

BARGAINING UPDATE

October 20, 2011

Extendicare Canada Inc.

On Thursday, October 13th, the Extendicare Bargaining Committee met with facility Administrators, DOC's and Schedulers to discuss the implementation of the new scheduling system. This new system will come into effect on Monday, November 7, 2011 in all of the Extendicare facilities. Attached is the document created as a result of the discussions in this meeting. Please review it carefully as there is a strong onus on the individual employee to know, understand and co-operate in this system.

All less than permanent full-time employees MUST submit new Pro-Forma Call-in Availability forms for every call-in list they wish to remain on. These Pro-Formas were required to be submitted by October 9, 2011. As they were slow in coming in, the Employer has agreed to allow employees some additional time to submit them but, they must be in by the end of October at the latest. If you have questions about the Pro-Forma, please speak with your facility Chairperson.

As you are aware, members have had an opportunity to review and appeal the seniority credited between 2005 and end of December 2010. That appeal period has now closed. Anyone who has not appealed their seniority will no longer be able to challenge for seniority over that period of time. According to the Letter of Understanding signed between the Employer and the Union, all seniority up to the end of the last pay period of December 2010 is now finalized and considered to be accurate.

Members now have an opportunity to appeal the seniority earned and credited from the end of the last pay period of December 2010 to the end of the last pay period of June 2011. A seniority roster should have been made available in every facility showing the seniority earned over this period of time. Anyone who does not believe they have been credited the correct seniority may submit an appeal to their Administrator. Such an appeal must be submitted in writing no later than January 1, 2012. Any corrections required because of successful appeals will be shown on the seniority rosters posted March 1, 2012.

Please note, all facility shift schedules and seniority rosters (both provincial and facility) are to be posted within the workplace for all employees to review. These are to be posted and remain in the staff rooms. Please do not remove these documents. They are to remain posted for all employees. If you require a copy of the seniority roster or your shift schedule, please speak with your facility Chairperson.

In solidarity,

Esther Dupperon, Sunset
Laura Marchessault, Moose Jaw
Lorie Klus, Preston
Eileen Olson, Parkside
Tanya Ziffle, Elmview
Bob Laurie, Director, Contract Bargaining & Enforcement
Randy Hoffman, Union Representative
Bob Desjarlais, Union Representative
Kerry Barrett, Negotiations Officer

CALL-IN

The new call-in system set out in Article 11.10 will be implemented November 7. The big change is in the scheduling of work for three weeks outside of the posted and confirmed period, which is in addition to the telephone offer and acceptance of work within the posted and confirmed period.

Call-in Work Outside the Posted and Confirmed Period.

The changes to the Call In procedure specific to outside the posted and confirmed period allow the Employer to post a provisional work schedule for the 3 weeks immediately outside the posted and confirmed period. The provisional work schedule will be based on a master rotation and will identify the additional hours that need to be filled. The provisional work schedule will assign the hours to employees and it will be the responsibility of the employees to check the roster, identify which shifts they do not want to work, and indicate to the scheduler which shifts they are declining.

You will need to submit a Pro-Forma Call-In Work Availability Form for each and every Call-In List that you are on – **this is IMPORTANT** – if you don't submit a form, you won't be scheduled or called for work.

ALWAYS keep a copy of all Pro-Forma Forms that you submit, noting date submitted and to whom you have submitted it.

You can change/revise your Pro-Forma quarterly, to be effective on February 1st, May 1st, August 1st and November 1st of each year. You have to submit your changes no less than twenty-one (21) calendar days prior to the effective change/revision dates. You can also change your Pro-Forma if you accept a permanent or temporary part time position that affects your availability. When you return to your

previous position, your prior Pro-Forma will go back into effect (see Article 11.10 c) iv) "Revisions to Pro-Forma Call-In Work Availability Form" for more information).

The Employer will schedule/assign additional hours of work based on the information contained in your Pro-Forma – this is how it works:

1. The tentative work schedule will be posted three calendar weeks in advance of the effective date of the three (3) week period to be worked. Employees will be tentatively scheduled based on their availability as set out in their Pro-Forma Call-In Work Availability Form(s).
2. Employees have up until the end of the first two calendar (2) weeks to make changes to their tentative work schedule. If employees do not wish to work the shifts they have been tentatively scheduled to work, they must notify the scheduler as soon as reasonably possible that they decline to work those specific shifts, so that the work can be offered out to other staff in a timely manner. The tentative schedule will be posted for two calendar weeks for all employees to view and determine if they wish to decline shifts.
3. If employees want to work some or all of the shifts they have been tentatively scheduled to work, they should notify the scheduler as soon as reasonably possible that they accept those specific shifts. Doing so will ensure the Employer cannot change its mind during the tentative schedule period and no longer offer the call in work. Once the employee has confirmed acceptance of the shifts with the scheduler, those shifts shall be guaranteed for the employee, subject to Article 13.04 g).
4. If an employee does not decline a shift on the tentative schedule during the two calendar week time period in which the schedule is posted, the employee will be required to work the shifts scheduled on the work schedule. The schedule will be confirmed and posted immediately after the two-week tentative time, so that employees will have one calendar week to examine their work schedule.
5. Where employee has call-in work scheduled as per the process set out above, all such work shall be guaranteed within the three (3) calendar weeks covered by the schedule, subject to Article 13.04 (g).

6. Once an employee has declined shift(s) set out in the tentative work schedule, the Employer may offer those shifts to other employees within the two-week tentative schedule time period by way of telephone offer and accept.
7. The Employer agrees that, notwithstanding an employee's availability as set out in their pro forma, when an employee is scheduled to work and then suffers unexpected circumstances that would be such that the employee is unable to attend work, the employer's usual practice has been to accommodate the circumstances and allow the time off.
8. Where an employee is consistently unavailable for call-in work according to their pro forma, the Employer will meet with the employee and the Union to review availability, as per Article 11.10 c) xiv).

Call-in Work Inside the Posted and Confirmed Period.

The change in this provision is very simple.

9. For call in work offered inside the posted and confirmed period, the time period where an immediate response is required from the employee is expanded from 24 hours to 48 hours. Outside the 48 hour window, the Employer needs to provide a REASONABLE date and time to the employee to respond.
10. The employee can provide up to two (2) telephone numbers to the Employer, and the Employer shall call the two (2) numbers to offer call in work, as per Letter of Understanding #12.

SEIU-West/Extendicare Call In work scheduling dates

3 week period for scheduling work	Tentative Schedule posted to later than Noon...	Tentative schedule to be posted Noon-to-Noon	Confirmed schedule posted by Noon...	Confirmed schedule to be posted	3 week period to be worked
Nov 7 – Nov 27	Nov 7	Nov 7 – Nov 21	Nov 21	Nov 21 – Nov 28	Nov 28 – Dec 18
Nov 28 – Dec 18	Nov 28	Nov 28 – Dec 12	Dec 12	Dec 12 – Dec 19	Dec 19 – Jan 8
Dec 19 – Jan 8	Dec 19	Dec 19 – Jan 2	Jan 2	Jan 2 – Jan 9	Jan 9 – Jan 29
Jan 9 – Jan 29	Jan 9	Jan 9 – Jan 23	Jan 23	Jan 23 – Jan 30	Jan 30 – Feb 19
Jan 30 – Feb 19	Jan 30	Jan 30 – Feb 13	Feb 13	Feb 13 – Feb 20	Feb 20 – Mar 12
Feb 20 – Mar 12	Feb 20	Feb 20 – Mar 5	Mar 5	Mar 5 – Mar 12	Mar 12 – Apr 1
Mar 12 – Apr 1	Mar 12	Mar 12 – Mar 26	Mar 26	Mar 26 – Apr 2	Apr 2 – Apr 22
Apr 2 – Apr 22	Apr 2	Apr 2 – Apr 16	Apr 16	Apr 16 – Apr 23	Apr 23 – May 13
Apr 23 – May 13	Apr 23	Apr 23 – May 7	May 7	May 7 – May 14	May 14 – June 3
May 14 – June 3	May 14	May 14 – May 28	May 28	May 28 – June 4	June 4 – June 24
June 4 – June 24	June 4	June 4 – June 18	June 18	June 18 – June 25	June 25 – July 15
June 25 – July 15	June 25	June 25 – July 9	July 9	July 9 – July 16	July 16 – Aug 5
July 16 – Aug 5	July 16	July 16 – July 30	July 30	July 30 – Aug 6	Aug 6 – Aug 26
Aug 6 – Aug 26	Aug 6	Aug 6 – Aug 20	Aug 20	Aug 20 – Aug 27	Aug 27 – Sept 16
Aug 27 – Sept 16	Aug 27	Aug 27 – Sept 10	Sept 10	Sept 10 – Sept 17	Sept 17 – Oct 7
Sept 17 – Oct 7	Sept 17	Sept 17 – Oct 1	Oct 1	Oct 1 – Oct 8	Oct 8 – Oct 28
Oct 8 – Oct 28	Oct 8	Oct 8 – Oct 22	Oct 22	Oct 22 – Oct 29	Oct 29 – Nov 18
Oct 29 – Nov 18	Oct 29	Oct 29 – Nov 12	Nov 12	Nov 12 – Nov 19	Nov 19 – Dec 9
Nov 19 – Dec 9	Nov 19	Nov 19 – Dec 3	Dec 3	Dec 3 – Dec 10	Dec 10 – Dec 30
Dec 10 – Dec 30	Dec 10	Dec 10 – Dec 24	Dec 24	Dec 24 – Dec 31	Dec 31 – Jan 21