

EXECUTIVE EMPLOYMENT AGREEMENT

THIS AGREEMENT made as of this 7th day of May, 2019,

B E T W E E N:

Orillia Soldiers' Memorial Hospital

(the "**Hospital**")

- and -

Thomas Roberts

(the "**Executive**")

WHEREAS the Hospital wishes to employ the Executive as Vice President, Corporate Services and Chief Financial Officer and the Executive wishes to be employed by the Hospital in that capacity and upon the terms set forth in this agreement;

THEREFORE IN CONSIDERATION of the respective promises and covenants contained herein the parties agree as follows:

1. RESPONSIBILITIES

(a) Position and Accountability

The Executive shall render full-time services to the Hospital in the position of Vice President, Corporate Services and Chief Financial Officer or such other job title as the parties may agree to from time to time. The Executive is directly accountable to the Hospital's President and Chief Executive Officer (CEO).

(b) Duties

The Executive shall perform, to the best of his ability and capability, the duties and responsibilities of the position as set out in the job description for the position attached as Schedule A (which may be amended from time to time by the President & CEO of the Hospital) and such duties and responsibilities as the President & CEO may from time to time reasonably direct, in compliance with the *Public Hospitals Act*, other applicable laws, the Hospital's by-laws and its policies, procedures, rules and regulations.

2. TERM

(a) Term

The Executive's appointment as Vice President, Corporate Services and Chief Financial Officer shall be for an indefinite term commencing on **June 10, 2019** and shall continue until otherwise terminated in accordance with the provisions of this Agreement.

3. COMPENSATION

(a) Applicable Legislation

The Executive's compensation, benefits, and any other remuneration is subject to and may be amended pursuant to all current and future applicable legislation and directives, including but not limited to the *Excellent Care for all Act, 2010*, the *Broader Public Sector Accountability Act, 2010*, the *Broader Public Sector Executive Compensation Act, 2014* and any compensation frameworks established or created pursuant to the *Broader Public Sector Executive Compensation Act, 2014* and O. Reg. 304/16 thereunder.

(b) Salary

The Hospital agrees to pay the Executive a fixed annual salary of **\$157,425.00** per annum (the "Base Salary") less deductions required by law, which shall be payable in equal bi-weekly installments. Any adjustments to salary and other benefits paid to the Executive, which may include performance pay, shall be mutually agreed between the Executive and the President & CEO effective April 1st for the succeeding twelve (12) month period, only when and as permitted under applicable laws, policies, procedures, rules and regulations.

(c) Performance Pay

In accordance with the requirements of the *Excellent Care for all Act, 2010* as well as the Hospital's Executive Compensation Program under O. Reg. 304/16, a percentage of Base Salary is linked to the success in achieving key objectives in the Hospital's Quality Improvement Plan. The performance pay maximum (if all QIP objectives are achieved) is 3 % of fiscal year earnings. In the event that the Hospital determines that all or some of these fees will be paid out to the Executive, such payment will be made within 120 days after the conclusion of the fiscal year.

(d) Performance Review

Each year the Executive will meet with the President & CEO to conduct a performance review (the "Performance Review") and to mutually agree upon the key goals and objectives for the Executive for the year. The Performance Review will be conducted in accordance with the Hospital's performance review policy. The Performance Review will, among other things, assess the Executive's success in achieving the goals and objectives established for him in respect of the most recently completed year thereafter.

4. BENEFITS AND RELATED POLICIES

(a) Reimbursement of Expenses

It is understood and agreed that the Executive will incur expenses in connection with the performance of his duties under this Agreement. The Hospital will reimburse the Executive for any reasonable expenses (including automobile expense reimbursed in accordance with the Hospital's policy for reimbursement of automobile expense) actually incurred in connection with performing his duties under this Agreement provided that the Executive gives the Hospital an itemized written account and receipts acceptable to the Hospital within forty-five (45) days after they have been incurred. Expenses will be subject to review and approval in accordance with the provisions of the Broader Public Sector Expenses Directive and any other applicable laws or directives, and shall be approved in writing by the President & CEO.

(b) Benefit Plans

The Executive shall, subject to meeting the insurability and other applicable requirements, be eligible to participate in the benefit plans and programs the Hospital has in place for full-time senior administrative personnel, including but not limited to HOOPP, dental, group life insurance and extended health benefits. The Hospital reserves the right to alter or amend the benefit plans from time to time and participation in the plans is subject to the applicable terms and provisions of the plan as set out by the carrier and as amended from time to time.

(c) Annual Vacation Entitlement

The Executive is entitled to five (5) weeks of vacation per year. The Executive will take vacation at a time or times mutually agreeable to the Executive and the Hospital, and all vacation must be approved in advance by the Hospital.

Notwithstanding any other provision of this Agreement, the Executive shall also be permitted to take one (1) additional week (Management Compensation Time) of paid time off work each calendar year that shall not be considered to be part of his annual vacation entitlement.

Additionally, the Executive, in recognition of their Administrator On-Call responsibilities and in alignment with Hospital policy, will receive one paid day (7.5 hours) for each week performed as the Administrator On-Call. This shall not be considered to be part of his annual vacation entitlement.

(d) Paid Holidays

The Executive shall be entitled to twelve (12) paid holidays as set out in the Hospital's policies and procedures.

(e) **Professional Dues and Memberships**

The Hospital agrees to pay membership fees for the Executive's professional memberships or associations as may be chosen by the Executive, subject to review and approval by the President & CEO and in accordance with the provisions of the Broader Public Sector Expenses Directive and any other applicable laws or directives.

(f) **Communications and Information Technology**

The Hospital will provide the Executive with technology necessary to fulfill his duties including cell phone, electronic mail, internet and personal computer technology to facilitate required communication between the Executive and the Hospital.

(g) **Seminars and Conferences**

The Executive will be permitted to be absent from the Hospital during working days to attend professional development meetings and conferences and to attend to such outside professional duties in the Hospital field as have been mutually agreed upon between the Executive and the President & CEO. Attendance at such approved meetings and accomplishment of approved professional duties shall be considered fully compensated service time. Conference attendance shall require the prior written approval of the President & CEO.

5. **AUTHORITY**

The Executive shall, subject to the general or specific instructions and directions of the President & CEO and the by-laws and policies of the Hospital including any limitations, have full power and authority to lead, manage and direct operational business and affairs of the Hospital, including power and authority to enter into contracts, engagements or commitments relating to the Hospital's operations of every nature or kind in the name of and on behalf of the Hospital.

6. **SERVICE**

(a) **Full Time and Attention**

The Executive shall devote full time and attention to the business of the Hospital and shall not, without the prior consent in writing of the President & CEO, undertake any other business or occupation or become a director, officer, executive or agent of any other company, firm or individual. The Executive acknowledges that this position will include the carrying out of his duties in the evenings and weekends, as may be required from time to time, in addition to regular business hours.

(b) **Confidentiality**

In carrying out his duties, the Executive shall faithfully serve the Hospital and use his best efforts to promote its interests. The Executive shall maintain the confidentiality of any confidential information (including information about the Hospital's practices, employees or patients) during and following the term of his employment, and shall not disclose any confidential information except as required to perform his duties hereunder or as required by

law. Confidential information does not include information which was in the public domain other than by reason of acts or omissions by the Executive or lawfully received in good faith from a third party lawfully in possession of same and entitled to disclose same. The Executive may disclose confidential information of the Hospital pursuant to the lawful requirement of a court or government agency of competent jurisdiction without condition of confidentiality, provided that the Hospital is notified in advance of the specifics of the disclosure.

The Executive will strictly observe the right to privacy and confidentiality of any Hospital patient and any employee. In addition, the Executive will comply with all relevant requirements, including but not limited to the *Public Hospitals Act* (Ontario), and any other applicable legislation and regulations thereunder with respect to the confidentiality of medical records.

7. OFFICER INSURANCE & INDEMNIFICATION

(a) Insurance

The Hospital shall insure the Executive under its general liability insurance policy for directors and officers for all acts done by him in good faith in performing his duties as Executive throughout the term of this Agreement.

(b) Indemnity

The Executive shall be indemnified by the Hospital as provided in the Hospital's by-laws, as amended by the Board and the members of the Hospital corporation from time to time.

8. TERMINATION OF EMPLOYMENT

(a) Termination by Executive

The Executive may resign prior to the end of the Term, upon giving a minimum of ninety (90) days advance written notice to the Hospital. The Executive will not be entitled to receive any further compensation or benefits whatsoever other than those which have accrued up to the Executive's last day of active service with the Hospital. At the request of the Executive the Hospital may, at its discretion, waive in whole or in part such notice without further payment to the Executive, except as may be required by applicable employment standards legislation.

(b) Termination by Hospital for Just Cause

The Hospital shall be entitled to terminate this Agreement at any time prior to the end of the Term without notice or payment in lieu thereof, except as may be minimally required by applicable employment standards legislation, if the conduct of the Executive is such as to constitute just cause for summary dismissal. "Just Cause" for the purposes of this section shall mean any grounds at common law for which an employer is entitled to dismiss an employee summarily and includes, without limitation, the following:

- (i) the Executive's breach of a material term of this Agreement;
- (ii) the Executive's repeated and demonstrated failure to perform the material duties of his position in a competent manner;
- (iii) the conviction of the Executive for a criminal offence involving fraud or dishonesty, or which otherwise adversely impacts the reputation of the Hospital;

- (iv) the Executive or any member of the Executive's immediate family, with the Executive's knowledge, making personal profit out of or in connection with a transaction or business opportunity to which the Hospital is involved or otherwise associated with, without making disclosure to and seeking the prior written consent of the Hospital;
- (v) the Executive's failure to act honestly and in the best interests of the Hospital;
- (vi) the Executives' failure to comply with any rules or policies of the Hospital and/or Board in a material way;
- (vii) the Executive's failure to obey reasonable instructions provided to the Executive in the course of employment, within five (5) calendar days of receiving written notice of failure to follow such reasonable instructions from the President and Chief Executive Officer ; or
- (viii) any actions or omissions on the part of the Executive constituting misconduct or negligence resulting in material harm to the Hospital.

(c) Termination by Hospital Without Cause

The Hospital shall be entitled to terminate this Agreement at any time prior to the end of the Term without cause by providing the Executive with prior written notice or a payment in lieu of notice, or a combination thereof, of six (6) months plus an additional one (1) month for each completed year of service in the role of Vice President, Corporate Services and Chief Financial Officer from the date of this Agreement, to a total maximum of twenty-four (24) months (the "Continuation Period"), as well as any arrears of monies owing to the Executive up to the date of termination, subject to the Executive's obligation to mitigate described herein. Payments during the Continuation Period shall be calculated based on Base Salary, and shall be payable in equal bi-weekly installments until the earlier of (i) the expiry of the Continuation Period, or (ii) upon the Executive obtaining alternative employment. "Alternative employment" shall mean employment, including self-employment, of a permanent nature with annual earnings equivalent to at least seventy-five (75%) of the Executive's Base Salary under this Agreement as of the time of termination of the Executive's employment. The Executive agrees that payments during the Continuation Period are subject to the Executive's obligation to make reasonable attempts to mitigate damages by diligently searching for alternative employment during the Continuation Period. The Executive shall immediately notify the Hospital in writing once alternative employment has been obtained, and agrees to promptly respond to all Hospital inquiries regarding the search for alternative employment. Please note, in the event that the Executive obtains alternate employment within the Continuation Period, the Executive will be provided with a lump sum payment equivalent to fifty percent (50%) of the base salary balance owing for the remainder of the Continuation Period.

The Executive will also be provided with a continuation of certain employment related benefits for the duration of the Continuation Period or until the Executive finds alternative employment, if earlier. Those benefits to be continued include: HOOPP, dental, group life insurance and extended health benefits. However, both short and long term disability benefit coverage will be discontinued at the end of the minimal statutory notice period required by applicable employment standards legislation. To the extent provided, continued coverage pursuant to the aforementioned benefit plans will be conditional on the Executive satisfying

the terms and conditions required by the individual insurance providers in accordance with issued policies.

The Executive acknowledges that the payments provided pursuant to this section supersede and replace any and all rights to reasonable notice of termination that the Executive might otherwise be entitled to under common law. The Executive agrees that the payments include all amounts owing for termination and/or severance pay under any contract, statute, common law or otherwise. Any severance pay required by applicable employment standards legislation will be provided to the Executive in a lump sum, less applicable deductions. In no event shall the Executive receive less than his minimum entitlements under applicable employment standards legislation. In the event of a conflict between this Agreement and applicable employment standards legislation, the applicable employment standards legislation shall prevail.

(d) Obligations Upon Termination of Employment

Upon termination or expiry of this Agreement for any reason, the Executive acknowledges that all items of any kind created or used by him pursuant to his employment or furnished by the Hospital to him including, but not limited to, all equipment, books, records, credit cards, reports, files, CDs, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Hospital at all times, and shall be surrendered to the President & CEO, in good condition, promptly without being requested to do so.

9. NOTICES

- (a) Any notice to be given to the Executive shall be delivered to the Executive personally or mailed by registered mail to the Executive's address last known to the Hospital.
- (b) Any notice to be given to the Hospital shall be mailed by registered mail to the Hospital as its address last known to the Executive or delivered personally to the President & CEO.

10. SEVERABILITY AND EMPLOYMENT STANDARDS

If any covenant or provision of this Agreement is determined to be void or unenforceable in whole or in part by any court, such determination shall not affect or impair the validity of any other covenant or provision of this Agreement, which shall remain in full force and effect as if the void or unenforceable covenant or provision had not been made part of this Agreement. Further, all covenants, provisions and restrictions in this agreement shall be interpreted in accordance with applicable employment standards legislation, and if a greater entitlement is provided for under such legislation than as set out in any covenant, provision or restriction of this agreement, that greater entitlement shall prevail, the Executive's entitlements shall be increased only to the extent necessary to satisfy such greater entitlement, and the Hospital will provide such greater entitlement.

11. WAIVER

The failure of either party at any time to require performance by the other party of any provision hereof shall in no way affect the full right to require such performance at any time thereafter, nor shall a waiver by either party of the breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

12. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

13. ENTIRE AGREEMENT

This Agreement contains the entire agreement of employment between the parties hereto and supersedes all previous negotiations, representations, understandings and agreements, whether oral or written, express or implied, with respect to the subject matter herein.

14. AMENDMENT OF AGREEMENT

Any modification to the Agreement must be in writing and signed by the parties or it shall have no effect.

15. ASSIGNMENT

This Agreement shall not be assigned by either party without the written consent of the other. This Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, executors, administrators, successors and permitted assigns.

16. TIME

Time shall be of the essence in this Agreement.

17. HEADINGS

The headings used in this Agreement are for convenience only and are not to be construed in any way as additions to or limitations of the agreement.

18. INDEPENDENT LEGAL ADVICE

The Executive confirms that, prior to the execution of this Agreement, he had a full and complete opportunity to obtain independent legal advice and representation and that he has done so. The Executive further acknowledges and agrees that he has had sufficient time to review and consider this Agreement, and that the Executive has read this Agreement and fully understands its terms and obligations. Further, the Executive confirms that he is entering this Agreement freely, voluntarily and without duress.

IN WITNESS WHEREOF the parties have executed this Agreement in counterparts, each of which when delivered, either in original or facsimile form, shall be deemed to be an original and all of which together shall constitute one and the same agreement.

Jeff Kwan

WITNESS

Print Name: Jeff Kwan

Thomas Roberts

Thomas Roberts

Date: May 7, 2019

**ORILLIA SOLDIERS' MEMORIAL
HOSPITAL**

By: Carmine Stumpo

President & Chief Executive
Officer

Date: May 7, 2019

SCHEDULE A



Orillia Soldiers' Memorial Hospital JOB DESCRIPTION

POSITION:	Vice President Corporate Services and Chief Financial Officer
DEPARTMENT:	Senior Leadership Team
EMPLOYEE GROUP:	Management
REPORTS TO:	President and Chief Executive Officer
EFFECTIVE DATE:	February 1, 2019

POSITION SUMMARY:

The Vice President, Corporate Services and Chief Financial Officer is responsible for providing strategic leadership in support of the Hospital's vision, mission, values and priorities and operational leadership for Finance, Decision Support, Information Technology, Facilities, and Materials Management.

While the incumbent will focus on the financial health of the Hospital through responsibility for all financial related activities, accountability for the development and efficient functioning of all other reporting programs and services will also be a significant component of this role.

As well, the incumbent will take a leadership role in working with the LHIN and other health care providers in the identification and implementation of partnerships and alliances to promote the cost effective delivery of quality patient care and services in the region.

The incumbent will be expected to embrace and demonstrate behaviours that support the values of the Hospital – *Compassion, Accountability, Respect and Engagement*.

PRIMARY RESPONSIBILITIES:

- Providing on-going assurance to the CEO and Board that necessary financial controls and appropriate financial management strategies are in place to meet legislated and mandated requirements.
- Working with the Leadership team to develop a culture of fiscal accountability through decision support, financial reporting and achievable financial objectives.
- Representing the Hospital at various events within and outside the LHIN and working closely with the Ministry of Health and Long Term Care as required.
- Interacts with a number of committees and provides Senior Management Team Leadership to ensure the advancement of continuous quality improvement, patient, staff, and credentialed staff safety, and the achievement of established benchmarks/indicators/metrics.

- As a member of the Senior Team plays an active role working with the the Board and Board Standing Committees.
- Leads, with the executive team, the development, implementation, execution, tracking, evaluation, sustainability and improvement efforts for the Quality Improvement Plan and other quality programs identified through Health Quality Ontario & MOHLTC across the organization.
- Leading a robust budget development process and putting in place reporting mechanisms to assist the Leadership Team in monitoring their budgets.
- Providing advice and leadership to the Information Technology, Facilities, and Materials Management services and encouraging best practices within these areas.
- Developing strategies to implement IT solutions throughout the hospital and working with the IT team to finalize and implement its strategic plan.
- Working with the Senior Team to develop strategies for improving working capital.
- Ensuring that appropriate financial and procurement controls are in place to provide accountability in hospital operations.
- Chair of the Regional Renal Finance Council for the North Simcoe Muskoka Regional Kidney Care Program.
- Management of the Integrated Leadership positions in Information Technology through the Georgian Bay Information Network and Material Management through OSMH's partnership with Muskoka Algonquin Health Care.
- Using the Lean Management System & Project Management Philosophy- monitor improvement outcomes ensuring teams develop action plans to address root cause
- Responsible for all aspects of the annual budget in relation to the portfolio (including personnel, physical resources, etc.).
- Represent the portfolio on internal and external committees as required.
- Function as an executive sponsor for assigned annual goals and key corporate Initiatives

Performs other duties as may be assigned by the Chief Executive Officer.

QUALIFICATIONS:

Education:

- Bachelor's Degree in a related field required. Master's Degree in Business, Finance or Health Care Administration preferred.
- Professional Accounting designation (CPA) required.
- Educational preparation/courses in Leadership or Management preferred.

Experience:

- Minimum ten (10) years of progressive experience in financial and business administration – minimum of five (5) years in a senior management position required.
- Related work experience within a health care environment is preferred.
- Experience in effectively managing diverse departments and working groups an asset.
- Experience in financial planning and accountability in the public sector preferred.
- Experience working with an elected or appointed Board of Directors in the public sector preferred.

Competencies:

- Demonstrated ability to forge relationships and assist decision-making at the Board of Directors level.
- Demonstrated ability to build and foster strong relationships with peers and partners in order to align and integrate business strategies.
- Demonstrated strong communications skills in English, both written and verbal.
- Demonstrated ability to compile and ensure accurate and timely reporting and organizational access to financial information and best practices to best participate in and support organizational decision-making, business functions and strategic planning.
- Demonstrated very high level of competence in strategic thinking, project management, business acumen and leadership skills.
- Demonstrated ability to negotiate with external vendors, external consultants, contract staff, and other departments.
- Demonstrated knowledge of contemporary accounting and business best practices for ensuring accuracy, accountability and effective strategy planning and decision-making in a collaborative management environment with proven computer literacy and familiarity with software accounting programs.
- Demonstrated strong interpersonal skills and an outstanding team player with an ability to interact effectively with peers and to establish and maintain strong working relationships.
- Demonstrated ability to facilitate, coach, mentor and lead individuals/groups to achieve quality outcomes and provide exceptional service.
- Demonstrated ability to organize, time-manage, prioritize, and multi-task efficiently.
- Demonstrated ability to be highly motivated with the ability to adapt quickly to new situations/challenges
- Demonstrated appreciation and respect for protocol, professionalism, and confidentiality.

Other:

- Demonstrates commitment to continued professional and personal growth and development through Continuing Education Programs and Self Directed Learning Opportunities.
- Valid Ontario driver's licence and vehicle required.

PATIENT SAFETY: ALL STAFF

Participates in and complies with hospital safety and infection control programs.

- Reports unsafe conditions.
- Assists in the reporting and investigation of incidents.
- Reviews related policies and procedures on a regular basis.
- Maintains patient and Hospital confidentiality.
- Responds appropriately to codes.
- Participates in quality activities, as required.
- Ensure compliance with the Hospital's patient safety, staff safety policies and appropriate legislation.
- Promotes patient safety and staff safety in the workplace.

CORPORATE VALUES:

Encourage and maintain positive employee/employer relationships within the Hospital environment in accordance with the Hospital's Vision, Mission and Values: *Compassion, Accountability, Respect and Engagement.*

CONTACTS:

Internal: Interacts with hospital staff via face to face, telephone and email.

External: Interacts with key stakeholders via face to face, telephone and email as required.

PHYSICAL DEMANDS:

TASKS	FREQUENCY					Weight (kg)	
	N	S	O	F	M	Max	Usual
PHYSICAL DEMANDS							
Lifting/lowering:							
Floor to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<1
Waist to shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<1
Above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<1
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<1
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	3-7
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	3-7
Patient care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Patient handling (lift, reposition or transfer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
POSTURE/MOBILITY							
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bending/stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Squatting/crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Climbing stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Climbing ladder/stool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Reaching: Below waist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Waist to shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gripping/grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Fine finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Other postures (explain)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
GENERAL TASKS							
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Feeling/touching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening: Conversations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other sounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using computer/typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other tasks (explain)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: N = Never, S = Seldom (1-5%/not daily); O =Occasional (6-32%); F = Frequent (33-65%); M = Major (66-100%)

WORKING CONDITIONS:

Professional Office Environment.

RATE OF PAY:

As per OSMH salary scale for this position.