



**TERMS & CONDITIONS
OF
EMPLOYMENT**

***Midwife Professional
Practice Group***

Non-Union Employee Group

OUR MISSION, ASPIRATIONS AND VALUES

Our Mission:

To passionately pursue a healthy future for women, children, youth and families.

Our Aspirations:

- System Leadership, Partnership & Advocacy
- Innovation and Research
- Patient & Family Experience
- Quality & Safety
- Our People
- Responsible Stewardship

Our Values:

Safe, Compassionate Care through Leadership, Innovation, integrity and Partnerships

TERMS AND CONDITIONS

This handbook is designed to provide non-union midwife employees with an outline of the Terms and Conditions of their employment at the IWK Health Centre (IWK). Should any questions arise, the Health Centre Policies contained in the Administrative Policy and Procedures manual will govern in all cases. For full and complete details of each policy named in this document, please refer to the appropriate Administrative Policy.

CONDITIONS

BACKGROUND CHECKS (Reference: Administrative Policy 136.0 - Background Checks (Criminal Record, Vulnerable Sector and Child Abuse))

All appointments to the IWK are conditional upon successful clearance from the Child Abuse Registry, a recent Criminal Record Check (obtained no more than six (6) months before date of hire) and, depending on the area of employment or service, a Vulnerable Sector Search. The Human Resources Department will provide the Child Abuse Registry form upon hire. It is the midwife's responsibility to contact the nearest detachment of the Halifax Regional Police or the RCMP to have the Criminal Record Check completed and return it to the Human Resources Department prior to starting work.

EMPLOYEE HEALTH ASSESSMENT (Reference: Administrative Policy 1050.1 - Employee Health Assessment)

All newly hired IWK midwives, as a condition of employment, must have a confidential health assessment started within the first month of hire and successfully completed, as determined by the Occupational Health, Safety and Wellness Department, within their probationary period. The health assessment ensures the midwife's personal health and safety, as well as that of patients, visitors and other employees.

HEALTH CENTRE GENERAL ORIENTATION (Reference: Administrative Policy 801.0- Orientation)

All newly hired IWK midwives must complete the online New Employee Orientation module within the first seven (7) days of work. All mandatory learning modules must be completed prior to the end of the probationary period.

TERMS

RELOCATION ASSISTANCE (Reference: Administrative Policy 815.0 - Relocation Assistance) – Policy Currently Under Review

In order to attract and recruit professional staff, the Health Centre will assist, when appropriate, in relocating regular staff to Halifax. Relevant relocation information will be provided by Human Resources. When relocation assistance is offered to a potential midwife, s/he will agree to a

return of service agreement of two (2) years. If the midwife leaves the employ of the Health Centre within the return of service period or converts to casual status, s/he will be responsible for reimbursing the Health Centre for relocation monies on a pro-rated basis.

PROBATIONARY PERIOD (Reference: Administrative Policy 800.1 - Probationary Period)

All newly hired IWK midwives will serve a probationary basis. The probationary period is intended to provide adequate opportunity for the Employer to evaluate a midwife's suitability and capability to assume the responsibilities of a position. It is also intended to provide a midwife with the opportunity to evaluate the scope and responsibilities of a position to ensure it is in keeping with their personal career goals and objects.

Midwives are subject to a six (6) month probationary period. Employment may be confirmed or terminated at any time during this period.

DRESS CODE (Reference: Administrative Policy 113.1 - Dress Code)

All IWK midwives are required to maintain standards of dress, conduct, appearance and excellent hygiene, reflective of a health care work environment. The standards of dress, hygiene and safety in each area must comply with Occupation Health and Safety Regulations and the Infection Prevention & Control standards of the Organization.

RESPECTFUL WORKPLACE (Reference: Administrative Policy 822.0 - Respectful Workplace - Harassment & Bullying)

The IWK is committed to enhancing the work-life and relationships of its employees, physicians, volunteers and learners by providing a safe, healthy and supportive work environment. Employees, physicians, volunteers, learners, patients, families, visitors, and others have the right to equal treatment without discrimination and to be free from harassment, bullying and discrimination (offensive behavior) in the workplace. The IWK prohibits harassment because of race, color, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or sex, or any other basis as protected by provincial law. Should an act of offensive or disrespectful behavior or harassment involve an IWK employee, the incident will be reviewed by an appropriate party.

IDENTIFICATION (Reference: Administrative Policy 106.0 - Photo Identification Badges)

To assist patients, families, visitors and employees in identifying those who have legitimate authority to act on behalf of or as a representative of the IWK, all midwives must display an IWK issued photo identification card or badge at all times in a manner that is clearly visible to those with whom they are interacting. I.D. badges are the property of the Health Centre and must be returned upon termination of employment.

CONFIDENTIALITY (Reference: Administrative Policy 320.1 - Confidentiality Pledge)

All newly hired IWK midwives are required to sign a Pledge of Confidentiality, prior to commencing work, pledging to keep confidential all matters that come to their attention while working for the IWK. The Confidentiality Pledge is maintained in the midwife's file within Human Resources. A breach of confidentiality or inappropriate use of information obtained through the workplace could result in disciplinary action, up to and including termination of employment.

HOURS OF WORK

A midwife is responsible for scheduling his or her work to meet the requirements of his or her patient needs which, for such full-time midwives, shall be seventy-five hours over a two week period (pro-rated for part-time).

OVERTIME (Reference: Administrative Policy 852.1 - Overtime and Administrative Leave)

Where a midwife is to work additional hours (in excess of their regular bi-weekly schedule), such midwife shall take equivalent time off on an hour for hour basis within the pay period. In the event that it is not operationally feasible to allow such midwife to take the equivalent time off in order to remain working within seventy-five hours bi-weekly, such midwife shall be eligible to bank lieu time at the straight time rate. In these situations time in lieu banks must be used in the year they are earned and once they reach 37.5 hours they must be used before additional time can be banked. In exceptional circumstances, the additional hours worked can be paid at the overtime rate of 1.5x the regular rate of pay. The request must be approved by the employee's Manager.

WEEKEND PREMIUM

Midwives required to work during the fifty-five (55) consecutive hour weekend period shall be compensated a weekend premium. A midwife working during the period commencing at 0001 hours Saturday and ending 0700 hours Monday shall be compensated a weekend premium of one dollar and seventy-five cents (\$1.75) per hour worked (or part thereof), including overtime hours worked and time worked during a call back.

STAND-BY AND CALL BACK (Reference: Administrative Policy 853.3 – Stand-by and Call Back)

Midwives shall receive a standby premium of thirteen dollars and fifty cents (\$13.50) for each standby period of eight (8) hours or less. Employees required to standby on a holiday shall receive a standby premium of twenty seven dollars (\$27.00) for each standby period of eight (8) hours or less.

Call back is incurred any time an employee is requested to return to the work place while on standby and commences when the Midwife enters the work place and finishes when the designated work has been completed, or, up to the point where the call might run into normal

working hours, if applicable. A midwife called back to work shall be compensated for a minimum of four (4) hours at the straight time rate for the period worked, or at the applicable overtime rate whichever is greater. The minimum guarantee of four (4) hours pay at the straight time rate shall apply only once during each eight (8) consecutive hours on stand-by. Second and subsequent call backs in the same eight hour period shall be paid at one and one-half times the hourly rate. Midwives called back shall be reimbursed for transportation to and from the work place to a maximum of ten dollars (\$10.00) per call each way. For information regarding compensation Remote Consulting while on stand-by, please refer to the Administrative Policy.

HOLIDAYS (Reference: Administrative Policy 856.1 - Holidays)

The Health Centre observes the following paid holidays for its eligible midwives:

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|-------------------|----------------|--------------------|--------------------|
| • New Year’s Day | • Victoria Day | • Thanksgiving Day | • One-half day |
| • NS Heritage Day | • Canada Day | • Remembrance Day | beginning at 12:00 |
| • Good Friday | • Natal Day | • Christmas Day | noon on Christmas |
| • Easter Monday | • Labour Day | • Boxing Day | Eve Day |

Midwives are eligible for holiday pay if they have worked or been paid the working day immediately preceding and the working day following the holiday. Part time midwives shall earn holiday pay on a prorated basis based on their employment percentage.

Midwives who are scheduled and report to work on a holiday shall be compensated at the applicable overtime rate for the hours worked and be entitled to the equivalent number of hours worked off with pay at a later mutually agreed upon date.

When the calendar date of the holiday occurs on a rest day, the following working day will be observed if operationally feasible. In such cases where the 24th of December falls on a Saturday or Sunday, the midwife will have to option to take the holiday hours and apply them to the Friday immediately preceding the Saturday or Sunday if operationally feasible.

INSURANCE

The Health Centre will cover the cost of third-party professional liability coverage to the midwife for events which occur while carrying out their duties.

LEAVES OF ABSENCE

BEREAVEMENT (Reference: Administrative Policy 855.2 - Bereavement Leave)

If a death occurs in the immediate family of a midwife, while the midwife is at work, the midwife shall be granted immediate paid time off for the remainder of their shift. The midwife will also receive leave with pay for scheduled shifts that fall within the seven (7) consecutive calendar

days commencing on the calendar day following the day of death. In any event, the midwife shall be entitled to thirty-seven and one-half (37.5) consecutive hours paid leave even if this extends past the seven (7) calendar days leave. Immediate family refers to a midwife's (natural, step or foster) parent, spouse (includes common-law and/or same sex partners), spouse's parent, (natural or step) child, sibling, (natural or step) grandparents, daughter-in-law, son-in-law, (natural or step) grandchild or guardian of the midwife and a relative permanently residing in the midwife's household or with who the midwife permanently resides.

In the event of the death of a midwife's brother-in-law, sister-in-law, son-in-law or daughter-in-law, the midwife shall be granted paid leave for any scheduled shifts that fall within the three (3) consecutive calendar days following the day of death. The three (3) days include any time required to travel. In the event of the death of a midwife's aunt, uncle, niece, nephew or the grandparents of the spouse of the midwife, the midwife shall be granted one (1) day leave without pay for the purpose of attending the funeral. Bereavement leave may be substituted for scheduled vacation and/or paid sick leave, but not for Statutory Holidays. Part time midwives shall be entitled to this benefit on a pro-rated basis based on their employment %.

A midwife shall be entitled to (1) day leave without pay, for the purpose of attending the funeral of a midwife's aunt or uncle, niece or nephew, or the grandparents of the spouse of a midwife. A midwife may be granted up to two (2) days for travel without pay for the purposes of attending the funeral. The midwife may elect that such bereavement leave be paid by charging the time to the midwife's accumulated vacation, accumulated holiday or accumulated overtime.

COURT LEAVE (Reference: Administrative Policy 890.0 - Jury Duty)

A midwife called for jury duty (including time spent in the process of jury selection) or subpoenaed as a witness will be granted a paid leave of absence for the duration of such duty, provided such midwife would normally have missed scheduled shifts, while serving as a juror or a witness. Midwives are required to submit income received as a jury member or a witness to the Virtual Business Office either by cheque or credit card, except for:

- monies received to cover incidental expenses
- monies earned in excess of the midwife's salary for the period of the paid leave

MEDICAL APPOINTMENTS, FAMILY ILLNESS AND EMERGENCY LEAVES (Reference: Administrative Policy 862.1 - Leave for Personal Medical Appointments, Family Illness and Emergency)

Midwives with sufficient sick leave credits shall be provided a paid leave of absences of up to a total of thirty-seven and one-half (37.5) hours (pro-rated for part-time midwives) per fiscal year, debited against sick leave credits, in order to:

- Engage in and facilitate the midwife's personal preventative medical or dental care (in the event that an appointment cannot be scheduled outside of work hours)

- Attend to a member of the midwife’s immediate family who has become ill or disabled, in order to make alternate care arrangements where the midwife’s personal attention is required and which could not be serviced by others or attended to by the midwife outside of work.
- Attend to an emergency situation (fire, flood, or other natural disaster) which requires the midwife’s personal attention which could not be serviced by others or attended to by the midwife outside of work.

An immediate family member refers to a midwife’s (natural, step or foster) parent, son, daughter, spouse (includes common-law), guardian of the midwife, a relative permanently residing in the midwife’s household or a relative with whom the midwife permanently resides.

MATERNITY, PARENTAL & ADOPTION LEAVE (Reference: Administrative Policy 893.1 – Pregnancy/Parental/Adoption Leave and Allowances)

Leave of absence for maternity, parental or adoption reasons shall be granted to midwives. Combined maternity and parental leaves shall not exceed seventy-eight (78) weeks.

To be eligible to receive Supplementary Employment Benefit (S.E.B.) top-up pay when going off on pregnancy, parental or adoption leave the midwife must be working in a permanent position with at least one year of service.

If subject to a one (1) week waiting period for Employment Insurance (EI), eligible midwives are entitled to one (1) week of top-up to 75% of their regular pay and one (1) week of top-up to 93% of their regular pay respectively. Eligible midwives are entitled for top-up to 93% of their regular salary from the Employer inclusive of their regular benefits from EI for an additional fifteen (15) weeks of maternity leave and an additional ten (10) weeks of adoption leave.

Full time and part time midwives, please refer to the Administrative Policy for top up calculation methods and details.

Where a midwife’s spouse gives birth to a child or when an adopted child arrives in the midwife’s home, the midwife shall be granted special leave without loss of regular pay up to a maximum of fifteen (15) scheduled hours. This leave may be divided into periods and granted on separate days.

SICK LEAVE (Reference: Administrative Policy 857.1 - Sick Leave)

A midwife who is absent from a scheduled shift on approved sick leave may be granted sick leave pay when unable to perform the duties of their position, provided the midwife has sufficient sick leave credits. Sick leave credits for eligible full-time midwives accumulate on the basis of eleven and one-quarter (11.25) hours for each one hundred and sixty-three (163) regular paid hours, to

a maximum of 150 days (1125 hours). Sick leave credits for eligible part-time midwives accumulate on a pro-rated basis.

VACATION

Midwives shall receive four (4) weeks of vacation during each full year of employment, for their first nine (9) years of employment; five (5) weeks at the commencement of their tenth (10) year of employment and six (6) weeks at the commencement of the twenty-fifth year of employment. Part time midwives shall have their vacation pro-rated based on their FTE. Midwives are required to plan for use of their full annual vacation entitlement prior to the end of the fiscal year (April 1- March 31) in which it is earned, and for communication of this plan to their immediate Manager or delegate.

If a midwife's pre-approved vacation is cancelled by the Employer, causing the midwife to lose a monetary deposit on vacation accommodations and/or travel, the Employer will reimburse the midwife for the monetary deposit, providing the employee does everything reasonably possible to mitigate the loss, and has notified the Employer that the monetary deposit will be forfeited.

Casual midwives will receive vacation pay each period, included within an allotment of 11% gross earnings, in lieu of benefits and vacation.

PAY DAY

Pay day will normally be every second Thursday with pay being calculated for a two week period. Pay is issued 12 days following the end of the two week period. Pay is directly deposited into the employee's bank account. Pay advice outlines the deductions, hours worked, vacation and sick leave banks and can be accessed electronically through Employee Self-Serve (ESS) on Pulse.

RESIGNATION

An exiting process exists in order to ensure the effective and efficient separation of staff members from their employment with the IWK Health Centre. The process requests that midwives supply their Manager, Director or VP with three (3) months written resignation notice.

RETIREMENT (Reference: Administrative Policy 903.1 for Retirement Language - Voluntary Separation)

Midwives age 50 years and older with 10 years of full time service may retire from the IWK and be eligible for certain retiree benefits. Active midwives must take receipt of pension no later than December 1 in the year the employee reaches the age of 71.

Midwives hired after April 1, 2015 are not eligible for retirement allowance benefits, unless they transitioned from the Nova Scotia Health Authority and/or the Department of Health and Wellness and had such previous service recognized upon hire at the IWK for the purposes of retirement allowance calculation. If however the midwife participated in the one-time early payout option of their retirement allowance offered to non-union employees in January 2018

(referred to as a *Service Payout*), they would not be entitled to an additional retirement allowance.

A midwife hired prior to April 1, 2015 who is eligible and chooses to retire in accordance with the terms of the Canada Pension Plan or NSHEPP, or is terminated in accordance with the terms of the HANS LTD plan, shall be granted a retirement allowance the equivalent of one (1) week of pay for each complete year of service to a maximum of twenty-six (26) weeks' pay (pro-rated for part-time midwives). Where a midwife dies and would have been entitled to the retirement allowance, the retirement allowance shall be paid to the beneficiary or estate.

SALARIES/INCREMENTS - (Reference: Administrative Policy 807.0 - Salary Establishment and 895.0 - Salary Adjustment)

The Employer establishes the salaries and policies for all non-union positions. Salary administration is the responsibility of Human Resources. Midwives will receive yearly increments to the next level (step) of the salary scale on the anniversary of their date of appointment into the position, until scale maximum is reached. Non-union positions/classifications are reviewed through the HAY Evaluation process.

DEFERRED SALARY LEAVE PLAN

The Health Centre has a self-funded Deferred Salary Leave Plan open to all employees. Program details and applications are available through the Human Resources Department. It is designed to help plan and finance a leave of absence of six (6) to twelve (12) consecutive months for any reason, whether the employee elects to continue educational studies (minimum three (3) months), travel or pursue some other interest. The plan operates by allowing the employee to direct a portion of salary to be retained in a trust fund for a maximum of six (6) years, the proceeds of which will fund a leave of absence usually one year. Approval is required from the employee's Manager, Director, VP or CEO as appropriate.

PURCHASED VACATION/EXTRA TIME OFF PROGRAM

The purchased vacation/extra time off program provides employees the opportunity to apply for time off, the pay for which is recovered from their direct deposit over twenty-six (26) pay periods. The limit of time taken is restricted to a maximum of two (2) weeks or ten (10) days. Details and program applications can be obtained from the Payroll Office.

SMOKE FREE (Reference: Administrative Policy 104.2 - Smoke Free Policy)

The IWK supports a safe environment for all patients, families, visitors, employees, physicians, volunteers and learners. In order to achieve a safe environment for all we need to provide an environment free of second-hand smoke both inside and outside our facilities.

Smoking of tobacco or any other substances that can be smoked, burned or heated for the purposes of inhalation and use of e-cigarettes is not permitted in any facility or building and on any grounds or “outside areas” of any property owned, leased, or under the control of the IWK, including inside any vehicle parked on the grounds or “outside areas” of the IWK.

SCENT AWARENESS (Reference: Administrative Policy 103.0 - Scent Awareness Policy)

The IWK will proactively work toward a low scent/scent reduced environment. Scented personal products may have an impact on and/or be offensive to patients, families, visitors, employees, physicians, volunteers and learners who have sensitivities, allergies, or medical conditions related to scents and odors. Midwives are expected to be aware of scents and mindful of the effects on others, and use low scent/scent reduced personal products when possible, before entering IWK facilities and client homes. When purchasing products, the lowest scent/no scent option will be selected whenever possible.

TRANSPORTATION (Reference: Administrative Policy 501.5 - Travel Policy)

A midwife who is authorized to use a privately owned automobile on the Employer’s business shall be paid an allowance as per current policy.

CHANGE OF PERSONAL INFORMATION - (Reference: Administrative Policy 861.0 - Employee Records)

It is the employee’s responsibility to notify Human Resources of any personal data changes such as marital status, address, banking information, beneficiary updates, etc. For information on how to make such changes and where to locate the appropriate information, please refer to the Administrative Policy.

EMPLOYEE DISCOUNTS (Reference: Section 3.7 - Employee Guide to the IWK)

A number of organizations offer discounts to IWK employees. Those discounts are subject to change. It is recommended that midwives ask a business if they offer a discount to IWK employees.

BENEFITS

Mandatory Benefits		
Benefit	Eligibility	Details
NSAHO Pension	<input type="checkbox"/> Regular full time, regular part time, temporary of 50% employment or more	<input type="checkbox"/> Employer/Employee cost share <input type="checkbox"/> If an employee was enrolled in the NSAHO pension with a previous employer within the last 6 months, s/he may have an option to enroll in the pension plan with the IWK Health Centre. If enrolled in the NSAHO pension plan with a current employer, it is mandatory to enroll in the IWK pension plan immediately.
*HANS Long Term Disability	<input type="checkbox"/> Regular full time, regular part time of 28 hours or more	<input type="checkbox"/> Employer/Employee cost share 50/50
HANS Group Life Insurance	<input type="checkbox"/> Regular full time, regular part time of 40% employment or more <input type="checkbox"/> Temporary with 40% employment if assignment is for a minimum of one year	<input type="checkbox"/> Employer/Employee cost share 50/50
HANS Dental Insurance	<input type="checkbox"/> Regular full time, regular part time of 40% employment or more <input type="checkbox"/> Temporary with 40% employment if assignment is for a minimum of one year	<input type="checkbox"/> Employer/Employee cost share 65/35 <input type="checkbox"/> Coverage can be waived if proof of alternate coverage is provided

Optional Benefits		
Benefit	Eligibility	Cost

HANS Optional Life Insurance	<input type="checkbox"/> Regular full time, regular part time of 40% employment or more	<input type="checkbox"/> 100% Employee paid
HANS Optional Dependent Life Insurance	<input type="checkbox"/> Regular full time, regular part time of 40% employment or more	<input type="checkbox"/> 100% Employee paid
HANS Accidental Death & Dismemberment	<input type="checkbox"/> Regular full time, regular part time of 40% employment or more	<input type="checkbox"/> 100% Employee paid
HANS Critical Care Insurance	<input type="checkbox"/> Regular full time, regular part time of 40% employment or more	<input type="checkbox"/> 100% Employee paid
HANS Health Insurance	<input type="checkbox"/> Regular full time, regular part time of 40% employment or more <input type="checkbox"/> Temporary with 40% employment if assignment is for a minimum of one year	<input type="checkbox"/> Employer/Employee cost share 65/35

* Health Association of Nova Scotia (HANS)

PORTABILITY OF SERVICE BETWEEN IWK AND NSHA

IWK and NSHA will recognize the Service of those employees hired between the organizations, after October 18, 2015, as their earliest Service at either organization, for the following purposes: vacation accumulation, calculation of retirement allowance, and entitlement to Supplementary Employment Benefits related to pregnancy, parental and adoption leave. This includes employees which terminate from either organization and begin work within 3 months at the other or the original organization, providing the termination was not for cause or retirement. Accumulated sick leave benefits to a maximum of twenty (20) days (one hundred and fifty (150) hours) shall also be recognized by the hiring Employer. Exceptional circumstances may arise where alternative arrangements may be approved. These exceptions require the approval of VP of People & Organization Development.