



Executive Staff Terms of Employment

Dryden Regional Health Centre

(The employer)

-And-

Siobain Moore

(The employee)

GENERAL DETAILS

Position Title: Administrative Director – Workplace Culture & Organizational Health

Job Duties: As per current job description.

Reporting to: CEO

Hire Date to DRHC: 08/02/1999

Hire date to position: 12/07/2007

Length of Contract: On-going based on satisfactory performance

Salary Range: \$90,402 - \$95,706 annually

This classification falls under the following legislation:

- "Public Sector Compensation Restraint Act", requires that the hospital freeze all non-union and management employees for a period of two years ending March 31, 2012.
- "Excellent Care For All Act" the hospital must allocate a portion of your annual compensation to an executive pay-for-performance plan. This plan is tied to the achievement of performance targets as set out in the Annual Quality Improvement Plan and the Performance Management Program. It is currently set at one percent (1%), as pay-at-risk for members of the senior team other than the Chief Executive Officer for the fiscal 2011/12.

CONDITIONS

Criminal Records Check: Required, at the time of hire with declaration of any convictions since hire

Level of Education: Undergraduate degree, Human Resources or related field
Certified Health Executive (CHE)

Probationary Period: 3 months performance satisfactory to employees' direct report

Working Conditions: As per current job description

Employee Initials:



Compensation and Entitlements

Benefit entitlements are based on the Dryden Regional Health Centre Management Personnel Policy which is currently as follows:

Vacation:	5 weeks	After one (1) year of service
	6 weeks	After fifteen (15) years of service
	7 weeks	After eighteen (18) years of service
	8 weeks	After twenty-five (25) years of service

The vacation year runs from April 1st to March 31st. Only vacation earned in the previous vacation year may be taken in this period. Vacation payout will only be done upon termination or change in status (full-time to part-time or casual), unless there is written consent from the Chief Executive Officer or designate.

Statutory Holidays: 12 days/year

Insurances: Short term sick plan, disability insurance (25% employee co-payment) and, standard group life insurance (2X annual base salary), and voluntary life insurance (up to 3X annual base salary paid 100% by the employee).

Health & Dental: Extended Health, Dental Plan, Semi-Private coverage. There is an employee co-payment of 25% of premiums paid by employee and deducted by the hospital

Pension: HOOPP, Hospitals of Ontario Pension Plan

Parking: Provided at no cost

Allowable Perquisites: n/a

TERMINATION OF EMPLOYMENT

Termination ENTITLEMENTS are only valid after the probationary period is completed by the employee.

Cause: The employer reserves the right to terminate employment without notice or pay in lieu at any time for just cause.

Employer: If the termination of employment is without cause, notice and terms will be dependent on length of employment and other circumstances consistent with current legal and common law precedent

Employee: Signed written resignation with at least two months' notice

Employee Initials: 



EMPLOYEE STATEMENTS OF UNDERSTANDING

Fiscal Year: I understand that all entitlements are based on **Dryden Regional Health Centre's** fiscal year which is **April 1st – March 31st**
I understand that if I am hired part way through the fiscal year my entitlements are prorated for my first year of employment.

Declarations: I understand that I am to abide by all applicable governing laws, statutes, and regulations as well as the **Dryden Regional Health Centre's** Mission, Vision, Values, By-Laws, Policies and Procedures.
I understand that I am responsible for managing my performance.

Statutory Holidays: I understand that statutory holiday entitlements are based the previous regular hours I have worked and to be entitled I must work the shift before and after the recognized holiday.


Confidentiality: I understand, and have signed the organization's confidentiality agreement

Deductions: I understand that all amounts payable under this agreement will be subject to deductions required by law.

Entire Agreement: This agreement is the entire agreement between the employer and the employee, and replaces all prior agreements or understandings.
There is no term, condition, warranty or representation, collateral or otherwise, that may govern the employment relationship, other than those contained in this agreement. Any modifications or amendments to this agreement shall be made in writing and signed by both parties.

Severability: If it is determined in legal proceedings that any provision of this agreement is invalid or unenforceable, that provision will be deemed severed from the remainder of this agreement. This agreement will, in all other respects, continue in full force and effect.

Governing Law: This agreement shall be interpreted in accordance with the laws of the Province of **Ontario**.

Employee Initials: 



ACKNOWLEDGEMENT AND AGREEMENT

Employee: I have read and understood the employment contract and am accepting the preceding terms and conditions of employment.

Signed: *Stobhill Boone* **Date:** *Dec 22/2011*

Human Resources: I have explained all the terms and conditions of the employment contract with the employee and am witnessing their acceptance.

Signed: *Stobhill Boone* **Date:** *Dec 22/11*

Chief Executive Officer
I have reviewed the employment contract and agree to all the terms and conditions outlined on behalf of **The Dryden Regional Health Centre**

Signed: *Wade Petrus* **Date:** *Dec 22/11*

Chair, Board of Directors
I have reviewed the employment contract and agree to all the terms and conditions outlined on behalf of **The Dryden Regional Health Centre**

Signed: *[Signature]* **Date:** *Dec 23/11*

Employee Initials: