

The ADDENDUM shall be effective 01 April 2016 to 31 March 2017 and is an Addendum to the Executive Employment Contract which was effective 20 April 2015

BETWEEN:

KINGSTON GENERAL HOSPITAL (the Employer)
(Herein referred to as the "Hospital")

-and-

SILVIE CRAWFORD (the Employee)
(Executive Vice President and Chief Nursing Executive, herein referred to as the "EVP-CNE")

Section 5.1 of the Executive Employment contract shall be modified as follows with the text in bold italics added and the text containing a strikethrough deleted:

Section 5.1 The EVP-CNE annual salary and performance pay, less applicable deductions is:

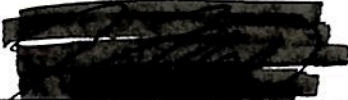
Effective	Annual Salary	Annual Performance Pay
Start date of Agreement 01 April 2016	\$230,000	up to \$22,065 \$40,568.25

This addendum shall be effective 01 April 2016 to 31 March 2017.

The original Executive Employment Contract is attached and made a part of this document.

IN WITNESS WHEREOF the parties hereto have cause this agreement to be executed:

KINGSTON GENERAL HOSPITAL (The Employer)

Per: 
Jim Flett, Interim President and CEO

I have read, understand and accept the terms and conditions of this Addendum to be effective 01 April 2016.

SIGNED, SEALED AND DELIVERED in the Presence of:

Witness: [REDACTED] Print: [REDACTED]

Silvie Crawford (The Employee)

Signature: [REDACTED] Date: [REDACTED]

This agreement is made effective the 20 April, 2015

B E T W E E N:

KINGSTON GENERAL HOSPITAL (The Employer)
(Herein referred to as the "Hospital")

-and-

SILVIE CRAWFORD (The Employee)
(Executive Vice President and Chief Nursing Executive, herein referred to as the "EVP-CNE")

WHEREAS the Hospital is a corporation without share capital duly incorporated under the laws of the Province of Ontario, having its head office, in the City of Kingston, in the Province of Ontario;

WHEREAS the parties to the within agreement are committed to protecting the interests of taxpayers and strengthening the accountability of the Hospital as an organization in receipt of public funds;

WHEREAS the parties are aware and adhere to the requirements under the Broader Public Sector Accountability Act, 2010 and in particular to ensure that public funds are used prudently and responsibly;

WHEREAS parties are aware and adhere to the requirements under the Excellent Care for All Act, 2010 and in particular to ensure that an annual quality improvement plan is established and that a portion of the executive pay is linked to the plan;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and mutual covenants and agreements hereinafter contained, and for other good and valuable consideration the sufficiency of which is hereby acknowledged by the parties hereto, it is agreed by and between the parties as follows:

Position and Duties

- 1.1 The EVP-CNE will be employed in the position of Executive Vice-President and Chief Nursing Executive and provide services as set forth in the attached job profile setting out the duties of the EVP-CNE.
- 1.2 The EVP-CNE acknowledges that the EVP-CNE's duties may be unilaterally revised by the Chief Executive Officer (CEO), from time to time.

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- 1.3 The EVP-CNE will abide by the Hospital's mission, guiding principles, policies, practices, procedures, rules and regulations, applicable statutes and regulations, guidelines and directions from the CEO, as may be amended from time to time.

Professional Responsibilities

- 2.1 The EVP-CNE is accountable to the CEO for all contractual and employment obligations. The performance of these obligations will be reviewed by the CEO on an annual basis, in accordance with hospital policies.
- 2.2 The EVP-CNE will devote her full working time and attention to the business and affairs of the Hospital.
- 2.3 The EVP-CNE agrees to avoid any external commitments that may interfere with her obligations to the Hospital or that constitute a potential, perceived or real conflict of interest, in accordance with Hospital policy.

Representations and Warranties

- 3.1 The EVP-CNE warrants that she will and can carry out all contractual obligations pursuant to this Agreement and her employment in a diligent fashion and with a high degree of professional competence.
- 3.2 All representations, warranties, covenants and limitations of liability in this contract shall continue in force after the termination of this contract.

Term of the Agreement

- 4.1 The parties acknowledge and agree that EVP-CNE will commence on ~~April 20, 2015~~ and that the term date of her employment automatically expires on ~~April 30, 2020~~ (The "Termination Date") unless changed pursuant to s. 4.2 or terminated pursuant to sections 4.3, 4.4, 4.5, 4.6, 4.7 or 4.8 of the within Agreement. MAY 25 2015
- 4.2 The Termination Date may be changed by mutual written agreement of the parties, not later than the last six (6) months of the automatic expiry of this Agreement. MAY 31, 2020
- 4.3 If the parties have not agreed in writing to an extension within six (6) months prior to the termination date, they are each entitled to consider that this Agreement will end on the Termination Date and act accordingly.
- 4.4 Nothing in sections 4.2 or 4.3 precludes or restricts either party from using its respective termination rights as described herein. That is, either party is free to rely upon the termination provisions of this agreement at any time prior to the Termination Date or any extension period.
- 4.5 The Hospital may terminate the EVP-CNE's employment for cause, without notice or pay-in-lieu of notice.
- 4.6 The Hospital may terminate this Agreement and the EVP-CNE's employment at any time, in the absence of cause, by providing twelve (12) months' notice, pay-in-lieu of notice or any combination thereof totaling twelve (12) months. The pay-in-lieu of notice shall be in full and final satisfaction of all amounts owed by the Hospital to the EVP-

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- CNE. It is agreed that any pay-in-lieu of notice shall be limited to the annual salary and performance pay in effect at the date upon which the notice of termination is given by the Hospital to the EVP-CNE, including applicable notice required under the Employment Standards of Ontario.
- 4.7 The EVP-CNE shall provide no less than three (3) months' written notice to the CEO of her intent to terminate this Agreement either through resignation, retirement or other departure from employment.
 - 4.8 The notice of termination of this Agreement by the Hospital pursuant to the terms of this Agreement shall be given in writing by personal delivery or by ordinary prepaid mail addressed as follows:

To the EVP-CNE: Silvie Crawford
Local Address to be provided, in the Province of Ontario

redaction

Remuneration, Vacation and Benefits

- 5.1 The EVP-CNE annual salary and performance pay, less applicable deductions is,

Effective	Annual Salary	Annual Performance Pay
Start date of Agreement	\$230,000	up to \$22,065

- This salary and performance pay will be frozen pursuant to current legislation regarding public sector executive salaries in Ontario. Note that this freeze will stop once the Government has established an Executive Compensation Framework for Healthcare/Hospital Executives. The position will be reassessed pursuant to that Framework and should the total compensation is higher than rated under the Framework, the salary and performance pay will be changed in three years from the effective date of the new Framework.
- 5.2 The Annual Performance Pay is contingent on the CEO's assessment and evaluation of the EVP-CNE's performance and whether the performance agreement as established in article 5.4, have been successfully met is the CEO's sole discretion. This assessment and evaluation shall be conducted consistent with any applicable policy or procedure which may be established or amended from time to time.
 - 5.3 The hospital will review the base salary of the EVP-CNE in April in each year. This will be conducted and adjustments made consistent with applicable policies or legislation. Review of total compensation, including performance pay, will be conducted every three years and in accordance with applicable policy or legislation. Note this article will be superseded by the Executive Framework cited in article 5.1.

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- 5.4 The CEO and the EVP-CNE shall jointly develop an annual performance agreement which includes goals, milestones and targets for the fiscal year by which the EVP-CNE will be measured when evaluated. Performance pay is allocated according to policy and the actual results achieved against pre-established targets, at the end of the fiscal year once all the year-end financial, clinical and business performance data is available.
- 5.5 The Hospital shall provide the EVP-CNE with six (6) weeks annually paid vacation. Vacation days shall be taken as agreed by the CEO and EVP-CNE.
- 5.6 Carry-over of vacation entitlements from year to year will be done in accordance with hospital policy, unless prior authorization in writing has been obtained from the CEO.
- 5.7 Upon termination of the employment relationship for any reason, the EVP-CNE is entitled to payout of any accrued, but untaken, vacation entitlement.
- 5.8 The Hospital shall reimburse the EVP-CNE for kilometers driven while actively carrying out her job duties, pursuant to the Hospital's travel policy and at the applicable per kilometer rate established by the Hospital from time to time.
- 5.9 The Hospital and Employee shall pay the applicable premium cost of the benefits as outlined in the attached Executive Benefits Chart. Participation in these benefits will be subject to the terms of the applicable benefit plan or policy in effect from time to time. The Hospital may change these benefits and benefit terms from time to time, in which case the Hospital will advise the EVP-CNE of the change(s). The EVP-CNE will be subject to the general conditions and limitations in any benefit plan or program and may be changed without notice. For insured benefits, the Hospital is only required to pay their portion of the premiums and have no further obligations. Termination of benefits will be in accordance with the Termination provisions of this Agreement.

Hospital's Property

- 6.1 The EVP-CNE acknowledges that all items of any and every nature or kind created or used by the EVP-CNE pursuant to the EVP-CNE's engagement under this Agreement or furnished by the Hospital to the EVP-CNE, and all equipment, books, records, reports, files, manuals, literature, confidential information or other materials shall remain and be considered the exclusive property of the Hospital at all times and shall be surrendered to the Hospital in good condition, promptly on the date she ceases for any reason to be an employee of the Hospital irrespective of the time, manner or cause of the release from employment.
- 6.2 Without limiting the generality of the foregoing, the EVP-CNE further covenants and agrees with the Hospital that all documents, including, without limitation, instructions, drawings, notes, memoranda, drawings, blueprints, manuals, letters, notes, notebooks, reports, sketches, formula, records, files, computer programs, data, inventions, patents and other property relating to the Hospital made or conceived by her during the term hereof of which may come into her possession during hereof in her capacity as a employee hereunder are the sole and exclusive property of the Hospital and will not without the prior written consent of the Hospital be removed from the offices of the Hospital (except to the extent necessary in carrying out the EVP-CNE's duties

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hereunder) and shall, in any event, be returned to the Hospital upon the EVP-CNE ceasing for any reason to be an employee of the Hospital.

Conflict of Interest

- 7.1 It is understood and agreed that a conflict of interest or the perception of one does not necessarily involve monetary gain, but may arise in a variety of ways. The EVP-CNE shall be responsible for recognizing and avoiding all circumstances that may give rise to actual or perceived conflict of interest situations. The parties agree that in addition to the EVP-CNE being responsible for recognizing and avoiding all circumstances that may give rise to actual or perceived conflict of interest situations; she shall disclose any such actual or perceived conflicts of interest to the CEO at the earliest possible opportunity upon discovering same.
- 7.2 The EVP-CNE shall not, during the term of the Contract, under any circumstances, either directly or indirectly, engage in any other occupation, business or entity, or have any interest in same, without the prior written consent of the CEO in accordance with Hospital policy for such matters.

Confidentiality

- 8.1 The EVP-CNE acknowledges that she is in a fiduciary relationship and position of trust with the Hospital. In the performance of this Agreement, confidential information relating to the Hospital, its patients and the services it provides may be disclosed or become known to the EVP-CNE. The EVP-CNE acknowledges that the disclosure of confidential information other than as necessary in the fulfillment of the EVP-CNE's employment duties on behalf of the Hospital, or compliance with any applicable statute or regulation or as compelled by a court of law or other judicial or administrative body, would be detrimental to the legitimate interests of the Hospital. The EVP-CNE undertakes and agrees that no such confidential information shall be divulged in any form, nor used directly or indirectly for the EVP-CNE's own purposes or for the purposes of any person, corporation, firm, association or thing other than the Hospital, without the Hospital's prior consent, except as may be necessary in the proper discharge of her responsibilities under this Agreement.

Assignment of the Agreement

- 9.1 Neither party may assign this Agreement without the express written consent of the other party.

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Severability

10.1 The Hospital and the EVP-CNE agree that if any of the provisions or a part of a provision of this Agreement are deemed illegal and unenforceable, such provisions shall be considered separate and severable from this Agreement, and the remaining provisions or part of a provision of the Agreement shall continue in force, and be binding upon the parties as though such provision or part of a provision had never been included.

Entire Agreement

11.1 This agreement constitutes the entire agreement between the EVP-CNE and the Hospital concerning the EVP-CNE's employment relationship with the Hospital. It supersedes any and all other agreements or contracts, whether verbal or written, between the parties. The EVP-CNE further acknowledges that there are no other agreements, understandings, representations, promises or warranties, either collateral, oral or otherwise made to her apart from the obligations of the Hospital expressly set out in this Agreement.

Legal Authority

12.1 The Hospital represents and warrants that:

- (a) it has the authority to enter into this Agreement;
- (b) all necessary steps have been taken by the Hospital to properly authorize the execution and performance of the terms of this Agreement; and
- (c) when this Agreement has been executed by the parties signing below, this Agreement shall be a legal, valid and binding Agreement, enforceable against the Hospital in accordance with the terms.

General

- 13.1 This agreement will be reviewed on an annual basis to identify revisions required as part of legislative or other changes and any agreement will have to be agreed to by both parties.
- 13.2 This agreement may be amended at any time by mutual agreement of the parties in writing.
- 13.3 Any disputes as to the validity, interpretation, performance of this Agreement shall be determined in accordance with the law and by the Courts of the Province of Ontario.

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Independent Legal Advice

14.1 The EVP-CNE acknowledges and agrees that this Agreement was negotiated freely and voluntarily and that the opportunity to seek independent legal advice was offered by the Hospital with respect to this Agreement and its terms, prior to executing same.

IN WITNESS WHEREOF the parties hereto have cause this agreement to be executed:

KINGSTON GENERAL HOSPITAL

Per: redaction
Leslee J. Thompson, President & CEO

I have read, understand and accept the terms and conditions of this Agreement dated this 18 day of Feb., 2015.

SIGNED, SEALED AND DELIVERED in the Presence of:

redaction
Witness

redaction
Silvie Crawford



KINGSTON GENERAL HOSPITAL

Position Profile

Executive Vice President and Chief Nursing Executive

Attachment to the Executive Contract

THE POSITION

Reports to:

President and Chief Executive Officer, KGH

Direct Reports:

- Program Operational Director, OBS/GYN/PEDS/SPA Programs
- Program Operational Director, Cardiac and Emergency Programs
- Program Operational Director, Medicine Program
- Director, Professional Practice Nursing
- Director, Respiratory Care Services and Professional Practice Allied
- Director, Strategy Management and Communications

Interacts with:

- Other Senior Leadership Team members:
 - Vice President, Health Sciences Research
 - Executive Vice President and Chief of Staff
 - Executive Vice President and Chief Operating Officer
 - Vice President and Regional Vice President, Cancer Services
 - Vice President and Chief Financial Officer
 - Vice President and Chief Human Resources Officer
 - Vice President and Chief Information Officer
- The Board of Directors;
- Chiefs of Services, and Medical Directors;
- Physicians, Staff and Volunteers; and
- External stakeholders including:
 - Government Ministries and Agencies, local government and Local Health Integration Networks (LHINs);
 - Academic and Educational Partners;
 - Regulatory Bodies;
 - Other Health and Community Partners;
 - Patients/Families;
 - Patient and Family Advisory Council;
 - University Hospitals Kingston Foundation;
 - Community members and the public;
 - Municipal councillors and elected officials;
 - Peer organizations and related associations; and
 - Business community and other funders.

POSITION OVERVIEW

Kingston General Hospital (KGH) is seeking an exceptional Executive Vice President and Chief Nursing Executive (EVP/CNE) committed to patient-centred care and academic excellence. This leader will continue to ignite the passion, engagement and performance of all staff around the clinical care and academic mission. Further, he/she will serve as an outstanding ambassador for KGH in developing and enhancing partnerships with other organizations to improve the continuum of care for clients and their families.

The EVP/CNE reports directly to the President and CEO of Kingston General Hospital (KGH). As a member of the Senior Leadership Team, the EVP/CNE provides overall strategic and operational leadership and works collaboratively to achieve KGH's strategic directions. In addition, the position influences and is accountable for the planning, implementation and evaluation of strategies that will set the standard for all nursing and allied health professionals, resulting in decreased clinical risk and positive patient outcomes.

In this strategic role, the EVP/CNE will be instrumental in leading a very broad and complex portfolio as KGH continues to embrace their vision with a focus on transforming the patient experience. KGH has cemented its position as a nationally and internationally recognized leader in patient-and family-centred care, research and teaching.

The EVP/CNE will be responsible for ensuring key deliverables are achieved, with a focus on operational efficiency, workforce planning and patient care excellence. The EVP/CNE must be able to dive deep into clinical and operational issues as they present, but also ensure that he/she maintains a strategic/executive demeanour at all times.

As Chief Nursing Executive, the EVP/CNE will be engaged in all levels of nursing and other health disciplines – providing leadership and oversight of professional practice, education, and policy development. Inherent in the role will be the ability of the EVP/CNE in both, operational and CNE roles to lead and facilitate the integration of operations and nursing services for patient care. This will be consistent with a high quality of care and best practice approach across all patient care areas. The EVP/CNE will also play a key role, in the areas of quality and risk management, infection control, patient safety and staff education. The EVP/CNE is accountable for creating an environment in which collaboration is valued and excellence in clinical care and professional development is promoted and achieved.

The EVP/CNE, together with the senior leadership team, will further support KGH's strategy for achieving "*Outstanding Care, Always*" and its action plan for 2015 which includes:

- Establishing the structures and processes to support the patient-centred care philosophy by putting patients at the centre of everything they do;
- Enabling investment in capital equipment and information technology to enable best practice, support quality health care delivery and ensure patient safety;
- Maintain a balanced operating budget position for the final three years of the plan;
- Build a thriving research institute; and
- Become a magnet for talented health-care providers, researchers and learners.

KEY RESPONSIBILITIES

The EVP/CNE, in collaboration with the senior leadership team, sets the new strategic and operational directions and goals for patient programs and services. In addition, the EVP/CNE will negotiate and facilitate a consensus with key stakeholders, and local leadership teams to

develop operational and strategic plans to deliver integrated programs and services within and external to the organization.

Key leadership initiatives for the EVP/CNE will be to:

1. Successfully position the organization to advance clinical, strategic and academic initiatives;
2. Provide leadership across a complex operational portfolio and advancing professional practice excellence;
3. Oversee strategy management and corporate communications, including a successful refresh of the KGH strategy;
4. Champion program improvements that will support clinical best practices, academic excellence and patient and family-centred care;
5. Foster strategic partnerships and maintain effective, collaborative relationships with members of KGH's senior leadership team, health care partners and other stakeholders; and
6. Inspire others to work towards our common aim of "Outstanding Care, Always".

OVERALL LEADERSHIP

Corporate

- In collaboration with the senior leadership team, the EVP/CNE is an active member of the senior leadership team in strategic planning, formulating policy, establishing priorities and allocating resources.
- The EVP/CNE is responsible for ensuring regulatory and operations reporting requirements are achieved through the management of data, statistical and financial information and analyses.
- Manage quality assurance, ensuring compliance with all statutory and regulatory requirements, professional and service quality standards, organizational policies and health and safety standards and protocols.

Clinical Operations and Program Excellence

- Develops and enables a patient-centred services culture committed to evidence-based decision making and quality patient services goals. Champions/advocates and creates structures, teams and processes that will assist the hospital in achieving their patient services goals and focus on improving the patient experience.
- Facilitates participation in research, new opportunities and education, and the application of new models of service delivery.

Team and People Builder

- Actively promotes an environment that supports high quality patient-centred care through a relational-based leadership approach, a commitment to best practices and healthy supportive work environments.
- In partnership with the Senior Leadership Team and the Executive Vice President and Chief of Staff, effectively provides strategic and operational leadership to corporate administrative and clinical programs and services.
- Provides leadership and coaching to team members ensuring that individuals, as well as various teams and groups, can reach their full potential as members of the KGH team.

- Leads the team in creating an environment of trust and safety which will encourage people to explore professional development, innovation, take appropriate risks and focus on delivering the best care and services.
- Builds and evolves a culture of performance and accountability through others.

Community Relationships

- Reaches out and develops relationships with partners and community constituents. Builds communities of support to assist the hospital in meeting patient care goals.
- Effectively represents KGH and continues to establish relationships with members of other relevant institutions, community organizations, colleges and universities, and the private sector.
- Identifies new partnerships and innovative business opportunities that will assist KGH, its partners and stakeholders in building a healthy, strong and highly integrated health system for the communities that it serves and the province of Ontario.

THE PERSON

EDUCATION AND EXPERIENCE

- Graduate degree in a related discipline (e.g., Nursing, Health Administration, Business, Leadership, etc.)
- At least ten years of progressive experience in a health care environment; successful operational and clinical Vice President experience in a complex health system or regional service delivery environment.
- Successful experience as a senior leader in an academic hospital environment is strongly preferred.

KNOWLEDGE AND COMPETENCIES

- Exceptional ability to communicate and promote the mission, vision, guiding principles, goals and strategic direction of the organization with a sense of urgency, enthusiasm and a drive for results.
- Knowledge and demonstrated experience in approaches to effectively manage change and build capacity. Demonstrated ability to lead the change process by engaging stakeholders, helping all stakeholders see the necessity and value of change, anticipating and dealing effectively with resistance to change and demonstrating personal commitment to change through actions and communication.
- Demonstrated success in leading and building a performance culture through transformational change initiatives and effective leadership.
- A track record of successful leadership, poise and presence that inspires confidence and credibility with senior leadership, directors, front line nurses, the medical staff, regulated health professionals, and other internal and external communities.
- Exceptional ability to communicate and promote a vision with a sense of urgency, enthusiasm and a drive for results.
- Ensures the quality of nursing care for the advancement of professional practice by planning, organizing and directing nursing administration, education, practices, research and services.
- Very effective people leadership skills. Capable of setting performance standards, exhibiting mature judgment and managing a team toward meeting and exceeding objectives.

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- Demonstrated success in working with a wide range of constituents. Effective team player with leadership values that reflect a commitment to the development of others, culture development and best outcomes in a multi-disciplinary/complex environment. Has worked with various constituents, individuals and teams to build consensus and support for change initiatives to achieve corporate, program and community goals.
 - Current successful strategic and operational senior level experience obtained in an academic health sciences centre. Experience includes previous program and/or service leadership.
 - Leadership experience in continually seeking to understand and act upon internal and external customer needs, concerns and priorities. This includes a broad knowledge of the changing health care environment and awareness of current trends, and best practices in health service delivery.
 - Highly self-directed with a capacity for leading and executing competing projects and initiatives in evolving, changing and stressful environments.
 - Results oriented. Fosters continuous improvement and works towards continually achieving excellence.
 - Demonstrates and provides unequivocal support for KGH's commitment to providing "*Outstanding Care, ALWAYS*".

**EMPLOYEE BENEFITS
NON-UNION EXECUTIVES**

BENEFIT	EFFECTIVE DATE	COST (FUNDING OF BENEFIT)	PARTICIPATION	COMMENTS
WORKERS SAFETY & INSURANCE (WSIB)	Immediate.	Employer pays 100% of premiums to the Board.	All employees according to WSIB regulations and policies.	If approved by the Board for benefits, employee will receive 85% of regular average earnings (net of statutory deductions - Tax, CPP, EI) (up to WSIB maximum).
CANADA PENSION PLAN (CPP)	Immediate.	Employee pays percentage of annual earnings. Employer matches this.	All employees between the ages of 18 - 65.	This is a federal pension plan. Available at age 65 (may apply for reduced pension at age 60). Disability pension available.
EMPLOYMENT INSURANCE (EI)	As specified in EI guidelines and policies.	Employee pays percentage of basic pay. Employer pays percentage based on employee's basic pay.	All employees.	Provides income protection for layoff and illness. Also provides maternity and parental benefits.
HEALTHCARE OF ONTARIO PENSION PLAN (HOOPP)	Immediate if transferring from another HOOPP employer. Otherwise, if <u>full-time, immediate</u> ; if <u>part-time</u> , after working 700 hours or earning 35% of CPP maximum in previous year.	Employee pays 6.9% of earnings which are less than, or equal to, current CPP ceiling; 9.2% of earnings in excess of above. Employer contributes an amount determined by the HOOPP Administrative Board	Compulsory for full-time employees. All other employees may join if they meet the eligibility requirements.	Normal retirement under HOOPP is 65. Retirement as early as 55 is possible, subject to a reduction in the accrued pension.
SHORT-TERM SICKNESS (HOODIP)	After three months of employment.	Employer pays 100% of cost.	All regular full-time employees.	Benefits are payable for up to 15 weeks. The amount of pay is 100% of salary.
LONG-TERM DISABILITY (HOODIP)	After six months of employment. (Immediately if you come from another HOODIP participating employer within 6 months).	Employee pays 100% of premium.	Compulsory for all regular full-time employees.	Eligible for benefits if determined that employee is unable to perform own occupation (to a maximum of two years). After two year point, employee is eligible only if unable to perform any occupation. The amount of benefit: 65% of earnings (non-taxable). (Note: Must be actively at work on effective date of enrolment)

BENEFIT	EFFECTIVE DATE	COST (FUNDING OF BENEFIT)	PARTICIPATION	COMMENTS
GROUP LIFE INSURANCE (Basic)	After three months of employment	Employer pays 100% of premium.	Compulsory for all regular full-time employees.	200% of base annual earnings.
OPTIONAL LIFE INSURANCE/ SPOUSAL OPTIONAL INSURANCE	After three months of employment	Employee pays 100% of premium.	Optional for all regular full-time employees.	Available in units of \$10,000.00 to a maximum of \$500,000.00. Subject to evidence of insurability. Cannot exceed \$1,000,000. in combined total between Basic Life and Optional Life.
ACCIDENTAL DEATH & DISMEMBERMENT	After three months of employment	Employer pays 100% of premium.	All regular full-time employees.	An amount equal to the principal sum of your Basic Life Insurance.
MAJOR MEDICAL/PAY-DIRECT DRUG BENEFIT*	Immediate (First day of Hospital Service)	Employer pays 100% of premium.	Optional at date of hire for all regular full-time employees. If employee elects to enroll at a later date, will be subject to late enrollment restrictions.	Reimburses 100% for eligible generic drug expenses. Annual deductible for pay-direct drug is \$22.50 single, \$35.00 family. Vision care - \$400.00 every 24 consecutive months. Eye examinations – 1/24 months. Hearing aids - \$500.00 per year. Includes private room coverage. Also includes International Emergency Assistance.
DENTAL PLAN*	Immediate (First day of Hospital Service)	Employer pays 100% of premium	Optional at date of hire for all regular full-time employees. If employee elects to enroll at a later date, will be subject to late enrollment restrictions.	Reimburses 100% for basic and 80% for major restorative services as per current year ODA fee schedule to a maximum of \$2,000.00 per benefit per calendar year. 50/50 coinsurance for dependants to age 18 Orthodontics coverage - \$2,000.00 lifetime. No deductible.
SEMI-PRIVATE HOSPITAL COVERAGE	Immediate (First day of Hospital Service)	Employer pays 100% of premium.	Optional at date of hire for all regular full-time employees. If employee elects to enroll at a later date, will be subject to late enrollment restrictions.	Provides for room and board in a semi-private hospital room with no limit on number of days. No deductible.
PAID HOLIDAYS	Immediate	Employer pays regular salary for full-time employees.	All regular full-time employees.	New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, one (1) float day.
PAID VACATION	Employees accrue vacation hours on the last day of each month of full-time service.	Employer pays regular salary.	All regular full-time employees.	For < one year of service, employee is entitled to five weeks pro-rated: 2.087 days for each completed month of service > 15 years - six weeks; > 28 years – seven weeks

*Coverage through OHIP or a reciprocal provincial plan is required. Entitlement to benefits will be deferred until such coverage is acquired.