

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Employees: Non-Unionized	SECTION: E POLICY: 6
DATE: September 2004 REVISION DATE: January 2006	Administrator's Signature: _____	

EMPLOYEES: NON-UNIONIZED

POLICY:

The Leamington Mennonite Home employs both non-union and unionized employees. The workplace terms, conditions and benefits of all non-union employees shall be guided by the agreement(s) of the Staff Association. Where not specifically negotiated, minimally the terms of the Collective Agreement shall apply to the non-union employees of the Leamington Mennonite Home.

PROCEDURE:

The Leamington Mennonite Home: Staff Association shall represent the following non-union positions:

- Department Leaders
- Secretary
- Payroll clerk
- Chaplain
- Housekeeping – Laundry Supervisor
- Social-Recreational Aide/Complex Aide
- Ward Clerk

Additional negotiations and or agreements shall be entered into with the Leamington Mennonite Home Registered Staff.