



Building healthier communities

November 25, 2021

Jennifer Ellis

BY EMAIL

Dear Jennifer,

It was a pleasure to meet with you on November 9, 16 & 22, 2021 to discuss your education, skills, abilities and related experience as part of Kemptville District Hospital's search for a new Vice President of Nursing/Clinical Services & Chief Nursing Executive. Further to your discussions with me and the members of the Interview Panel, I am pleased to now confirm a formal offer for the position on a permanent full time basis. The offer is contingent on satisfactory references. We anticipate a start date of Tuesday, January 4, 2022. However, if you can begin earlier before the upcoming holiday season, please do not hesitate to let me know.

Pay and Status

This is a non-union executive position with a starting base salary of \$131,137.00 per year aligned with the Hospital's public Executive Compensation Framework as required by the *Broader Public Sector Executive Compensation Act*.

In addition to the base salary, you will also be eligible to earn a performance pay of 3% of your base salary for a total compensation of \$135,070.00 in compliance with the *Excellent Care for All Act* and KDH's Executive Compensation Framework. This performance pay will be linked to the achievement of corporate and operational goals that will be shared with you shortly after you begin in your new role, while adhering to any legislative directions regarding executive compensation. Please note however, that due to the Ontario Government freeze on Executive Total Compensation that took effect in August 2018, the Hospital cannot payout performance pay in excess of the performance pay envelope amount that was distributed to KDH Executives following the fiscal year end 2017-2018. The performance pay for the Vice President of Nursing/Clinical Services & CNE at that time was two (2%) of a base salary of \$119,215.33. We are hopeful that the Ontario Government will lift the freeze in the near future.

The performance pay is considered a pensionable remuneration and will be pro-rated for the 2021-2022 fiscal year based on your date of hire. If for any reason, you were to leave your employment at KDH before any fiscal year end, the performance pay will be considered as having been earned and will be paid on a pro-rated basis from the first day of the fiscal year up to the date of your employment termination. You will accrue vacation at five (5) weeks per year or 7.21 hours per pay period. Please note that there is a probation period of three (3) months associated with your hire.

Your Group Benefit coverage entitlement will be as per our Executive Group Benefit Plan. An enrolment form and booklet will be included in a New Hire Packet that will soon be forwarded to you should you accept the offer of employment. The waiting period for your Group Life Insurance, Accidental Death & Dismemberment coverage, Healthcare, Dental care and Vision care benefits will be waived and take

effect on January 4, 2022. Your Long Term Disability coverage will take effect on July 4, 2022. As a KDH employee, you will be responsible for the following premiums that will be deducted from your pay (including applicable taxes):

- 25% of the Dental care monthly premium;
- 25% of the Long Term Disability monthly premium.

As a full time employee, you will also participate in the Hospital of Ontario Pension Plan (HOOPP). The current plan will have you contribute 6.9% of your earnings up to the Year's Maximum Pensionable Earnings (YMPE) and 9.2% on any excess earnings over the YMPE. The current plan has the employer contributing \$1.26 for every \$1 that you contribute into the pension plan. The enrolment form and HOOPP pamphlet will also be included in your New Hire Packet.

In compliance with the Ontario Hospital Association's Hospital of Ontario Disability Insurance Program (HOODIP) 1992, you will be eligible for sick benefits effective April 4, 2022. The amount of sick pay you receive will be determined by the length of your service up to the first day of absence according to the following service schedule:

Continuous employment for at least 3 months	- 66 2/3% of earnings
Continuous employment for at least 1 year	- 70% of earnings
Continuous employment for at least 2 years	- 80% of earnings
Continuous employment for at least 3 years	- 90% of earnings
Continuous employment for at least 4 years	- 100% of earnings

As a condition of employment, you will be required to visit with our Occupational Health Nurse as soon as possible to ensure that you meet the Hospital's immunization requirements. In addition, it is expected that proof of full COVID-19 vaccination be submitted to our Occupational Health Office prior to the start of employment. Please contact Debbie Allingham, our Occupational Health Nurse at your earliest convenience at _____ to book your appointment. She will require the completed medical questionnaire form that will be inserted in your New Hire Packet as well as proof of immunization and COVID-19 vaccination.

As a further condition, a current Criminal Reference Check as well as copies of your current CNO registration and Doctor of Philosophy Degree will need to be submitted prior to your start of employment.

Working at Kemptville District Hospital

We are pleased to welcome you to a work environment where we are committed to advancing our mission of building healthier communities by upholding our core values of:

- Patients and families at the centre of coordinated care;
- An environment of compassion, respect, and accountability;
- Quality, safe, efficient, evidence-driven care; and
- A culture of collaboration, professionalism, and innovation.

You will find an Owner's Guide in your New Hire Packet outlining our commitment to Patient and Family Centred Care. We encourage you to help provide an exemplary experience to every patient by demonstrating the core principles of Patient and Family Centred Care: Dignity and Respect, Information Sharing, Participation and Collaboration.

Surge Learning

Kemptville District Hospital is also committed to providing all employees with an environment of growth. You will find a Surge Learning memo in your New Hire Packet with Surge Learning's web address, your username and password. Please log on (from any computer) as soon as possible and complete all legislative mandatory training courses that will be assigned to you on an annual basis. Also feel free to check out and complete any courses available on Surge that may interest you.

Notice of Termination

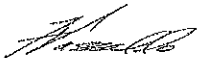
Should you voluntarily provide notice of termination to Kemptville District Hospital in the future, you agree to provide a minimum of eight (8) weeks' working notice.

If you have any questions or concerns, please do not hesitate to contact me at _____ or on my cell at (_____) _____ Michelle Graham, our Manager of Human Resources/Labour Relations is also be available for any questions. She can be reached at _____

We are hopeful that you will accept this offer of employment by returning the signed letter of acceptance by 16:00 pm on Monday, November 29, 2021. The New Hire Packet will be couriered to you once you formally accept the position. The New Hire personnel documents can be returned on your 1st day of employment.

I am thrilled to have you join us at KDH and I look forward to working with you and getting to know you.

Sincerely,



Frank J. Vassallo
Chief Executive Officer

I, *Jennifer Ellis*, accept the position of permanent full time Vice President of Nursing/Clinical Services & Chief Nursing Executive as offered herein.



Signature – Jennifer Ellis

/ November 25 2021

Date

/mg

c.c. personnel file
Boyden Canada