

**THE GOVERNMENT OF THE NORTHWEST TERRITORIES  
(the "Employer")**

- and -

**THE UNION OF NORTHERN WORKERS  
(the "Union")**

**APPENDIX A – JOINT RELEASE**

The Government of the Northwest Territories and the Union of Northern Workers announce that the Employer is undertaking to create a guideline document for Employees located at Stanton Territorial Hospital outlining the process for taking rest and meal breaks as well as the process of applying for and being granted overtime in the event that an unpaid break cannot occur.

Breaks for all Employees located Stanton Territorial Hospital are important to ensure the health and safety of both Employees and the Patients that they care for. We are committed to ensuring that all Employees are aware of how to take breaks while on shift at the Hospital. Employees who have questions about breaks should contact their supervisor.

In the Interim:

1. The Clinical Coordinator or the Charge (R) Nurse on their respective unit is responsible for coordinating break coverage; if these people are unavailable or unable to coordinate break coverage, the Patient Care Coordinator should be contacted.
2. In the event that break coverage cannot be safely provided then the Employee is entitled to overtime for any missed unpaid break.
3. An overtime authorization (Form 7307-01-10) must be submitted to the Patient Care Coordinator, who can confirm eligibility for overtime due to a lack of available safe break coverage. The signed form must then be submitted to the unit manager.

Employees who have concerns that they missed their unpaid breaks between June 29, 2016 and November 20, 2018 can submit documentation, including but not limited to, a PeopleSoft record, an e-mail or other written communication or an overtime authorization (Form 7307-01-10) indicating that overtime was requested and denied for a missed unpaid break.

Employees shall provide the documentation referenced above to the Union by January 31, 2019.