

**ESSENTIAL SERVICES AGREEMENT**  
between  
Golden Life Management (Evanston Grand Village)  
and  
THE ALBERTA UNION OF PROVINCIAL EMPLOYEES (AUPE)  
on behalf of Local 048 Chapter 033

PREAMBLE AND PURPOSE

- A. The Parties, in accordance with the Alberta *Labour Relations Code* (the "Code"), acknowledge the requirement of an Essential Services Agreement (Agreement) to ensure the continued provision of Essential Services in the event of a strike or lockout.
- B. The Employer acknowledges the right of employees in the bargaining unit to withhold their labour and strike in accordance with the Agreement and applicable law.
- C. The Union acknowledges the right of the Employer to lockout employees in the bargaining unit in accordance with the Agreement and applicable law.
- D. The Employer has elected to use Designated Essential Services Workers during a strike or lockout.

In recognition of this, the Parties agree as follows:

<b>ACCEPTED</b>	
[Redacted Signature]	July 5, 2022
Commissioner	Date
EA No. <u>ESA00033-2022</u>	

## **ARTICLE 1 - STRUCTURE OF THE AGREEMENT**

1.1 This Agreement consists of two parts, being:

(A) Part A, which contains general provisions that apply to the entire Agreement;

(B) Part B, which contains schedules with specific provisions related to:

- (i) Essential Services to be maintained by Bargaining Unit Members during a Work Stoppage;
- (ii) the positions and the number of employees within each position, required to perform Essential Services during a Work Stoppage;
- (iii) the number of Capable and Qualified persons able to perform Essential Services during a Work Stoppage.

## **ARTICLE 2 - DEFINITIONS AND INTERPRETATION**

2.1 The following terms shall have the meanings ascribed to them:

- (a) "Agreement" means this Essential Services Agreement;
- (b) "Bargaining Unit Members" means those employees who are members of AUPE Local 048 Chapter 033 as defined by certificate number C-38-2016 issued by the Alberta Labour Relations Board;
- (c) "Capable and Qualified Person" refers to management, exempted and out of scope employees who have the skills, abilities and current certifications required to perform Essential Services duties during a Work Stoppage;
- (d) "Collective Agreement" means the collective agreement between the Parties that expired on September 30, 2019;
- (e) " Code" means the *Labour Relations Code* RSA 2000,c L-1;
- (f) "Commissioner " means Alberta's Essential Services Commissioner and has the same meaning as defined in the Code;
- (g) "Designated Essential Services Worker" means a Bargaining Unit Member who is required to work in accordance with an Essential Services Agreement during those times that they are required to perform Essential Services under the Agreement and has the same meaning as defined in the Code;
- (h) "Eligibility List" mean the list of the names, position titles, classifications, and contact information for all Bargaining Unit Members who have the qualifications and training to perform the Essential Service duties listed in Part B of this Agreement;
- (i) "Emergency" means a present or imminent event that, in the opinion of the Employer, requires prompt action, co-ordination of action, and/or special regulation of persons or property to:
  - (i) protect the safety and health of the public;
  - (ii) limit significant damage to property.
- (j) "Employer " means Golden Life Management - Evanston Grand Village;

- (k) "Employer Designate" means a person designated by the Employer to act in that capacity;
- (l) "Essential Services" are those services:
  - (i) the interruption of which would endanger the life, personal safety or health of the public; or
  - (ii) necessary to the maintenance and administration of the rule of law or public security.
- (m) "Lockout" has the same meaning as defined in and permitted by the Code;
- (n) "Parties" means the Employer and the Union;
- (o) "Strike" has the same meaning as defined in and permitted by the Code;
- (p) "Umpire" means the persons identified in Article 11 of this Agreement and if that person is unavailable, a person appointed by the Commissioner;
- (q) "Union" means the Alberta Union of Provincial Employees;
- (r) "Union Designate" means a person designated by the Union to act in that capacity;
- (s) "Work Stoppage" means a Strike or Lockout permitted under the Code.

2.2 The following interpretive guides apply to this Agreement:

- (a) Whenever the singular is used, it shall be deemed to extend to and include the plural and vice versa,
- (b) The headings in this Agreement have been included for convenience only and they do not define, limit or enlarge the scope or meaning of this Agreement or any part of it,
- (c) This Agreement does not constitute a precedent for future negotiations of essential services agreements between the Parties.

### **ARTICLE 3 - PROCESS FOR NEGOTIATING STAFFING PLANS**

- 3.1 The Parties agree to develop staffing plans that set out the classifications of employees, and the total number of positions in each classification, required to perform the Essential Services (see Part B).
- 3.2 Prior to any staffing plan discussions, the Employer shall provide the Union relevant information regarding staffing for each Department:
  - (a) Normal hours of operation;
  - (b) Schedule rotations;
  - (c) Current status of employees (e.g. actively working, on Leave of Absence, or employees with restrictions);
  - (d) Employee contact information;
  - (e) A list of all Capable and Qualified persons including professional qualifications.

## **ARTICLE 4 - PROCESS FOR ASSIGNING DESIGNATED ESSENTIAL SERVICESWORKERS**

- 4.1 Within two weeks of receiving a request from the Union, or at the same time as an Employer application for a lockout poll, whichever occurs first, the Employer will provide the Union with a list of Bargaining Unit Employees eligible to work as Designated Essential Services Workers for each position identified in Part B. For each Bargaining Unit Employee, the Eligibility List will include:
- (a) Name;
  - (b) Worksite location, Department and Shift Pattern;
  - (c) Position title;
  - (d) Classification;
  - (e) Most recent contact information; and
  - (f) To the best of the Employer's knowledge, current status (e.g. active, leave of absence) and any known work restrictions.
- 4.2 At the same time that the Employer provides the Union with the information in Article 4.1, the Employer will provide the Union with a list of worksite contacts for scheduling purposes.
- 4.3 The Union will schedule Designated Essential Services Workers to perform Essential Services duties during a Strike or Lockout, and will distribute shifts fairly, to the greatest degree possible, amongst Bargaining Unit Employees eligible to be Designated Essential Services Workers.
- 4.4 No later than forty-eight (48) hours prior to the commencement of a Strike or Lockout, the Union will provide the Employer with a seven (7) day schedule for Designated Essential Services Workers. The Union will provide the Employer with further seven (7) day schedules forty-eight (48) hours prior to each subsequent seven-day period.
- 4.5 At the same time that the Union provides the Employer with the information in Article 4.4, the Union will provide the Employer with a list of worksite contacts for scheduling purposes.
- 4.6 The Union will ensure employees designated to perform Essential Service duties during the work stoppage report for all of their scheduled shifts as per the negotiated staffing levels in Part B of this agreement. If a scheduled employee is ill or otherwise unavailable, the employee is to notify the Union

- 4.7 Designate at least two (2) hours prior to the scheduled shift. The Union will find a replacement for the worker and update the Employer prior to the start of the shift.
- 4.8 Unless otherwise indicated in Part B of the agreement, a Designated Essential Services Worker will generally be required to work the shift in its entirety to ensure the effective delivery of Essential Services duties. Exceptions may include but are not limited to sudden onset of illness or personal emergency. The Union will find a replacement for the worker and update the Employer as soon as a replacement is confirmed.
- 4.9 Both Parties acknowledge the benefits of having workspace in near proximity to the impacted site(s) that will help facilitate ongoing communication between site leadership and Union Designate who are responsible for assigning Designated Essential Services Workers. In the event of a strike or lockout, the Employer shall provide the Union with an exclusive-use, on site facilities at the Employer site for the duration of the dispute. The Union shall use the space solely for the purpose of communicating with the Employer and scheduling work of the Designated Essential Services Workers. The site may require that the Union representative be accompanied by an Employer representative at all times.
- 4.10 In the event of a strike or lockout, the Union shall be responsible for the cost and procurement of any equipment, supplies or additional items that may be required to perform its staffing/ scheduling responsibilities under this Agreement.
- 4.11 The Union Designate responsible for assigning Designated Essential Services Workers may request the Employer authorize overtime in accordance with Article 13 of the Collective Agreement. No overtime will be worked by a Designated Essential Services Worker unless authorized in writing by the Employer.

## **ARTICLE 5 -TERMS AND CONDITIONS OF EMPLOYMENT**

5.1 Upon commencement of a strike or lockout, the terms of the Collective Agreement:

- (a) Shall not apply to Employees on strike or lockout; however, benefit coverage will be maintained for all eligible Employees as per Article 23 of the Collective Agreement and the Union agrees to reimburse the Employer for the associated costs in accordance with Article 5.2;
- (b) Shall continue to apply to Designated Essential Services Workers performing essential services except as amended below. The following articles and clauses in the Collective Agreement shall not apply:

Article 12- Hours of Work

Article 13- Overtime

The rest periods for Designated Essential Services Workers will be in accordance with Clause 12.02 and 12.03 of the Collective Agreement.

Designated Essential Services Workers are eligible for overtime at one and one half times (1.5X) their basic rate of pay for any time worked in excess of:

- seven point seven five (7.75) hours for Employees classified as Licensed Practical Nurse, Health Care Aide, or Recreation Aide; or
- eight (8.0) hours for Employees classified as Cook, Dietary Aide, or Receptionist/Administrative Assistant.

The Union will make all reasonable efforts to ensure that overtime is avoided when assigning and filling shifts. Except in cases of an emergency, the Union must have Employer approval prior to filling an essential shift which will result in overtime costs. All overtime will be paid out and no banking of hours will be permissible.

Designated Essential Services Workers will utilize the Employer's time reporting system to ensure accurate processing of payroll for hours worked.



5.2 Those employees who were qualified for and in receipt of benefits as per Article 23\_- Health Care Benefits prior to the Work Stoppage will continue to receive benefits during the period of the strike or lockout on the following basis:

- a) The Employees shall pay their share of the premiums each pay period as per the Collective Agreement;
- b) The Employer share of the premiums shall be paid each pay period by the Employer, the Union, or a combination of both, based on the number of regular hours worked by the Employee in the bi-weekly pay period:
  - i. the Employer shall pay all of the Employer share of the premiums in a pay period for an employee whose regular hours worked in that pay period are equal to or greater than their full time equivalency at the start of the Work Stoppage;
  - ii. the Union shall pay all of the Employer share of the premiums in a pay period for an employee who does not work any regular hours in that pay period;
  - iii. the Employer and the Union will divide the Employer share of the premiums in a pay period for an employee based on the employee's regular hours worked compared to their full time equivalency at the start of the Work Stoppage, with the Employer paying the portion for time worked and the Union paying the portion for time not worked.

Example: A Health Care Aide with a FTE at the start of the Work Stoppage of 0.56 (43.3 hours bi-weekly) works 23.25 regular hours in a pay period during the Work Stoppage. This equates to 53.57% of the Employee's pre-Work Stoppage hours. For this pay period, the Employer pays 53.57% of the Employer premiums and the Union pay the remaining 46.43% of the Employer premiums.

- c) The Union's portion of the Employers' associated cost under the Collective Agreement will be billed to the Union no later than sixty (60) days following the conclusion of a strike or lockout. The Union shall submit payment no later than sixty (60) days following receipt of the invoice.

## **ARTICLE 6 - CAPABLE AND QUALIFIED PERSONS**

- 6.1 The Employer shall utilize the services of its management and excluded employees at Evanston Grand Village, who are capable and qualified. Unless otherwise agreed to by the Parties, Capable and Qualified persons shall work extended hours of one hundred and fifty (150) per cent of their regularly scheduled hours per week. The Parties agree that management and excluded employees will continue to perform their essential managerial functions.
- 6.2 The Employer shall be responsible for assigning Capable and Qualified persons to fill positions for specific shifts. The Employer shall inform the Union of the number of Capable and Qualified persons assigned to any particular shift. These Capable and Qualified persons shall be counted towards the number of positions in each classification in accordance with the staffing plans.
- 6.3 Where the Employer has previously advised the Union that a Capable and Qualified person is assigned to a particular shift, and that person is unable to report for their assigned shift, the Employer will make every reasonable effort to fill the shift with an alternate.
- 6.4 If the Employer cannot find an alternate, the Union will be informed, with justification, at least two (2) hours prior to the commencement of the shift and the Union will assign a Designated Essential Services Worker to fill the shift.

## **ARTICLE 7 -VOLUNTEERS**

- 7.1 The Employer shall provide the Union with a list identifying all volunteers who are expected to perform volunteer duties during the dispute, and where they usually perform their volunteer duties. The scope of practice for volunteers shall not be expanded. The Employer shall, if requested by the Union, record the daily number of hours worked by each volunteer and forward a written record of the hours worked to the Union every three (3) days.

## **ARTICLE 8 – PROHIBITION ON REPLACEMENT WORKERS**

8.1 During a strike or lockout at a site, the Employer shall not:

- (a) Permit employees in the bargaining unit on strike or lockout to work unless they are a Designated Essential Services Worker;
- (b) Increase the scope of work performed by volunteers or contracted out services;
- (c) Hire additional persons to perform work normally performed by an employee in the bargaining unit that is on strike or lockout.

## **ARTICLE 9\_- RESPONDING TO EMERGENCIES**

- 9.1 Where an Emergency that cannot be responded to safely by the number of Designated Essential Services Workers and Capable and Qualified persons available as per Part B of this Agreement, the Employer will immediately contact the Union to advise of the number of additional Designated Essential Services Workers that are required to appropriately respond to the situation.
- 9.2 The Employer shall provide the Union with a verbal summary of the situation; in response, the Union shall comply with the request to ensure that the Designated Essential Services Workers arrive as soon as reasonably possible and within any time limits as prescribed on the staffing plan. Within twenty-four (24) hours of the request, the Employer will provide the Union with written documentation to support the request.
- 9.3 During an Emergency where Designated Essential Services Workers are recalled, the Employer will provide the Union with reasonable updates as to the status of the Emergency, including its anticipated duration.
- 9.4 Where a Strike or Lockout is still in effect and the Employer determines that some or all recalled Designated Essential Services Workers are no longer required to respond to the Emergency, the Employer will release those unrequired Designated Essential Services Workers in an orderly manner as soon as reasonably possible.
- 9.5 In the event of a dispute between the Employer and the Union as to the number of requested staff required to respond to the emergency the Designated Essential Service Workers will perform the work in question immediately and without delay. If such a dispute arises the dispute will be addressed in accordance with Article 11 of this Agreement.

**ARTICLE 10\_- CHANGES IN CIRCUMSTANCES AND AMENDMENTS TO THIS AGREEMENT**

- 10.1 Either Party may, by written notice, propose amendments to this Agreement, including an increase or reduction in the number of Designated Essential Services Workers required to maintain Essential Services.
- 10.2 If the Parties are unable to agree on an amendment proposed under Article 10.1, either Party apply to the Umpire or Commissioner to mediate or settle the proposed amendment.
- 10.3 Despite Articles 10.1 and 10.2, Part B of this agreement may contain more specific provisions to increase or reduce the number of Designated Essential Services Workers needed to maintain Essential Services.

## **ARTICLE 11.- DISPUTE RESOLUTION AND UMPIRES**

- 11.1 The Parties agree to make every reasonable effort to resolve Essential Services Agreement disputes through discussions between a Union Designate and an Employer Designate before referring the matter to an Umpire.
- 11.2 Twenty-four (24) hours prior to a Strike or Lockout:
- (a) The Employer will provide the Union with a list of individual(s) designated to act as an Employer Designate, along with contact information for the individual(s);
  - (b) The Union will provide the Employer with a list of individual(s) designated to act as a Union Designate, along with contact information for the individual(s).
- 11.3 Where the Parties are unable to resolve an Essential Services dispute, either Party may refer the dispute to an Umpire for resolution with written notice to the other Party.
- 11.4 Unless otherwise agreed to by the Parties, when a dispute is referred to an Umpire, it will be heard within twenty-four (24) hours of the referral. A decision will be rendered as quickly as possible, but in no event longer than forty-eight (48) hours from the date of referral.
- 11.5 The Parties agree to Deborah Howes as the Umpire for the purpose of this Agreement.
- 11.6 If the Umpire from 11.5 is unable to hear an application and resolve the dispute in the aforementioned time period, the Parties may apply to the Commissioner to appoint an Umpire.
- 11.7 If the dispute is not resolved by the Umpire to the satisfaction of either the Employer or the Union, the Parties may, together or separately, apply to the Commissioner for a review of the decision within ten (10) calendar days pursuant to section 95.7 of the Code.

## **ARTICLE 12 - COMMUNICATION**

12.1 The Employer shall make all reasonable efforts to ensure the public is aware of the impact on services as a result of the strike or lockout.

12.2 The Parties agree to develop a joint communication for the purpose of informing all employees of their obligations during a strike or lockout, including but not limited to:

- (a) Reporting for assigned shifts;
- (b) Reporting to work on time and within the prescribed time limits when placed on-call;
- (c) Completion of Essential Services duties, including the duties being performed by Capable and Qualified Persons;
- (d) Protocol for calling in sick;
- (e) Protocol for leaves of absence;
- (f) Protocol for reporting to work when responding to emergencies, unanticipated or foreseeable changes to the Essential Services;
- (g) Protocol for discussing the strike or lockout while on site;



**ARTICLE 13\_- TERM OF THE ESSENTIAL SERVICES AGREEMENT**

13.1 This Agreement shall be in effect on the date on which it is accepted for filing by the Commissioner and applies to the current round of collective bargaining underway at the time of filing.

**ARTICLE 14 - NOTICE**


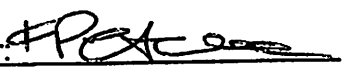
14.1 Where notice is required or permitted to be given under the Agreement, it may be delivered personally, by registered mail, signed receipt courier or facsimile.

14.2 Notice to the Employer shall be provided to:

Golden Life Management Corp. (Evanston,  
Grand Village)  
521 Industrial Road G.  
Cranbrook, BC VIC 7GS

14.3 Notice to the Union shall be provided to:

President  
Alberta Union of Provincial Employees  
10025 182 Street NW,  
Edmonton, AB T5S 0P7  
Facsimile : 780-930-3397

For the Union:  For the Employer:   
Date: May 11, 2022 Date: May 26, 2022

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### Housekeeping – 8 hour shifts

	IL	PAN & Creek Side	Laundry	Evening	Sanitize (per CMOH orders)	TOTAL
Weekdays Current	1	4	1	1.5	1	8.5 (68 hours)
Weekdays Essential	.4	3	1	1	1	6.4 (51.2 hours) or 75%
Weekends Current	0	3	0	2	1	6 (48 hours)
Weekends Essential	0	2.75	0	1	1	4.75 (38 hours) or 79%

**NOTES:**

Daily sanitize shift was not included in standard schedule, since COVID started, to maintain safety, this shift has been added to maintain compliance with CMOH orders

Based on this, the following care tasks would be required:

Role	Examples of Tasks
HK	<ul style="list-style-type: none"> <li>• Residents suite cleaning</li> <li>• Residents suite disinfecting</li> <li>• Residents washroom cleaning and disinfecting</li> <li>• Residents laundry</li> <li>• Residents social area cleaning and disinfecting</li> <li>• Garbage / Soiled</li> <li>• Staff room and staff washroom cleaning and disinfecting</li> <li>• Kitchen cleaning and disinfecting</li> <li>• Dining room cleaning and disinfecting</li> <li>• Nursing station cleaning, disinfecting &amp; garbage</li> <li>• Sanitizing</li> </ul>

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**Reception and Admin Assistant – 8 hour shifts**

	Reception	Admin Assistant	Screeener (per CMOH orders)	Total Reception & Admin Assistant
Weekdays Current	1	1	1	3 (24 hours)
Weekdays Essential	.5	.5	.5	1.5 (12 hours) or 50%
Weekend Current	1	0	1	2 (16 hours)
Weekends Essential	.5	0	.5	1 (8 hours) or 50%

Role	Examples of Tasks
Reception	<ul style="list-style-type: none"> <li>• Managing doctors schedule</li> <li>• Internal patient reservation management for on-site doctors</li> <li>• Managing residents' suite maintenance log and communicating with maintenance team.</li> <li>• Managing residents emergency grocery service and communicating with kitchen</li> <li>• Communicating with residents and families to update with village information</li> <li>• Redirecting emergency phone calls or messages</li> <li>• WCB paperwork</li> <li>• Benefit paperwork and communication</li> </ul>

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**DIETARY AIDE (Breakfast, Lunch & Dinner)**

	Panorama	Creek North	Creek South	IL	Float	TOTAL
BF Current	2	1	1	0	0	4
BF Essential	1	1	1	0	0	3
Lunch Current	2	1	1	1	0	5
Lunch Essential	1	1	1	0	0	3
Evenings Current	2	1	1	3	1	8
Evenings Essential	1	1	1	2	0	5

NOTES: Days shifts 7.75 hrs and evening shifts 3 hrs.

Role	Examples of Tasks
Dietary Aide	Set up hot cart Serve food to residents Making sure residents getting proper modified food according to their medical need Making sure all food allergic guideline was maintained Make Coffee , Pour juices or Milk Set up trays to confined residents Wash dishes Return all equipment and food to main kitchen Wash all things returned to main Kitchen

The following tasks and functions would be delayed/suspended during a work stoppage:

- All food will be served on disposable dishes and cutlery, eliminating the need to collect and prepare the dishes and cutlery for cleaning;
- Coffee time will be self-serve for residents, eliminating the need for service to be provided;
- Table clothes, cloth napkins will be discontinued and replaced with paper plates and napkins, eliminating the need to collect and prepare the linens for cleaning;
- Limited menu options and the use of pre-portioned servings will simplify the role of the DA;

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- Juices will come in pre-portioned cups, eliminating the need for juice to be poured into cups;
- Minced and puree diets will come premade and served in the original container, eliminating the food to be plated;
- The use of pre-packaged meals and disposable dishes and cutlery will significantly reduce the number of dishes and pots to be washed.

**Cooks Including Executive Chef (manager)**

	Cook		TOTAL
DAYS Current (Breakfast & Lunch)	1+0.4 (0.4 is Executive Chef)		1.4
Days Essential (Breakfast & Lunch)	0.6 + 0.4 (EC)		1
EVENINGS Current	2 + 0.4 (EC)		2.4
Evenings Essential	0.8 + 0.4 (EC)		1.2

NOTES:

Role	Examples of Tasks
Cook	<p>Food preparation is the essential focus of this position.</p> <p>Preparing modified diet for residents according to dietary requirement</p> <p>Maintaining allergic guideline while making snacks, drinks and food for residents</p> <p>Preparing veggies, meats, sauces, salads, soups and baking.</p> <p>Ensuring the kitchen is operated in a clean, safe and efficient manner</p> <p>Complete all required records and charts as per AHS accommodation standards.</p> <p>In order to maintain and rotate stock the cooks will need to date and appropriately contain food.</p>

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**HCA – 8 hour shifts (ES Schedule reviewed every 2 days during a work stoppage)**

	Panorama	Creek North	Creek South	IL (cannot be left unassigned)	TOTAL
DAYS Current	6	3	4	1	14
Days ( critical for safety)	4	2	3	1	10
EVENINGS Current	3 full shift 2 short	2 full shift 1 short shift	2 full shift 2 short shift	1	8 full 5 short
Evenings critical for safety)	2 Full 2 short	2 Full	2 full shift	1	7 full 2 short
NIGHTS Current	2	1	1	1 x float	5
Nights ( critical for safety)	2	1	1	0	4

NOTES :

Based on this, the following care tasks would be required:

Role	Examples of Tasks
HCA's	<ul style="list-style-type: none"> <li>• Personal care, hygiene, skin care, oral care,</li> <li>• Turning and positioning residents/toileting</li> <li>• Bath/shower residents weekly, and on as needed basis for urgent hygiene matters</li> <li>• Feeding assistance</li> <li>• Safety checks</li> <li>• Deliver trays to confined residents</li> <li>• Continence and bowel management</li> <li>• Charting, documentation and reporting</li> </ul>

The following HCA tasks and functions would be reduced/delayed during a work stoppage:

- Meal delivery service will be reduced and will be simplified with reduced menu options;
- Infection Prevention and Control tasks will be reduced as certain areas of the building are temporarily closed for use;
- The frequency of support for residents requiring two-person assist will be reduced as the frequency and method of bathing residents is adjusted;

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- Walking programs will be reduced in frequency and scope, with residents being transported to and from the dining room by wheelchair and residents walking without HCA support;
- Hydration rounds will be eliminated, and hydration requirements will be integrated into the existing meal times;
- Family will be requested to provide residents with additional clothing so the frequency of laundry can be reduced;
- Recreation activities will be reduced, requiring less time portering residents to and from activities and less time supporting residents during the activities;
- Family will be requested to porter residents to the hair salon and to reception for outside appointments;
- Reduced frequency of monitoring resident health indicators such as blood pressure and body weight;
- Family will be required to put away clean laundry in the resident’s room; and  
Family will be responsible for stripping and making the resident’s bed.

**LPN – 8 hour shifts**

	Panorama	Creek North	Creek South	IL (cannot be left unassigned)	TOTAL
DAYS Current	2	1	1	Covered by Creekside North	4
Days ( critical for safety)	2	1	1	Covered by Creekside North	4
EVENINGS Current	2 full 1 short shift	1	1	Covered by Creekside North	4 full 1 short shift
Evenings ( critical for safety)	2	1	1	Covered by Creekside North	4 full
NIGHTS Current	1			Covered by Night LPN	1
Nights ( critical for safety)	1			Covered by Night LPN	1

NOTES :



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Due to the layout of the facility and complexity of the clients, our base staffing level for LPNs is extremely lean and cannot accommodate any significant changes without having considerable safety implications for Staff, their professional practice standards & accountabilities with CLPNA as well as for resident care / safety.

Role	Examples of Tasks
LPN's	<ul style="list-style-type: none"><li>• Direct Supervision of HCA's</li><li>• Medication delivery</li><li>• Dressings and wound care</li><li>• Liaise with residents physician for just in time orders/ updates</li><li>• Liaise with pharmacy regarding medications and ordering ,for just in time orders/ updates</li><li>• Liaise with residents' families for just in time updates , care matters</li><li>• Assessment and care of palliative residents</li><li>• Incident report forms and follow up</li><li>• Resident Assessments</li></ul>

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**Essential Services**

**Recreation Aide**

	Independent Living	Panorama	Creek North	Creek South	TOTAL
Current	3.875 hrs	4.65 hrs	4.65 hrs	3.875	17.05 hrs
Essential	0 hrs	2.3 hrs	2.3 hrs	2.3 hrs	6.9 hrs or 40%

Role	Tasks
Recreation Aide	<ul style="list-style-type: none"> <li>• Physical programs such as exercises; cardio drumming; walking programs; curling and bowling</li> <li>• Social programs such as news and views; 1-1 visits</li> <li>• Cognitive programming-crossword puzzles; bingo; trivia and reminiscing</li> <li>• Emotional-arts &amp; crafts;</li> <li>• Programs prep, setup and cleanup</li> <li>• Portering of residents</li> </ul>