



ST. JOSEPH'S CARE GROUP

December 24, 2013

Kathleen Lynch  
415 Chelsea Crescent  
Thunder Bay, ON  
P7B 5P8

**St. Joseph's Hospital**

Corporate Office  
P.O. Box 3251  
35 Algoma St. N.  
Thunder Bay, ON P7B 5G7  
Tel (807) 343-2431  
Fax (807) 345-4994

**Balmoral Centre**

667 Sibley Dr.  
Thunder Bay, ON P7B 6Z8  
Tel (807) 623-6515  
Fax (807) 623-4988

**Behavioural Sciences Centre**

300 Lillie St. N.  
Thunder Bay, ON P7C 4Y7  
Tel (807) 623-7677  
Fax (807) 623-7697  
Toll Free 1-888-423-5862

**Hogarth Riverview Manor**

300 Lillie St. N.  
Thunder Bay, ON P7C 4Y7  
Tel (807) 625-1110  
Fax (807) 623-4520

**Lakehead Psychiatric Hospital**

P.O. Box 2930  
580 Algoma St. N.  
Thunder Bay, ON P7B 5G4  
Tel (807) 343-4300  
Fax (807) 343-4373

**Sister Margaret Smith Centre**

301 Lillie Street N.  
Thunder Bay, ON P7C 0A6  
Tel (807) 684-5100  
Fax (807) 622-1779

**St. Joseph's Health Centre**

710 Victoria Ave. E.  
Thunder Bay, ON P7C 5P7  
Tel (807) 624-3400  
Fax (807) 624-3401

**St. Joseph's Heritage**

63 Carrie St.  
Thunder Bay, ON P7A 4J2  
Tel (807) 768-4400  
Fax (807) 768-8820

Dear Kathleen:

St. Joseph's Care Group is pleased to offer you the permanent full time position of Vice President – Rehabilitative Care & Chronic Disease Management, reporting directly to me.

The commencement date of your appointment has been established as January 20, 2014. As a full time employee, you are eligible to participate in the fringe benefit plan. The three month waiting period has been waived.

Please see (and sign) the enclosed Terms & Conditions of Employment and Consent for Disclosure. Also attached are a "Summary of Benefits" and "Terms and Conditions of Employment for Management/Non-Union Staff".

As a new employee you will be considered on probation for a period of 6 months. The Care Group reserves the right to extend your probationary period for an additional six months, if necessary.

Please contact Human Resources at 343-4311 to schedule an appointment to sign the necessary documentation regarding this position. We require that you bring to this appointment: photo ID, banking information for automatic deposit (voided cheque), social insurance and health cards.

**You are scheduled to participate in New Employee Orientation. Please see the enclosed orientation schedule.** A mandatory appointment will also be scheduled for you with Occupational Health Services.

If you agree with the offer of employment contained in this letter, please sign both copies, retain one and return the other one to our office.

May I take this opportunity to again offer my congratulations and welcome you to the St. Joseph's Care Group team!

Sincerely,

Tracy Buckler, RN, BScN, MHS, CHE  
President & CEO  
St. Joseph's Care Group  
/kb

Kathleen Lynch

e-copy: Manager

non union – FT VP HR.holman.doc

**Terms and Conditions of Employment**

Kathleen Lynch

Vice President – Rehabilitative Care & Chronic Disease Management

St. Joseph's Care Group

1. As a result of the Excellent Care for All Act, new salary scales (with a 3% reduction at each step) were implemented for members of the Leadership team, effective April 1, 2011. The resultant salary scale for this position is:

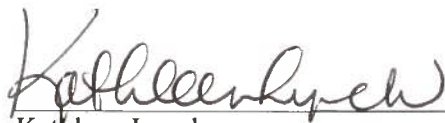
\$142,921.74    \$149,239.35    \$155,519.13    \$161,836.74    \$168,154.35

2. The employee's current annual salary is \$168,154.35.
3. In accordance with the Board-approved performance-based compensation model, upon annual review (March 31, 2014), the Board and the President/CEO will determine whether Performance Goals have been met, and whether the full 3% of salary (or a portion thereof) will be paid out to each member of the executive team (including the Chief of Staff).
4. Except as provided elsewhere, the employee is eligible to participate in a comprehensive benefit plan as outlined in Appendix A "Summary of Benefits" and Appendix B, "Terms and Conditions of employment for Management/Non-Union Staff".
5. The employer will provide the employee with a \$2,000 Health Spending Account on an annual basis, to pay allowable medical and dental expenses according to CCRA guidelines.

This money will be utilized to pay medical and dental expenses up to this limit. Once the total expenses for the employee reach the annual limit listed above, there will be no further reimbursement of expenses for that year. If the employee did not fully utilize the limit in a given year, it can be rolled to the next year's Health Spending Account. Any monies rolled to the next year's Health Spending Account MUST be used in the following year or they are lost.

The Health Spending Account utilizes the same claims payor as the fully insured plan and as long as the expenses are allowed, they will be reimbursed until the maximum is reached.

6. The employee is entitled to 37.5 hours annually in lieu of on call duty, which will come into effect at the time the incumbent is included in the on call duty schedule.
7. The employer will pay the employee's annual dues associated with a professional association.
8. The employer will provide the President and Vice Presidents who retire and have not yet reached age 65 and who are in receipt of the Employer's pension plan benefits, semi-private, extended health care and dental benefits on the same basis as is provided to active employees. The Care Group will contribute towards the billed premiums of certain benefits. The early-retired employee will be billed their share of the premium for the insured benefit plan.



Kathleen Lynch  
Vice President-Rehabilitative Care &  
Chronic Disease Management



Tracy Buckler, RN, BScN, MHS, CHE  
President & CEO  
St. Joseph's Care Group

Date: December 30, 2013

Date: December 24, 2013