled to time and one-half for the whole tour even though a large number of the hours were not changed (*arbitration... considered a change of tour*).

8. If staff are scheduled for a tour of 7.5 or 11.25 and are asked to stay later or come in early (e.g. added hrs) staff are entitled to time and one half for the additional hours.
9. If staff are called to work on a day off e.g. Thursday 1100 - 2300 hours (this is now a scheduled tour) and were already booked for Friday day tour (0700 - 1900) staff receive time and one half for Friday as staff commenced work within 24 hours of the previous tour's start time (also less than 16 hours between tours).

Double Time for Full time and Part time

1. When staff work overtime on a premium paid tour – e.g. work overtime at the end of a tour that is already paid at time and one half; staff are entitled to double time for the additional hours. Missed breaks on an overtime shift are paid at time and one half.
2. When a **full time** nurse is on a scheduled day off on a paid holiday and is called in to work.
3. If a part time nurse is cancelled with less than 24hours and her next scheduled tour is a premium tour then staff receive double time for that tour.
4. If staff is called back from standby and work more than their regular shift (e.g. 7.5, 9.38, 11.25) they receive double time for the additional hours worked.

Questions about specific circumstances should be directed to your executive contact or leave a message at the office - 905-389-3277.