

COLLECTIVE AGREEMENT

-between-



**THE DISTRICT OF SAULT STE. MARIE
SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)**

-and-

UNIFOR PARAMEDICS LOCAL 1359



FULL TIME BARGAINING UNIT

&

PART TIME BARGAINING UNIT

APRIL 1, 2023, to MARCH 31, 2026

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ARTICLE 1 – PURPOSE

- 1:01 **The purpose of this Agreement between the Employer and the Union is to:**
- a) **To maintain harmonious relations between the Employer and the Union.**
 - b) **Provide for ongoing communication between the Union and the Employer.**
 - c) **To provide the prompt disposition of grievances and the settlement of disputes.**
 - d) **To maintain mutually satisfactory wages, hours of work and other conditions of employment in accordance with the provisions of this collective agreement.**
 - e) **To recognize the mutual value of joint discussions between employees and the Employer.**
- 1:02 Since the DSSMSSAB is a public service institution required to provide ambulance services to the general public, it is understood by the parties that the Agreement shall not interfere with the operation of the District of Sault Ste. Marie Paramedic Services (DSSMPS).

ARTICLE 2 – SCOPE

- 2:01 The DSSMSSAB recognizes the Union as the sole and exclusive collective bargaining agent for all of the permanent full and part time Paramedics employed by the DSSMSSAB.
- 2:02 It is understood that DSSMPS Management Staff not subject to this collective agreement may perform the duties of the members of the bargaining unit at any time for instruction, experimentation or emergencies.

For the purposes of this article, an emergency situation is one in which there is imminent or potential danger to life or limb; where safety is at risk or where the safety of the community at large is immediately at risk. Emergency situations will not encompass any situation where the employer has advance knowledge of a requirement to replace a member of the bargaining unit or where, in the sole discretion of the Chief of Paramedic Services or their designate, there is sufficient time to call in staff.

Further, other employees not covered by the terms of this collective agreement shall not perform the duties that must be by law exclusively performed by members of this bargaining unit except for instruction, experimentation or in the case of emergency. It is understood that this clause does not apply to duties currently performed by other employees/persons not subject to this collective agreement.

ARTICLE 3 – MANAGEMENT RIGHTS

3:01 The Union agrees that the management of the DSSMSSAB and the direction of the working forces are vested exclusively with the DSSMSSAB. Subject to the provisions of this agreement, the DSSMSSAB retains the sole right to hire, layoff, assign, promote, transfer, and to discipline, suspend or discharge employees and to determine the number of employees to be used, the starting and quitting time, the number of hours to be worked, and to establish rules and regulations governing the conduct of its employees. The DSSMSSAB also has the sole and exclusive control and direction over the methods, machinery and equipment and jurisdiction over all operations, buildings and tools which are the property of the DSSMSSAB.

3:02 It is understood and agreed that such functions shall be exercised in a manner consistent with the provisions of this agreement.

3:03 The DSSMSSAB has the exclusive right to operate and manage its affairs in all respects in accordance with its obligations and to make and alter from time to time reasonable rules and regulations which shall not be inconsistent with the provisions of this agreement. Whenever possible the Unit Chairperson shall be consulted concerning any changes as outlined in this paragraph and such changes shall be posted on Bulletin Boards for five (5) days to give the employees time to acquaint themselves with these changes before they take effect.

3:04 ***Certification***

All employees, as a condition of employment, shall maintain all necessary certification to carry out their duties as required under provincial legislation and regulation.

It is also understood it is the sole responsibility of the employee as a condition of employment to promptly provide to the DSSMSSAB the documentation supportive of qualifications and certification.

When the DSSMSSAB requests from an employee verbally or in writing any documentation with respect to qualifications/certification, the employee will provide such documentation promptly. Any correspondence from the DSSMSSAB requesting documentation from an employee will be copied to the union.

ARTICLE 4 – DEFINITIONS

4:01 “Employee” shall include only such persons coming within the scope of the bargaining unit.

- 4:02 “Primary Care Paramedic (PCP)” shall mean an employee holding an E.M.C.A. or an A/E.M.C.A. Certificate and is qualified in accordance with the *Ambulance Act* and applicable Regulations as well as possessing qualifications as required by the DSSMSSAB to perform ambulance services duties.
- 4:03 “Work Group Leader” shall mean a Primary Care Paramedic assigned the responsibility for day to day leadership of the work group inclusive of duties such as assignment of work, ensuring completion of work, ensuring proper supplies are maintained, completion of documentation, monitoring and reporting of attendance and ensuring adherence to policies and procedures.
- 4:04 “Bargaining Unit” shall mean all Paramedics employed by the DSSMSSAB at Sault Ste. Marie Emergency Medical Services Division.
- 4:05 “Full time Paramedic” is an employee working a regularly scheduled average of forty-two (42) hours per week.
- 4:06 “Part time” shall be defined as an employee who is regularly scheduled and available to work thirty-two (32) hours or less per week and shall be available to report to work an average of thirty-two hours per week.

or

If on casual call-in to work, no more than eighty-four (84) hours in any given two (2) week pay period.

This clause does not preclude the employer calling in a part time employee to work at premium rate if required.

- 4:07 Steward/Chairperson” shall mean an employee of the DSSMSSAB duly accredited as such by the Union.

ARTICLE 5 – UNION SECURITY

- 5:01(a) The DSSMSSAB and Union agree that employees shall be members of the Union as a condition of employment except as otherwise provided for by law. It is understood and agreed that the DSSMSSAB shall not be required to discharge any employee that has been expelled or suspended from the Union. The DSSMSSAB shall deduct from the salary of each employee, commencing with the first pay cheque, the current monthly Union dues as set out from time to time, and remit same as set out in Article 5:02, provided such dues are to be uniformly levied for a period of not less than 12 months.

(b) The DSSMSSAB shall provide to the Union monthly a list with the following information:

- Employee Name
- Employee Number
- Union dues deducted per pay period
- Union dues deducted to date in the year
- Total Union dues deducted for the bargaining unit for the pay period.

If the union requires clarification with respect to the deduction of dues enquiry may be made to the DSSMSSAB.

(c) The employer further agrees to deduct from all new employee(s) on their first bi-weekly pay, as a condition of employment, an initiation fee in the amount established by Local 1359. Local 1359 shall provide written notice to the Employer of the amount to be deducted as the initiation fee and such amount may be amended through written notice from Local 1359 in future. These initiation fees shall be remitted with the monthly dues to Unifor Local 1359 at the following address: Unifor Local 1359, 6-773 Great Northern Road, Sault Ste. Marie, ON P6B 0B7 Attention: Secretary-Treasurer

5:02 The DSSMSSAB agrees to transmit by cheque regularly each month to the Financial Secretary of the Union the full amount of dues so collected.

5:03 The Union shall save the DSSMSSAB harmless from any and all claims which may be made against the DSSMSSAB for amounts deducted from employees pay as herein provided.

5:04 The DSSMSSAB agrees to forward to the Secretary-Treasurer of the Union the monthly salary of all new employees and also any change in salary of existing employees.

5:05 ***Posting of Seniority Lists***

An up-to-date full time seniority list **and part-time seniority list** shall be posted on the appropriate bulletin boards and Employer e-mail following the last pay period prior to January 31st, and July 31st of each year.

For part-time employees, shifts will be offered based on live seniority at distribution time. For job postings, seniority will be calculated based on the end of the pay period that coincides with the closing date of the job posting.

Part time employees will have access to be able to view live seniority in the OSL.

In addition to, but as a separate document, the Employer will provide the Local Union with each employee's address, e-mail address (if available) and telephone number no later than January 31st of each year.

No objection will be taken by the Union or by any employee unless the notice of objection is given by the Union or an employee to the Chief of Paramedic Services and/or designate within thirty (30) calendar days of the date of posting.

5:06 ***Bulletin Boards***

The Union shall have the use of the bulletin boards as designated by the DSSMSSAB on its premises. The Union agrees that any notices to be posted thereon shall be signed by an authorized officer of the union.

All out-dated notices shall be removed by the Union.

5:07 ***Access to Premises***

The Union agrees that neither it, nor its officers, agents, representatives and members, will engage in the solicitation of members, holding of meetings or any other Union activities on the DSSMSSAB's premises without prior approval of the DSSMSSAB.

For the purposes of meeting with the DSSMSSAB, the Union has the right to have the assistance of the President of the Union and the National Representative of the Union.

5:08 ***Access to Personnel File***

Employees may request access to their personnel file with written notice to the **Director of Human Resources** or designate. A meeting shall be arranged at a mutually convenient time for the employee to examine the file in the presence of the **Director of Human Resources** or designate.

5:09 ***Union Representation for New Hires***

The Union will be advised of all new Hire Orientation sessions via email concurrent with when the new employee is informed. The union will be allotted an hour during the orientation period; The purpose of the meeting is to acquaint the new employee(s) with the benefits and duties of Union membership and their responsibilities and obligations to the employer and the Union.

5:10 *No Other Agreements*

No employee shall be required or permitted to make any written or verbal agreement with the Employer or its representative(s) which conflicts with the terms of this Agreement. No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization from the Union.

ARTICLE 6 – RELATIONSHIP

6:01 The DSSMSSAB, the Union and their agents agree not to discriminate against any employees because of their membership or non-membership in the Union or for any reason as set out in the *Ontario Human Rights Code*.

ARTICLE 7 – NO STRIKES OR LOCKOUTS

7:01 In view of the orderly procedure established herein for the disposition of grievances and complaints, the DSSMSSAB agrees that it will not cause or direct lockouts of its employees for the duration of this Agreement. Further, the Union agrees that there will be no strikes or any other collective action which will stop or interfere with the services of the DSSMSSAB or the safety of employees/citizens for the duration of this Agreement.

ARTICLE 8 – UNION REPRESENTATION AND COMMITTEES

8:01 *Committee Meetings*

It is understood that a Union Committee member shall not suffer a loss of earnings for attendance at Grievance and Labour Management meetings with the Employer.

The Union acknowledges that stewards and committee members have regular duties to perform for the DSSMSSAB, and that they will not leave their regular duties without first obtaining permission from their immediate supervisor and such permission will not be unreasonably withheld. Upon resuming regular duties the stewards will report to their respective supervisors.

8:02 *Grievance Committee*

The DSSMSSAB acknowledges the right of the Union to appoint or otherwise elect **four (4) employees, one (1) of those being Unit Chair and three (3) Stewards** from amongst the members. Such Stewards shall also serve as the Grievance Committee for the Union. The Union shall notify the DSSMSSAB in writing of the names of the Stewards when appointed and when there is any change.

The Union shall notify the **Director of Human Resources** or designate with a copy to the Chief of Paramedic Services and/or designate of the names of the union stewards that will deal with grievances. The DSSMSSAB shall not be required to recognize any steward for the purpose of dealing with grievances unless the DSSMSSAB has been notified by the Union of the names of such stewards as determined by the Union.

8:03 ***Local Negotiating Committee***

1. The Negotiating Committee shall consist of **four (4)** members. Employees on the bargaining committee will receive their regular pay for all regular scheduled working hours lost due to attendance at negotiations with representatives of the Employer up to and including conciliation but excluding any negotiations thereafter or mediation.
2. Leave of absence for the committee members for collective bargaining or to prepare for collective bargaining must be made in writing one (1) week in advance and are subject to the approval of the Chief of Paramedic Services.

8:04 ***Labour/Management Committee***

The parties agree to establish a Labour Management Committee with equal representation from each party to deal with matters of mutual concern related to the workplace. It is agreed and understood that:

- Meetings will be scheduled as necessary upon request of either party at a mutually agreed time and location.
- Union members will not suffer a loss of pay for attendance at such meeting.
- Either party will inform the other in writing and at least one (1) week in advance of such meetings of the topics for the agenda of the meeting along with any other supportive documentation that the party wishes to submit.
- The Labour Management Committee shall not deal with any matter that is a subject of a grievance or is properly dealt with in collective bargaining.
- The Committee has no authority to make any decision either to alter or amend the collective agreement nor to make any decision inconsistent with its provisions.
- The parties agree to make every effort to deal with the issues in a co-operative manner.

8:05 **The Union agrees that there will be no intimidation, interference, restriction or coercion exercised or practiced on employees of the DSSMSSAB by any of its members or representatives, and that there will be no Union activity, solicitation for membership or collection of dues on DSSMSSAB time, and no meetings on DSSMSSAB premises except with the permission of the DSSMSSAB.**

ARTICLE 9 – ADMINISTRATION OF DISCIPLINE

9:01 ***Discipline, Suspension & Discharge***

Whenever the DSSMSSAB deems it necessary to take disciplinary action inclusive of suspension or discharge, it is understood that the employee **will** have the right to union representation when such discipline is imposed. A copy of the disciplinary letter given to the employee shall be provided to the union. **(Note, the employer undertakes to copy union on letters of direction).**

9:02 ***Letters of Reprimand***

Discipline Record Retention – Letters of Warning & Discipline

Discipline (including letters of direction) will be removed from the record of an employee twenty-four (24) months following receipt of such discipline provided that such employee's record has been discipline free for that entire 24 month period of time.

The aforementioned will apply to suspensions based on a thirty-six (36) month period.

The above provisions will not apply if, in the DSSMSSAB's opinion, the discipline issued is a result of a finding based on the following:

1. Violation of the *Ontario Human Rights Code*
2. Substantiated Patient Abuse

ARTICLE 10 – GRIEVANCE PROCEDURE

10:01 Grievances shall be dealt with in the following manner provided such grievances are filed in writing within fifteen (15) working days of the occurrence of the incident which gave rise to the matter in dispute.

Requests for grievance hearings and replies following such hearings shall be in writing at all steps and signed by the aggrieved employee. Grievances shall specify the clause or clauses in the Agreement that it is believed the DSSMSSAB has violated and shall include a statement of facts outlining in what manner the DSSMSSAB's interpretation of a clause is disputed. A copy of the grievance will be submitted at each step of the grievance procedure.

(a) **Complaint**

Grievances shall first be dealt with as a complaint.

It is understood that there is no grievance until the Chief of Paramedic Services and/or designate has first had the opportunity to adjust the complaint. Any resolution to a grievance at this step is understood to be without precedent or prejudice to either party. During the complaint stage a Steward or Unit Chair may be present.

(b) **Grievance**

If the Union is not satisfied with the resolution of the Complaint, the grievance may proceed to Step I of the grievance procedure. It is understood that the grievor shall have a Union Steward and/or Unit Chair (max 2 combined) at each step of the grievance procedure. The DSSMSSAB will arrange a hearing at the first step within fifteen (15) working days of receipt of the grievance. It is further agreed that the Union Grievance Committee may invite the local president and/or the national representative at Step II of the grievance procedure.

STEP I - The grievor shall discuss the case with the Chief of Paramedic Services and/or designate. The Chief of Paramedic Services and/or designate shall render a decision within five (5) working days of the hearing.

STEP II - If the Union considers that a satisfactory settlement was not reached in Step I it may within five (5) working days of receipt of the Step I reply request a hearing by the **Director of Human Resources** or designate. The **Director of Human Resources** or designate shall render a decision within five (5) working days of the hearing.

STEP III - If the Union considers that a satisfactory settlement was not reached in Step II, it may within five (5) working days of receipt of the Step II reply; invoke the Arbitration provisions of the Agreement.

10:02 **Policy Grievance**

Where the dispute involves a question of general application or interpretation of the terms of the Agreement, either the Union or the DSSMSSAB may file a grievance at Step II of the Grievance Procedure.

10:03 The time limits set out in both the Grievance and Arbitration procedure shall be strictly observed by the parties to this Agreement but may be extended by mutual consent.

10:04 **Group Grievance**

Where a number of employees have identical grievances, and each one would be entitled to grieve separately, they may present a group grievance identifying each employee who is grieving to the Chief of Paramedic Services within fifteen (15) working days of the occurrence of the incident which gave rise to the matter in dispute. Each aggrieved employee shall sign the grievance. The Group Grievance shall be processed commencing at the Complaint Stage outlined in 10:01 (a).

10:05 **Discipline & Discharge**

An employee grievance with respect to discipline will commence at Step I of the grievance procedure. An employee grievance with respect to discharge will commence at Step II of the grievance procedure.

10:06 By mutual consent, the parties may agree to use the services of a Mediator. The parties agree to share the costs of the mediation.

ARTICLE 11 – ARBITRATION PROCEDURE

11:01 It is agreed by the parties hereto that any difference of opinion relating to the interpretation, application or administration of this Agreement which cannot be settled after exhausting the Grievance Procedure shall be settled by Arbitration as defined in the Ontario *Labour Relations Act*. An Arbitrator or Board of Arbitration shall not alter, modify or amend any part of this Agreement or make any decision inconsistent with its provisions.

ARTICLE 12 – SENIORITY

12:01 The DSSMSSAB agrees that in the event of layoff, employees shall be laid off in the reverse order of their seniority and where it is necessary to rehire former employees, they shall be re-employed by seniority in the reverse order in which they were laid off.

12:02 However, it is understood and agreed that in all cases of promotion to a higher job class, job postings, decreases in forces and recall after layoffs the following factors shall be considered:

- (1) Experience, Qualifications and Ability to perform the work
- (2) Seniority

Where Experience, Qualifications and Ability to perform the work are considered to be equal, seniority shall be the determining factor.

12:03 Only a new employee shall be on probation until such employee has worked a period of six (6) months if initially hired to a full time position or a period of one thousand and ninety-two (1092) hours if initially hired to a part time position.

For full time employees, if retained after the probation period, such employee's seniority shall be dated from the day they commenced work. For part time employees, seniority shall be based upon hours worked from the most recent date of hire.

Employees hired and expected to start work on the same date will pick seniority by a hat ballot. A union representative must be present at the time of seniority pick.

12:04 Seniority for full time employees shall be calculated from first date of hire and seniority for part time employees, when converting to full time status shall follow the conversion as per Article 12:05. Seniority shall be forfeited and employment will be terminated if:

- (1) the employee voluntarily quits their employment;
- (2) the employee is discharged for proper cause;
- (3) the employee fails to report to work within fifteen days (15) after being notified by registered mail to return to work following a layoff.
- (4) the employee is absent from work for three (3) consecutive working days without permission or just cause.
- (5)(a) the employee is absent from work due to non-occupational illness or accident subject to the following conditions:
 - (i) during the first twelve (12) months of any such absence the DSSMSSAB agrees to provide at its cost all benefits set out in Article 21:00.
 - (ii) at the end of such twelve (12) month period such employee will be responsible for the total cost of all benefits set out in Article 21:00.
 - (iii) the DSSMSSAB agrees to maintain the seniority of such employee for a thirty six (36) month period, after which employment will be terminated.

(b) the employee is absent from work due to an occupational illness or accident for which Workers Safety Insurance Board (WSIB) is paid subject to the following conditions:

(i) during the first twelve (12) months of such absence the DSSMSSAB will provide at its cost all benefits set out in Article 21:00.

(ii) at the end of such twelve (12) month period such employee will be responsible for the total cost of all benefits set out in Article 21:00;

(iii) the DSSMSSAB agrees to maintain the seniority of such employee for a thirty six (36) month period after which employment will be terminated.

(6) an employee is absent from work for a period in excess of twelve (12) calendar months due to a layoff;

12:05 Part time employees shall accumulate seniority on the basis of two thousand one hundred and eighty-four (2184) hours equals one (1) year. Seniority shall be forfeited and employment will be terminated if:

(1) the employee voluntarily quits his employment;

(2) the employee is discharged for proper cause;

(3) the employee fails to report to work within fifteen days after being notified by registered mail to return to work following a layoff;

(4) the employee is absent from work for three (3) consecutive working days without permission or just cause;

(5) the employee is absent from work due to non-occupational or occupational illness or accident subject to the following conditions:

(i) the DSSMSSAB agrees to maintain the seniority of such employee for a thirty-six (36) month period, after which employment will be terminated;

(6) an employee is absent from work for a period in excess of twelve (12) calendar months due to a layoff.

12:06 **Notice of Layoff**

Notice of Layoff will be in compliance with the *Employment Standards Act*.

12:07 ***Transfer to Temporary Acting Commander***

The DSSMSSAB may, at its own discretion, select and assign permanent full time paramedics for Acting Commander positions in a pool that will not exceed sixteen (16) paramedics for periods ranging from a minimum one full week/rotation, up to three (3) months.

For Commander absences that are known to be less than one full week/rotation it is agreed that Acting Commanders will be selected on shift based on the following:

In order to be qualified as an Acting Commander in those circumstances of less than one full week/rotation:

- Have no less than 5 (five) years of full time experience as a Primary Care Paramedic
- Be a current **Full-Time** WGL
- **In the pool of Acting Commanders**

If the Full-Time Work Group Leader is not available, the shift will be assigned using the pool of Acting Commanders noted above.

In situations where the promotion of an Acting Commander results in no remaining WGL or AWGL on the shift, the vacant WGL shift will be filled with overtime whenever possible.

In situations where the promotion of an Acting Commander is not possible due to the absence of a qualified (as per the above) WGL or **Acting Commander** to promote, an Acting Commander may be scheduled at the discretion of the Paramedic Chief.

The assigned duties for Acting Commanders will not include the hiring, termination or discipline of employees, or access to employees' medical information.

Permanent full time employees assigned as Acting Commander will continue to accrue seniority and will be compensated at 108% of the Work Group Leader regular hourly rate for each hour worked performing these duties.

The employee shall pay union dues to the local as established by the local based on their regular rate of pay at the time they transfer to the temporary acting commander position. The payment of the union dues is a requirement for the employee to retain accrued bargaining unit seniority.

No bargaining unit member shall be denied or have cancelled any authorized time off as a result of a bargaining unit member being assigned to relieve a commander.

Any absence known at the onset to be more than three (3) months in duration will be posted as per Article 12:02.

When a vacant unionized position is caused by the backfilling of unplanned absence of a Commander, the employer will make every reasonable effort to backfill the unionized vacancy with a bargaining unit employee up to and including overtime.

The Union agrees that the work performed under these assignments is not the work of the bargaining unit.

12:08 ***Accommodation Outside of Bargaining Unit***

An employee required, as an accommodated worker, to perform work outside the Bargaining Unit shall remain a member of the bargaining unit with all rights afforded them under the collective agreement for the period of the temporary accommodation.

It is understood and acknowledged that any permanent accommodation will result in the employee becoming a member of the “receiving bargaining unit” if applicable.

ARTICLE 13 – CONTRACTING OUT

13:01 The parties hereby agree that there shall be no restriction on contracting out by the DSSMSSAB of the work or services of a kind and to the degree now performed by the employees represented in this collective agreement provided no full time or part time employees will be laid off as a result of such contracting out.

ARTICLE 14 – JOB POSTING

Full Time

14:01 Where a full time vacancy occurs within the bargaining unit, such shall be posted by the DSSMSSAB for a period of seven (7) working days. All applications shall be made in writing within the posting period.

Employees may be subject to re-enrollment requirements by the insurance carriers.

Transfer from Full Time to Part Time

A full time employee may advise the Chief of Paramedic Services and/or designate in writing of their interest in reverting to a Part time position. An employee who is granted a request to revert to part time, must remain in the part time position for a minimum of twelve (12) months before applying for a full time position. Requests will be subject to operational requirements.

When a full time employee changes status to part time, **100%** of the employees accumulated sick leave shall be banked until the employee changes status back to full time. **Consider including delays in filling vacancies in a Standing Agenda in LMC.**

- 14:02 An existing employee who is the successful applicant will be placed in the vacancy for a trial period not exceeding sixty (60) working days and if the employee proves satisfactory, then they shall be considered permanently assigned to the vacancy. If the employee proves unsatisfactory during that time, or if the employee feels they are unable to perform the duties of the vacancy to which they are posted, the employee will be returned to their former position at their former salary or rate of pay, as will any other employee in the Bargaining Unit who was promoted or transferred by reason of such placing.

Newly hired employees shall be terminated, and such termination shall not be subject to the grievance and arbitration procedure. The trial period may be extended upon mutual agreement of both parties.

14:03 ***Temporary Vacancies***

Any temporary vacancy not expected to exceed ninety (90) calendar days need not be posted and shall be distributed as evenly as possible offered by seniority among all part time employees.

Any temporary vacancy as a result of an absence known to be greater than ninety (90) calendar days from the onset of the absence will be offered to the most qualified senior part time employee.

An employee who is currently in a temporary vacancy and another temporary vacancy occurs the senior part time employee shall be able to transfer to the new vacancy provided it is not a lateral move.

Part time employees selected to fill a temporary vacancy under this clause will continue to maintain their part time status. If the part time employee filling the vacancy temporarily becomes the successful applicant to the permanent position, such employee shall be credited with the hours worked in the position towards bargaining unit seniority.

ARTICLE 15 – LEAVES OF ABSENCE

15:01 *Bereavement Leave*

In the event of the death of an employee's mother, father, sister, brother, spouse, common-law spouse (as defined by law), son, daughter, grandchildren, grand-parents, mother-in-law, father-in-law, step-child, step-parent or guardian, the employee will be granted leave of absence on compassionate grounds and will be granted time off with pay, to a maximum of four (4) working days which are normally straight time working days from the day of the death and the day following the funeral/services.

In the event of the death of an employee's, brother-in-law and sister-in-law, son-in-law and daughter-in-law, aunt, uncle, niece, nephew and grandparents-in-law, the employee shall be granted, with pay, up to a maximum of one (1) working day which is normally a straight time working day from the day of the death and the day following the funeral/services. Attendance at the funeral or confirmed service may be required to qualify for Bereavement leave.

When an employee's vacation is interrupted due to Bereavement, the employee shall be granted one (1) day Bereavement Leave for the purposes of attending the funeral/service. As a result the employee's vacation bank will be credited one (1) day to be used within the calendar year or paid out at year's end.

Notwithstanding the above, the employee will be granted flexibility to distribute their bereavement leave entitlement, in excess of one (1) day, over two (2) occasions, not exceeding the maximum four (4) days provided in order to accommodate attendance at a funeral, memorial service or similar service.

In the event of the death of a member of the employee's family, as indicated above, requires the employee to travel greater than 300 km (one way) an additional one (1) day, with pay, shall be granted for travel. The total paid time off inclusive of the one (1) travel day shall not exceed five (5) working days.

15:02 *Jury & Witness Duty*

The DSSMSSAB shall grant leave of absence without loss of seniority to an employee who serves as a juror or Crown Witness.

For jury or Crown witness duty unrelated to the DSSMSSAB's business, the DSSMSSAB shall pay such employee the difference between their normal earnings and the payment they receive for jury service excluding payment for traveling, meals or other expenses. The employee will present proof of service and the amount of pay received.

When an employee is required to act as a Crown Witness on matters relating to the Employer's business, the DSSMSSAB shall pay such employee the difference between their regular earnings and the payment they receive for such witness duty. Reimbursement for travel, accommodation and meals (subject to clause 18:01 Meal Allowance) to perform such witness duty shall be in accordance with DSSMSSAB policy minus any payments received for such expenses from the Crown. The employee will present proof of service, the amount of pay and reimbursement received.

Any employee who is required by law to appear in court during non-regular working hours on a job-related matter shall receive time and one half (1.5x) of their regular wages for all hours of attendance.

When an employee is required by law, to appear in court on a job-related matter during their period of scheduled vacation, they shall be allowed to reschedule said vacation hours at a later date that is mutually agreed upon with the employer. Should said vacation not be able to be rescheduled within the calendar year due to operational requirements, such time will be carried over to the following year and must be scheduled within the first three (3) months of the new calendar year. If time is unavailable to use carry-over vacation, such time will be paid out at the last pay period of the year.

The employee's start time shall be the time they report for duty on the day of the job-related court appearance in uniform at the station and the end time will be when the employee returns to the station and authorized by the Chief of Paramedic Services or designate to return home.

Where an employee is charged with a criminal or statutory offence flowing from the employee's paramedic duties and is subsequently acquitted by a court of such charges, the employee shall be reimbursed as determined by the DSSMSSAB for any reasonable legal expenses incurred as a result of such charges. In the event of a dispute regarding reasonable legal expenses, the account shall be submitted for assessment pursuant to the *Solicitor's Act*.

15:03 ***Pregnancy and Parental Leave***

An employee on pregnancy / parental leave shall be entitled to receive Supplementary Employment Benefit (S.E.B.) equal to eighty percent (80%) of their normal weekly earnings for the one (1) week waiting period for Employment Insurance and a topping up of their Employment Insurance benefits to eighty percent (80%) of their normal weekly earnings for the following seventeen (17) weeks of such leave.

The employee receiving the top-up will present proof of the Employment Insurance amount to the Human Resources Department by way of a copy of the Employment Insurance cheque stub.

The DSSMSSAB will not be responsible in any manner for the repayment of any Employment Insurance payable by the employee upon completing their personal income tax return for the year of the leave in accordance with Revenue Canada rules.

The DSSMSSAB shall provide Pregnancy and Parental Leave in accordance with the provisions of the *Employment Standards Act* for the remaining duration of such leave.

Employees requesting Pregnancy or Parental Leave shall provide 30 days' notice of such leave. It is understood that given the complications that may occur because of pregnancy such notice may not be possible.

15:04 ***Union Leave***

Leave of absence for Union business shall be granted up to a maximum of 80 days per calendar year for this group, provided such leave does not interfere with the efficient operation of the Service. Additional days of leave may be requested and will not be unreasonably denied, subject to operational demands.

Such leave shall be subject to the following provisions:

- a) Not more than three (3) employees are absent on any such leave at any one time and the leave for these employees shall not exceed the twenty (20) days total.
- b) The request for approval of such leave be made in writing to the Chief of Paramedic Services at least seven (7) days prior to the commencement of such leave.
- c) Such request shall state the general nature of the function to be attended.
- d) The DSSMSSAB shall maintain the regular wages of employees on such approved leave for the scheduled days of work falling within the leave period, provided the union reimburse the DSSMSSAB within thirty (30) days of being invoiced for the wages and cost of benefits paid by the DSSMSSAB for the replacement of the employees on approved union leave.
- e) Part time staff will be made available for such replacement on a case by case basis as approved by the Chief and/or designate. It is understood that if this results in premium cost to the DSSMSSAB the Union will reimburse accordingly.

Note: Union leave for collective bargaining purposes is excluded from the annual maximum.

15:05 **Personal Leave**

The DSSMSSAB may grant leave of absence without loss of seniority or occupational classification and without pay to any employee requesting such leave for a good and sufficient cause. An application for leave of absence shall be made at least one (1) month prior to date of leave and the applicant shall be given notice in writing within fourteen (14) days from the date of application.

It is understood that Leaves of Absence shall not be for employment with another employer.

15:06 **Quarantine**

Should an employee be quarantined/isolated by the Employer or the Medical Officer of Health as a result of work duties, the DSSMSSAB will maintain the employee's pay for the scheduled shifts that the employee was unable to work during the quarantine period.

ARTICLE 16 - REGULAR HOURS OF WORK AND WORKING CONDITIONS

- 16:01 (a) Full time Employees will be scheduled to work twelve (12) hour shifts on a four (4) day rotating schedule of two (2) day shifts and two (2) night shifts. Full time employees scheduled to work steady twelve (12) hour day shifts will work four (4) days on and four (4) days off. Wages will be based upon an income averaging forty-two (42) hour work week. Overtime banked/accrued shall be deducted as 10.5 hours for each lieu day taken. Overtime shifts/hours shall not form part of the income averaging and shall be paid or banked at time and one half for all hours worked.
- (b) It is understood that the DSSMSSAB may change at its discretion the "master schedule" of work at any time with thirty (30) calendar days' notice to the Union.
- (c) It shall be understood and agreed that daily hours of work may be adjusted by the employer as required for the efficiency and effectiveness of operations. An employee's scheduled start time may be changed with a minimum of **twenty-four (24)** hours' notice. Any deployment shortage created by the inability to move an employee's scheduled start time, with proper notice as above, will be replaced/filled.

16:02 **Daylight Savings**

It is understood normal hours include those required to accommodate the change from Daylight Saving Time to Standard Time, and vice versa, to which the other provisions of the Articles dealing with Hours of Work and Overtime do not apply. It is further understood that all hours worked will be paid at the regular straight time rate as a result of the change-over to daylight saving from standard time or vice versa.

16:03 ***Exchange of Shifts***

Employees shall be allowed to change shifts with other employees provided such employees are qualified to perform the duties and that such changes of shifts are done when an employee is on a recognized day off or on holidays. Notwithstanding this privilege, employees shall not be allowed to change shifts that result in an employee working **sixteen (16)** consecutive hours or resulting in less than eight (8) consecutive hours free from scheduled work.

- (a) Any employee who has promised to work for another employee and fails to report for duty shall forfeit two (2) days' pay, unless they are unable to work due to injury or illness that will be communicated with the Employer and will be supported with medical documentation.
- (b) No exchange of shift shall be granted if it interferes with previously scheduled mandatory training.
- (c) **Shift exchanges shall be completed in a minimum of 24 hours in advance unless approved by the Chief or designate.**

16:04 ***Minimum Hours Worked***

Employees who report to work for any shift will be guaranteed at least three (3) hours of work, or if no work is available will be paid at least three (3) hours.

ARTICLE 17 – PREMIUM PAYMENT

17:01 ***Up-Staff***

All employees shall be subject to up-staff at the discretion of the Chief of Paramedic Services and/or designate. When off-shift full time employees are called for up-staffing they shall be paid a minimum of four (4) hours pay at a rate of time and one-half (1.5x) at the applicable rate of pay or banked as compensated time off commencing upon receipt of the call for the call-back provided arrival at a designated Response Centre is within 30 minutes of the call. When arrival is in excess of 30 minutes, the call-back shall commence upon arrival at a designated Response Centre.

17:02 ***Overtime***

Employees authorized to work more than their regular shift will be paid at time and one-half (1.5x) their regular rate of pay for the overtime worked calculated in quarter hour segments. Employees are not considered relieved from duty until they have arrived back at their respective assigned station and **their duties are completed.**

17:03 **Overtime as Compensated Time Off**

On each occasion that an employee works overtime the employee shall elect to either be paid at time and one-half (1.5x) their regular wages or to bank the overtime at one and one-half (1.5x) their regular wages, to a maximum of **ninety-six (96)** hours straight time for the purpose of having time off in lieu of overtime.

At no time shall an employee have more than **ninety- six (96)** hours of time banked hours annually. Any hours over and above the maximum **ninety-six (96)** hours shall be paid out in the same pay period in which the overtime was worked.

Such time off will be approved and scheduled provided there are sufficient personnel available at a time mutually agreeable by the employee and management. Once such time is scheduled it shall not be changed with less than one calendar week notice except by agreement by management.

It is understood that at the time the written request for time off is made, the request will not result in premium costs associated with the replacement worker. An employee requesting compensated time off shall receive written acknowledgment of the request within five (5) days from the date of submitting their request. Confirmation of time off will be given once the replacement worker accepts the offered shift. All lieu time will be scheduled as full shift increments.

Employees may request to have their compensated time off paid out at any time during the year, provided that the employee makes the request in writing to their employer at least three (3) calendar weeks prior to the pay date on which they are requesting the lieu time to be paid. Any banked lieu time not used will be paid out at year's end.

17:04 **Shift Premiums** *(effective date of ratification)*

Employees will earn a weeknight shift premium of **eighty-five** cents per hour (**\$0.85/hour**) for all hours worked between 1800 hours and 0800 hours Monday through Thursday.

Employees will earn a weekend day shift premium of **eighty-five** cents per hour (**\$0.85/hour**) for all hours worked on Saturday and Sunday between 0600 hours and 1800 hours.

Employees will earn a weekend night shift premium of **one dollar and sixty-five** cents per hour (**\$1.65/hour**) for all hours worked from Friday to Monday between 1800 hours and 0800 hours.

To qualify for shift premium fifty percent (50%) or more of the hours worked must be between the specified hours outlined above.

It is understood that the premiums for evenings and weekends will not be subject to pyramiding.

ARTICLE 18 – ALLOWANCES

18:01 a) *Meal Allowance*

The Employer will endeavour when possible to provide two (2) half (1/2) hour, uninterrupted paid meal breaks (at their assigned station) for each crew commencing between four (4) and completed by the six (6) hours and commencing between eight (8) and completed by the ten (10) hours after the start of a twelve (12) hour shift.

Where an employee is prevented from taking one or both of the designated uninterrupted meal breaks the employee shall be compensated at the rate of \$20 per missed meal break. A “missed break form” will be submitted for each break missed.

b) *Travel Allowance*

If employees are required to travel (outside of Sault Ste. Marie District) and a meal period is taken during that trip, each employee involved shall be reimbursed up to twenty-five dollars (\$25) for such meal(s), to a maximum of seventy-five dollars (\$75) per day (i.e., 3 meals).

Note: If a meal break is not taken and “missed” as in 18:01 (a), the applicable form will be submitted.

18:02 *Uniform Allowance*

Full Time and Part Time

All employees shall wear and properly maintain the uniforms provided by the DSSMSSAB. Uniforms shall only be worn as directed by the Chief of Paramedic Services and/or designate.

The employer agrees to provide new hires with their brand new annual uniform allotment as soon as possible, but not later than 60 days of their date of hire. During this 60 day period the employer shall provide new hires with clean gently used uniforms which are not damaged or stained and are of the same style and colour as other employees.

The employer agrees to replace or repair, at no cost to the employee, any damaged or worn items.

Uniforms are the property of the DSSMSSAB and Employees shall return the uniform to the DSSMSSAB upon retirement or termination of employment.

Twice annually (spring and fall) uniforms will be available for full-time and part-time employees through a pre-arranged online store.

Employees will be allotted an annual points balance to utilize for the purchase of uniforms. Points will be pre-determined to reflect current uniform pricing and shall be the equivalent of the following:

- **Four (4) hi-vis polo shirts**
- **Four (4) pairs paramedic pants**
- **Total of four (4) t-shirts, long sleeve t-shirts, OR mock neck sweaters**
- **One (1) Full-zip fleece sweater**

The store will be open for a set amount of time and will be well communicated to all employees to ensure all paramedic orders can be placed.

The employer will set a minimum mandatory purchase with the understanding that when this minimum is set the employees may order the remainder of their points on items they choose.

Notwithstanding the above, the following items will be initially distributed to all employees at the commencement of their employment and will be replaced when required and approved:

- **Epaulettes (3 pairs)**
- **Radio clip**
- **Winter toque**
- **Casual cap**
- **Winter 3-in-1 parka**
- **Winter snow pants**
- **Duty bag**
- **1 pair of Needle proof auto extrication gloves**
- **1 pair of winter gloves**

18:03 **Safety Footwear Allowance**

All employees will be provided with an annual safety footwear allowance of two hundred and fifty dollars (\$250) effective April 1, 2021, for the purchase of C.S.A. approved safety footwear.

Such safety footwear shall be acceptable to the DSSMSSAB, be CSA approved and be black in colour. Employees shall be required to wear safety footwear while on duty.

ARTICLE 19 – PAID HOLIDAYS

19:01 The following holidays shall be recognized as paid holidays for all permanent full time employees:

New Year's Day	Family Day
Good Friday	Easter Monday
Victoria Day	Civic Holiday
Canada Day	Labour Day
Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day

19:02 Any lieu days not taken in blocks by a full time employee shall be taken as individual or as a combination of days off and shall be taken at a time mutually agreeable between the employee and the Employer within the calendar year.

Each eligible employee shall be paid ten point five (10.5) hours at their regular rate of pay for each of the twelve (12) holidays listed under 19:01 in lieu of time off. Such payment shall be made in the first full pay period in December of any given year.

Notwithstanding the preceding, in **November** of each year, employees may request to schedule up to three (3) consecutive, four (4) day blocks of paid holidays as vacation at the time of vacation signing, in accordance with Seniority. It is understood that this is subject to availability of vacation blocks and at no additional costs to the DSSMSSAB. Approval of such requests will be at the discretion of the Chief of Paramedic Services.

When an employee works on a paid holiday, they shall be paid one and one half (1.5x) times the employee's applicable rate of pay for all hours worked.

ARTICLE 20 – VACATIONS

- 20:01 All full time employees who have completed one (1) calendar year of service but less than three (3) years' service shall receive eighty-four (84) hours of annual vacation at their regular rate of pay.
- 20:02 All full time employees who have completed three (3) years of service but less than ten (10) years of service shall be allowed one hundred and twenty-six (126) hours of vacation at their regular rate of pay.
- 20:03 All full time employees who have completed ten (10) years of service but less than fifteen (15) years of service shall be allowed one hundred and sixty-eight (168) hours of annual vacation at their regular rate of pay.
- 20:04 All full time employees who have completed fifteen (15) years of service but less than twenty (20) years shall be allowed two hundred and ten (210) hours of annual vacation at their regular rate of pay.
- 20:05 All full time employees who have completed twenty (20) years of service but less than twenty-five (25) years shall be allowed two hundred and fifty-two (252) hours of annual vacation at their regular rate of pay.
- 20:06 All full time employees who have completed twenty-five (25) years of service, but less than thirty (30) years, shall be allowed two hundred and ninety-four (294) hours of annual vacation at their regular rate.
- 20:07 All full time employees who have completed thirty (30) or more years of service shall be allowed three hundred and fifteen (315) hours of annual vacation at their regular rate of pay (effective April 1st, 2020).
- 20:08 The period in which employees may take vacation shall run from the 1st day of January to the 31st day of December annually.
- 20:09 Employees who are off work without pay for thirty (30) days or more shall have their vacation entitlement reduced in proportion to such time absent from work.
- 20:10 Vacations shall be arranged by the Chief of Paramedic Services and/or designate and shall be given to employees in accordance with seniority. Employees will be granted a maximum of eighty-four (84) hours of annual vacation at any one (1) signing.
- 20:11 Any employee with less than four (4) consecutive shifts of vacation to choose, shall choose in sequence in accordance with seniority on their last vacation pick. When the employee has less than four (4) vacation days to choose, another full time employee is able to choose the same vacation block.

ARTICLE 21 – HEALTH AND INSURED BENEFITS

The Employer will make available electronic information booklets outlining the current provision in the benefit plans. Any changes to the benefits or carrier will be communicated to all employees.

Welfare Plan

21:01 It is agreed that for the permanent full time employees covered by this agreement, the DSSMSSAB shall pay 100% of the billed premium for Green Shield:

Semi-Private Coverage if available,

Extended Health Care:

Vision Care \$320/24 months (effective the 1st of the month following the ratification of the Memorandum of Settlement); Vision care \$425/24 months (effective April 1st, 2020). Vision care amount to include laser eye surgery and eye exam up to the Vision Care amount 24 month maximum.

Prescription Drug Dispensing Fee Cap - \$12 per prescription (effective 1st of the month following ratification of the Memorandum of Settlement)

No OTC Drugs in Formulary

Orthotic/Orthopedic Annual Cap \$400

Out of Province Travel Plan

Paramedical Benefit: Maximum of **\$1200** per calendar year (subject to reasonable and customary charges as determined by the benefit carrier) for any combination of the following services:

- Physiotherapist
- Registered Massage Therapist (Physician Referral Required)
- Chiropractor
- Speech Therapy
- **Podiatrist/Chiropodist**

Psychological Benefit: **\$2000** outside the paramedical benefit per calendar year (MSW, Psychologist, Registered Counsellor, **Psychotherapist**), **Full time Medics (not including dependents) will have coverage for up to \$2000 per calendar year.**

Hearing aid reimbursement \$500/24 months

Dental

Plan #9, with Rider #3, (Orthodontic, one thousand five hundred (\$1,500 limit)), at current ODA minus one (1) year

Overage Dependent Coverage is applied to the Green Shield Extended Health Care and the Dental Plan, for which the DSSMSSAB will pay 100% of the billed premium. It is agreed that the full E.I. rebate on premiums shall be retained by the DSSMSSAB.

Coverage for new full time employees shall be effective as follows:

- (a) Extended Health Care – 1st day of the month following date employed.
- (b) Dental – 1st day of the month following completion of three (3) months service.

21:02 The DSSMSSAB and the Union agree that a group life insurance plan providing benefits of one and one-half times basic salary shall be in effect. This plan will cover full time employees only, with a three (3) month waiting period for new employees. The DSSMSSAB will pay 100% of the billed premium for this benefit.

21:03 The above coverage shall carry double indemnity in case of accidental death or dismemberment.

21:04 All employees upon retirement may revert to \$1,000 Group Life Insurance, 100% of the cost to be paid by the employee.

21:05 All permanent full time employees covered by this Agreement shall be provided with a Long Term Disability Plan, for which the DSSMSSAB will pay 100% of the billed premium.

The parties agree that eligibility for L.T.D. benefits will cease when:

- (a) An active employee becomes eligible for an O.M.E.R.S. unreduced early retirement pension; or
- (b) The gross monthly income payable to the employee from O.M.E.R.S., Canadian Government Annuities, Canada Pension Plan and Workers' Compensation are equal to or greater than the total monthly income payable to the employee from the Long Term Disability Benefit and the Canada Pension Plan Benefit.

21:06 Coverage for Group Life Insurance and Long Term Disability shall normally be adjusted effective on the first day of February following, but adjustments arising from the terms of a new or revised agreement shall be made effective as soon as possible after the signing of the terms of settlement.

Coverage shall be in accordance with the terms and conditions of:

Great West Life (320925)

21:07 The DSSMSSAB agrees to cover the payment of premiums for Green Shield Extended Health Care, from retirement to age 65 or until assistance is available from another source if it is before age 65, whichever occurs first. Any retired employee engaged in full time employment shall be excluded from this benefit.

21:08 An employee who is absent from work without pay for thirty (30) days or more shall be responsible for the payment of the total cost of premiums for the benefits outlined in Article 21:01, 21:02 and 21:05.

21:09 Every employee shall be fully responsible for keeping the DSSMSSAB informed of changes in their marital status or number of dependents. The Corporation shall have the right to recover by payroll deduction any amounts of premiums paid in excess of such proper premiums as a result of not being properly informed by an employee of their status for the purpose of insurance and medical coverage.

21:10 The DSSMSSAB shall have the right to determine the carrier of such benefits. All refunds, reductions or premiums, dividends, etc., shall become and remain the sole property of the DSSMSSAB. Benefits under any such plan or plans shall not be reduced by the DSSMSSAB without the consent of the Union.

21:11 ***Pension Plan***

All eligible employees covered by this agreement will participate in the Ontario Municipal Employees Retirement System (O.M.E.R.S.) in accordance with applicable statutes.

Employees shall retire at the end of the month in which they turn age 65 years old.

Retirement is defined as the leaving of employment and receiving an unreduced early retirement pension from O.M.E.R.S.

The intent of this clause as it pertains to benefit entitlement is understood not to include an "OMERS Disability Pension" as defined in the OMERS regulations.

21:12 ***Benefits for Part time Employees***

Effective January 2018

Part time employees shall receive in lieu of all employee benefits inclusive of paid holidays, an amount equal to fifteen percent (15%) of the employee's straight time hourly rate for all straight time hours worked. It is understood that 4% vacation pay is not included in the Premium in Lieu. Vacation pay will be adjusted to 6% for those part time employees with five (5) years' service.

ARTICLE 22 – SICK LEAVE

22:01 The provisions of this article cover full time employees absent from work as a result of personal disability caused by accident or sickness excluding accidents or illnesses covered by the W.S.I.B.

22:02 Employees shall be credited with one and one-half (1 1/2) days per month from the date of employment.

An employee who is absent due to illness or Leave of Absence for the major portion of the Employees regularly scheduled hours in any month shall not accumulate sick leave as outlined above.

22:03 The above accumulated sick allowance shall be used entirely as sick leave and not have any monetary value at the completion of any employee's service with the DSSMSSAB whether retiring voluntarily or dismissed for cause.

22:04 The length of service shall be calculated from the date of employment with the DSSMSSAB and such service must be continuous from said date of employment.

22:05 Such sick leave to be cumulative but in no case shall such sick leave exceed a period of one hundred and eighty (180) working days.

22:06 Recognized days off shall not be deducted from the accumulated sick leave.

22:07 No member shall draw during their active service with the DSSMSSAB, accumulated sick leave benefits if their absence from work is not due to illness as attested by the Certificate of a physician, if requested by the Chief of Paramedic Services and/or designate.

22:08 An employee who takes other gainful employment during absence from work due to illness or injury shall be deemed to have voluntarily quit their employment, unless the employee has sought prior approval from the Employer and the additional work is in accordance with an approved medical treatment plan.

22:09 ***Sick Note Payment***

When requested by management to bring an approved IISR or official medical note signed by a certified medical professional, the note must be presented to the Chief of Paramedic Services and/or designate for the initial return to work or modified duties.

The employee then must submit the official receipt of such note to the Chief of Paramedic Services and/or designate for processing. The employee then shall be paid no more than \$65 of the cost of any required medical documentation in a timely manner.

The onus is on the employee to submit notes and receipts to headquarters and shall not be sent by any other party or means.

22:10 ***W.S.I.B.***

An employee in receipt of W.S.I.B. payments for injury or illness suffered during the course of employment shall receive full salary and benefits for any lost earnings during the first twenty-eight (28) calendar days of a lost time claim or the date of decision, whichever occurs first. All wage payments by the W.S.I.B. shall be deposited with the DSSMSSAB.

If a lost time absence continues beyond Day 28, the employee will have the option to be paid full salary and benefits provided that the difference between their normal salary or wages is deducted from their unused sick leave credit. Such payments shall cease when the credit is exhausted. All wage payment by the W.S.I.B. shall be deposited with the DSSMSSAB. If the W.S.I.B. denies the claim, the Employer will work to reconcile, on a case-by-case basis, for payments made in advance of a decision.

If the employee chooses the top-up option described above, the Employer will develop a formula with the Union to ensure an employee in receipt of Workplace Safety and Insurance Board benefits will receive take home pay equal to that which they would receive were they working their regular schedule.

ARTICLE 23 - COMPENSATION

23:01 Hourly Rates to be reflected in Schedule A.

23:02 *Payment of Wages*

Direct Deposit

The DSSMSSAB shall electronically direct deposit the employees' net pay into an account specified by the employee. Such pay shall be on a bi-weekly basis except when prevented by a holiday, in which case regular pay will be advanced by one day. A statement of bi-weekly earnings showing deductions shall be provided to each employee for each bi-weekly paid period.

23:03 *Payroll Error*

If there is a payroll error the employee will bring it to the employer's attention, Commander, Chief and or designate. The employer agrees to deal with the matter in a timely fashion on a case-by-case basis.

ARTICLE 24 – RETROACTIVITY

Retroactivity to April 1, 2020, for all active employees and those employees who retired between April 1, 2023, and the date of the implementation of the Memorandum of Settlement.

ARTICLE 25 – DURATION

25:01 This agreement shall be effective from April 1, **2023**, to the 31st day of March **2026** and from year to year thereafter unless either party notifies the other in writing of its desire to terminate or amend this agreement, then it shall continue in effect for a further year without change and so on from year to year thereafter.

25:02 Notice that amendments are required shall only be given within a period of not more than ninety (90) days or less than thirty (30) days prior to the expiration date of this agreement or any anniversary date of such expiration date.

25:03 If notice of amendments or termination is given by either party the other party agrees to meet for the purpose of negotiations within twenty (20) days of giving of such notice, if requested to do so.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement.

SIGNED, SEALED AND DELIVERED this 28 day of February, 2025.

FOR THE DSSMSSAB

FOR UNIFOR, LOCAL 1359

Louie Bruni

[Signature]

Kate Kirkham

Mitchell Boyle

Dan Langevin

Jay Ceskauskas

[Signature]

Mary Casola

Hannah Palombaro

Cathy Humalamaki

Aurel Male

Laurie Lessard-Brown

SCHEDULE A

SALARY SCHEDULE
April 1, 2023 – March 31, 2025

Rank	April 1, 2023	April 1, 2024	April 1, 2025
PCP	3.25%	4.00%	3.00%
Year 1 Level 1	39.76	41.35	42.59
Year 2 Level 2	40.99	42.63	43.91
Year 3 Level 3	42.22	43.91	45.23
Workgroup Leader			
110% of PCP Level 3	46.44	48.30	49.75

A-EMCA PENDING RATES
April 1, 2023 – March 31, 2025

Rank	April 1, 2023	April 1, 2024	April 1, 2025
PCP	3.25%	4.00%	3.00%
Year 1 Level 1	35.78	37.22	38.33
Year 2 Level 2	36.89	38.37	39.52
Year 3 Level 3	38.00	39.52	40.71
A-EMCA pending rate is 90% of paramedic wage			

LETTER #1

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Labour/ Management Committee

Matters such as workplace re-organization may be discussed at the Labour Management Committee as may be required from time to time.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

Louie Bruni

Kate Kirkham

Dan Langevin

Allen

Hannah Palombaro

Aurel Malo

FOR UNIFOR, LOCAL 1359

[Signature]

Mitchell Boyle

Fay Ceskauskas

Mary Casola

Cathy Humalamaki

Laurie Lessard-Brown

LETTER #2

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Education

Further it is understood that the DSSMSSAB will pay a total annual of eight (8) hours at time and one-half (1.5x) for current Base Hospital re-certification requirements **and will be paid upon completion**. In the event training standards/requirements are increased outside of scheduled work hours by the Ministry of Health and Long Term Care, the DSSMSSAB commits to expanding the current coverage as appropriate.

It is understood that if the above noted training is scheduled during an employee's approved vacation, the employee may request the DSSMSSAB to re-schedule their vacation occurring during the date(s) of the training to an alternate date(s). Such request shall be subject to the approval of the Chief of Paramedic Services and/or designate.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

Louie Bruni

Kate Kirkham

Dan Langevin

Allan

Hannah Palombaro

Aurel Malo

FOR UNIFOR, LOCAL 1359

HTB

Mitchell Boyle

Jay Ceskauskas

Mary Casola

Cathy Humalamaki

Laurie Lessard-Brown

LETTER #3

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Paramedic Training

The DSSMSSAB reserves the right to determine and schedule training. The policy of the DSSMSSAB is where an employee is directed by the employer to attend work-related training; the employer will pay for such training in accordance with DSSMSSAB policies.

Signed this ²⁸_____ day of February, 2025.

FOR THE DSSMSSAB

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LETTER #4

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Violence Against Women & Women's Advocate

The DSSMSSAB has a policy dealing with this issue and is very sensitive to personal issues that negatively affect the employee and their attendance at work. The DSSMSSAB actively assists victims and perpetrators of domestic violence and has a Domestic Violence policy as well as an Employee Assistance Program to help employees with this issue.

The DSSMSSAB and the Union agree to co-operate with respect to addressing employee domestic violence issues. The Union will designate or otherwise select one of the Stewards to act as a contact person for domestic violence issues and the Steward will work with the DSSMSSAB's Return-to-Work Coordinator with respect to these matters.

It is understood that a person who is involved in a violent or abusive domestic situation will not be subject to discipline without the employer giving consideration to the facts, of which the employer is made aware, of the individual case inclusive of medical information from a qualified medical practitioner and the circumstances surrounding the incident(s) otherwise supportive of discipline.

Also, the designated Steward will also deal with the DSSMSSAB's Return-to-Work Coordinator with respect to Women's issues in the workplace.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

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LETTER #5

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Disabled Employees and Modified Work

The DSSMSSAB recognizes its responsibility to accommodate injured and disabled employees. Also, it is accepted that the Union has a duty to co-operate with the employer's efforts and the Union will designate an individual as a contact for the DSSMSSAB's Return-to-Work Coordinator to deal with regarding disabled employees, modified work and accommodation efforts.

The DSSMSSAB agrees an employee may request the presence of the designated Union disability representative in meetings with the employer.

The Union needs to be notified if the employee refuses union representation.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

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LETTER #6

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Health & Safety Committee

It is mutually agreed that the parties will co-operate to the fullest extent in the prevention of accidents and in the promotion of safety and health of the employees.

The DSSMSSAB will make all reasonable provisions for the safety and protection of the health of the employees.

The Union agrees that a Worker Representative(s) will be selected for participation in the Joint Health and Safety Committee in accordance with the *Occupational Health and Safety Act*.

The Union agrees Worker members of the Committee will attend and participate in Joint Health and Safety meetings in accordance with the *Occupational Health and Safety Act*.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

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FOR UNIFOR, LOCAL 1359

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LETTER #7

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Workplace Harassment

The DSSMSSAB and the Union are committed to ensuring the workplace is free from harassment as defined by the *Human Rights Code*.

The DSSMSSAB and Union agree to co-operate in resolving harassment complaints. The DSSMSSAB has a Code of Conduct, and a Workplace Harassment policy designed to address harassment concerns. Employees who have harassment concerns are encouraged by the parties to follow the policies.

Employees who are proceeding with a harassment complaint per DSSMSSAB policy may request the presence of a Union representative throughout the process.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

Louie Bruni

Kate Kirkham

Dan Langevin

[Signature]

Hannah Palombaro

Aurel Malo

FOR UNIFOR, LOCAL 1359

[Signature]

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Laurie Lessard-Brown

LETTER #8

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Vacation Selection

- (a) There is a separate Vacation & Statutory Holiday Schedule for each Platoon.
- (b) Personnel will sign for two weeks' vacation at each signing; however, these weeks do not have to be taken consecutively.
- (c) The current practice and such selection practice may be altered by the DSSMSSAB at its sole discretion with advance notice of such change to the Union in writing prior to the vacation selection period in any given year.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

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LETTER #9

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Paid Education Leave

The DSSMSSAB agrees to pay to the Union eight hundred and fifty dollars (\$850.00) annually with respect to the Union Education Leave.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

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LETTER #10

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Investigative Protocol

The DSSMSSAB confirms that it supports and encourages the attendance of a representative of union when the DSSMSSAB is meeting with an employee in an investigation that may result in disciplinary or other action against the employee. **If an employee refuses to have a representative of the union in attendance an email will be completed by the employer and forwarded to the representative of the union.**

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

Louie Bruni

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LETTER #11

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

The DSSMSSAB and the Union agree on the importance and value of on-going training and development of Paramedics. The DSSMSSAB endeavours to provide appropriate training within its budgetary constraints to advance the skills of Paramedics.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

Louie Bruni

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Ellen

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LETTER #12

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Elected Union Official Leave

The DSSMSSAB agrees to maintain the wages of an employee on such Union Leave subject to the following conditions:

An employee who is elected to Union Office shall upon proof of such election (by the Union) apply for and be granted leave without loss of seniority (to include, but not limited to, promotional opportunities with the employer and job postings) or benefits.

The Union has confirmed that it will provide WSIB coverage for member on such Leave as an elected official. The Union shall provide to the DSSMSSAB initially and at any time upon request thereafter its WSIB Clearance Certificate to verify it has such valid coverage. The Union shall also provide to the DSSMSSAB its WSIB account number. It is the responsibility of the Union to maintain such coverage. Failure of the Union to maintain such coverage shall make this agreement null and void. The DSSMSSAB will not be responsible for WSIB coverage when an employee is on such leave.

The Union agrees to notify the DSSMSSAB in writing of the employee's intention to return to work from such leave with sixty (60) days advance notice. An employee on such leave will return to their former position, unless otherwise modified by the terms of the collective agreement, and any employee or employees used to replace such vacancy will be displaced in accordance with the collective agreement (e.g., Article 14.03 process only not bound by said article).

The Union will promptly reimburse the DSSMSSAB within thirty (30) days of the date of the invoice for the amounts owing for such leave reimbursements. The DSSMSSAB will issue such invoices on a frequency of no greater than once per month.

For each employee granted such leave, it will appear as a separate code (Paid Approved Union Leave – P.A.U.L.) on the employee's pay stub and the DSSMSSAB shall invoice for reimbursement from the respective Union the amount of wages, Employer Health Tax, DSSMSSAB OMERS share, DSSMSSAB share of CPP and DSSMSSAB share of EI.

The Union shall also reimburse the DSSMSSAB the monthly benefit premiums for Extended Health Care, Dental Plan, Life & ADD, and LTD. The balances will accrue in accordance with the collective agreement at no cost to the employer.

The Union shall reimburse the DSSMSSAB for the cost for any increase in vacation entitlement that may have occurred during the leave period at 2% per week of added entitlement.

The DSSMSSAB shall send the invoice for such reimbursement to the address designated by the Union. The Union has confirmed that invoices for all UNIFOR Locals will be sent to the one (1) identified address. The address used for billing purposes will be as provided by UNIFOR.

Requests for Leave for Union Business approved by a representative of the Union shall be on a form provided by the DSSMSSAB for approval by the respective Department Head and distributed to the Accounting Division with a copy to the Human Resources Department.

It is understood that the intent of this article is that it shall only apply to one (1) employee at a time commencing such Leave of Absence. Further, applications will be granted based on the employer's operational requirement and therefore such requests could be declined for valid operational concerns.

It is agreed that such Leave arrangement will not add any Cost to the DSSMSSAB and that any replacements for said employee will be at the discretion of the DSSMSSAB.

It is understood that such employee on leave is required (**at no cost to the employer**, independent of the DSSMSSAB), to return to work (DSSMSSAB) with their competencies, licensing and qualifications as required under the *Ontario Ambulance Act*. Where possible the employee on such leave may attend any DSSMSSAB organized training.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

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LETTER #13

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

EMS Commander

The employer agrees that with the creation of the position EMS Commander, which is a non-bargaining unit position, that those employees employed as EMS Commander will not perform the work of the bargaining unit, except to the extent outlined in Article 2.02 of the collective agreement and the employer also agrees that they will not lay claim, now or in the future, to any work being performed by the bargaining unit or a bargaining unit member.

The employer further agrees that no bargaining unit member shall be laid off, or have their hours reduced nor will the union see bargaining unit positions eliminated or not filled as a result of the creation of the EMS Commander position.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

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LETTER #14

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Rest Periods

The DSSMSSAB agrees to schedule rest periods for employees of at least eight (8) consecutive hours free from work each day.

The DSSMSSAB and the Union recognize that the rest period may be interrupted only so far as is necessary to avoid serious interference with the ordinary working of the employers' operations:

1. To deal with emergencies
2. If an unforeseen event occurs, to ensure continued delivery of essential Emergency Medical Services

The Employer will prioritize an 8-hour rest period between shifts. This rule means that in most circumstances, we will ensure that paramedics have 8 hours of rest between shifts or will be worked within a 16-hour window. This includes the time between up-staffs or an OHL game, and a regular shift.

- **E.g. - If a paramedic works from 05:30 — 17:30, and a four-hour OHL game/Up-staff shift is available to work from 18:00-22:00, they would not be eligible because the paramedic would not have 8 hours free from work that day (i.e. they would exceed the 16-hour window).**
- **E.g. — If a paramedic works from 06:00-18:00, and a four-hour OHL game/Up-staff shift is available to work from 18:00-22:00, the paramedic would be eligible because the paramedic would have 8 hours free from work that day (i.e. they would not exceed the 16-hour window).**

Paramedics are responsible for notifying the on-duty Commander if they are mistakenly scheduled with less than 8 hours between shifts. Our intent is always to schedule paramedics with at least an 8-hour rest period. This does not apply if the total time worked for both shifts is less than thirteen (13) hours.

- **E.g. — A part-time paramedic could be scheduled from 08:00-14:00 and then work an OHL game from 17:30-21:30.**

Paramedics must have at least 8 hours free from work a day. This rule means they can only work a total of 16 hours a day. They cannot be scheduled, nor can they accept a shift that leaves them working any hours greater than that.

- E.g. — If a paramedic works from 05:30 — 17:30, and there is vacancy offered out as OT to finish a 09:00 shift from 19:00-21:00, this paramedic would be eligible to work it because they would still have 8 hours free from work that day (i.e. would be working within a 16-hour window). They would not be compensated for the gap between shifts.

If a shift unexpectedly exceeds 16 hours, and the paramedic is scheduled to return to work less than 8 hours later, they will be asked to stay home until they reach 8 hours of rest. We will still pay them for their full shift. This will be coordinated between the paramedic and the on-duty Commander.

- E.g. — Paramedics work from 19:00-07:00 but are assigned a Sudbury transfer at 02:00. If they return at noon and are scheduled to return to work at 19:00 that night, they will not return to work until 20:00. This will be discussed with the on-duty Commander before leaving, and the vacancy will be covered accordingly (i.e. by buffer staff or overtime shift-extension).

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

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LETTER #15

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Part-time Availability

Part-time employees will be categorized as Part-time A or Part-time B. All Part Time employees must remain in their assigned part time category for a minimum duration of 1 year. Part-time B positions will be posted on an annual basis, subject to availability.

Part-time A Availability

- all part-time staff will default to this classification unless otherwise approved to Part-time B classification.
- must provide a minimum of **ten (10)** workable shifts of availability per 28 day period and in accordance with scheduling LOU timeline
- of those workable shifts, at least **three (3)** shifts must be night shifts
- of those workable shifts, at least **four (4)** shifts must fall on two weekends (weekends constitute Friday evening to Sunday evening)

When providing availability for day shifts, Part-time A employees may identify up to four (4) days where they are not available for shifts that begin between the hours of 0900 and 1100.

Part-time B Availability

- There will be a maximum of **four (4)** Part-time employees in this category.
- Positions in this category shall be filled by seniority and with a minimum experience of **4368 hours**.
- must provide 6 workable shifts of availability per 28 day scheduling block
- of those workable shifts, at least two (2) must be night shifts
- of those workable shifts, at least two (2) must fall on one weekend (weekends constitute Friday evening to Sunday evening)
- of those workable shifts at least two (2) must be mid-day shifts

All shifts must be equitably distributed between Part time A and Part time B groups up to two shifts. All remaining shifts will be equitably distributed to Part time A up to 84 hours and then distributed to Part time B based on availability.

Every part time employee must provide full availability for all shifts for the period of December 24th **night shift** to December 26th day shift **and** December 31st day shift to January 1st day shift and **will only be scheduled on one of the holidays unless agreed to work both**. Part time employees acting in a temporary full-time position shall be exempt from this requirement, in accordance with their assigned regular schedule.

Every part time employee must provide full availability for all shifts of at least two (2) of the remaining statutory holidays throughout the year. Part time employees acting in a temporary full-time position shall be exempt from this requirement, in accordance with their assigned regular schedule.

Part time employees that are filling a temporary full time position and are required to "give back" a scheduled shift within their eight (8) shift pay period shall identify the "give back" shift at the time of submitting their availability or it will be assigned.

Part time Scheduling

Any unscheduled authorized leaves, that occur throughout the year, including shifts vacated by a part time employee moving into a temporary full time position, will be assigned or offered in accordance with availability and seniority based on the current shift distribution for the pay period(s) in which the vacancy occurs.

A shift being filled 72 or more hours prior to its commencement will be assigned and the part time employee will work the assigned shift.

A shift being filled 72 or less hours prior to its commencement will be offered and the part time employee may elect to accept or decline the offered shift.

In the event a part time employee in a temporary full time position is relieved of their temporary posting, one or more shifts shall be redistributed to them in accordance with seniority, by pay period.

If a paramedic is scheduled more than 5 consecutive shifts within a block, they will be allowed to forfeit a shift at the discretion of management but will be required to provide an additional day of availability within the scheduling block **if the required availability is not being met**. The paramedic is required to notify their Commander within one (1) week of the posting of the schedule.

Minimum of 10 hours rest period between shift during scheduling.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

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LETTER #16

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Mental Health

The parties agree to work together during the life of the agreement in the hopes of engaging managers and employees on mental health issues and their effect on the workplace. This will be a standing discussion item on the Joint Occupational Health and Safety Committee agenda.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

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LETTER #17

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

AEMCA Pending Paramedics

Whereas the Collective Agreement Article 4:02 defines a Primary Care Paramedic (PCP) as "Primary Care Paramedic (PCP)" shall mean an employee holding an E.M.C.A. or an A/E.M.C.A. Certificate and is qualified in accordance with the Ambulance Act and applicable Regulations as well as possessing qualifications as required by the DSSMSSAB to perform ambulance services duties; and

Whereas, Regulation 257/00 allows paramedic services to employ Emergency Medical Attendants; and

Whereas the parties wish to resolve this matter and add an additional definition to Article 4 of the Collective Agreement, subject to the following conditions:

- 1. The parties agree to use the following definition for the Emergency Medical Attendant "Emergency Medical Attendant (EMA) is an employee who has successfully completed an ambulance and emergency care, or paramedic program provided by a College of Applied Arts and Technology or an institution approved by the Director but has not yet obtained a Ministry of Health Advanced Emergency Medical Care Assistant Certificate (AEMCA). EMA employees shall be qualified in accordance with the Ambulance Act and applicable Regulations as may be amended from time to time as well as possessing qualifications as required by the DSSMSSAB to perform ambulance services duties."**
- 2. The Parties agree that any employee hired as an EMA will be paid 90% of the PCP rate as listed in Schedule A of the Collective Agreement.**
- 3. All AEMCA pending Paramedics hired with Sault Ste Marie Paramedic Service must be signed up to write the 1st available AEMCA exam following completion of their program.**
 - a. If exam results are unsuccessful the paramedic must immediately reschedule themselves for the next available exam date.**

- b. If their second attempt is unsuccessful, they will be placed on an ULOA until they have successfully passed the third attempt. At which time they may be reinstated at the discretion of the Chief or delegate and will be required to restart the probationary period.
- 4. Each AEMCA pending Paramedic will complete, at minimum, four 12 hour day shifts as a 3rd attendant on trucks accompanied by 2 AEMCA certified Paramedic prior to being cleared to work independently on trucks by Management.
- 5. Each ambulance responding to a request for service is staffed with at least one primary care paramedic and one EMA qualified under the regulations.
- 6. This Letter will be revisited or withdrawn at time of bargaining.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

Louie Bruni

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LETTER #18

LETTER OF UNDERSTANDING

Between

THE DSSMSSAB

and

UNIFOR Local 1359

Scheduling

Whereas the Employer and the Union have determined the need to make changes to the scheduling process; and

Whereas the parties have agreed to implement changes on a trial basis that can be revisited at any time upon request from either party; and

Whereas the parties wish to resolve this matter on a trial basis, subject to the following conditions:

1. "Shuffling" Definition (Specific to PT Scheduling)

All Block and Post-block scheduling will be completed based on availability and seniority.

Post-block vacancies will never generate the "movement" of previously scheduled shifts.

The process of distributing shifts >72 and <72 hours away will remain as current practice. An exception is outlined in CA LOU #15.

2. New Scheduling System (Specific to PT Scheduling)

The schedule will maintain a minimum of a 4-week lead-time and complete 2 weeks at a time in order to maintain a maximum of a 6-week lead-time.

(** The New 2 Week Block will be completed prior to the beginning of the next pay and no more than one week before this same date. **)

Ex: We will use the following dates for demonstration purposes:

**June 11 — June 24
June 25 — July 08
July 09 — Jul 22**

July 23 — Aug 05

On June 15, the schedule is already completed up to July 22.

Prior to June 25 but no earlier than June 18, the next 2 week period (July 23 — Aug 05) will be completed.

This will continue in 2-week increments.

Part-time staff shall not alter their availability on any dates in the past.

3. Filling of Vacancies (i.e. vacation, stat holiday, lieu requests)

For planning purposes, up to 5 Paramedics on day shifts and up to 3 Paramedics on night shifts can be off at a time, during the year. Additional vacancies will be considered during regular scheduling. Leave requests can be submitted on/or after the first pay period of the new calendar year.

4. Temp FT positions

- End of year shuffle for temp FT completed by November 15th (following platoon completion), no change to Temp Fill following that date into the new year.**
- When there is a change to a Temp FT position causing a change in PT scheduling, those shifts can be adjusted. The PT medic will be given a chance to adjust their PT availability prior to equal distribution of their shifts after being taken out of a Temp FT position.**
- PT medic will be notified as soon as management is aware of the change in temp position**

5. Platoon Selections

A survey of all paramedics will be used to indicate scheduling preferences for the coming year (i.e. day/night, straight days, community paramedic program, and whether you want to maintain WGL, AWGL, or AC roles).

The survey will be sent out to all staff by mid-August with a required completion date of October 1st. The Union will have a chance to review the survey before it goes out and will have the chance to review its results at its completion.

By October 25th - the platoon list will be completed, and the Union will have the chance to review it for grievous oversights.

November 1st — the platoon list is presented to all Union members. All union members will have 10 days to review their new platoon list prior to picking vacation after it is posted.

November 10th — vacation/stat bid process begins — each paramedic will have 24 hours to complete their selection. If it is not picked in that timeframe, their turn will be skipped, and it can be made up on the next round. This process is the same for FT and PT employees.

Any union member on an approved Leave of Absence or expected to be unavailable during their allotted vacation pick time will be notified by the union of their platoon placement for the upcoming year. The employee is then responsible to notify the Chief of Paramedics or designate their top 20 vacation selections (sets) in order of importance within 10 days after they are posted.

After the vacation/stat bidding process is complete, management will notify all staff who are required to adjust their schedule by 2 shifts to support their required allotment of 2184 hours. This will be a collaborative process between the employer and the employee. The employer will provide a list of all acceptable shifts from that year that may be added or removed as required and the employee will be able to select from this list. This will be completed by following seniority.

December 1st — Platoon list and all vacation/stat selections should be complete by December 1st, allowing the schedule to follow the new 6-week schedule.

No changes will be made to the platoon list after November 1st until the following year, regardless of any staffing changes (Exception — if there is a WGL vacancy, the job will be posted, and the successful applicant can choose to move to that spot with the caveat that vacation selections will need to be adjusted to available weeks. They can also choose to remain in their current position until January of the following year where they can assume their new role.)

The Transition period is the first full pay period of the new year.

Signed this 28 day of February, 2025.

FOR THE DSSMSSAB

Louie Bruni

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