

# MEMORANDUM OF AGREEMENT

BETWEEN

**The Canadian Union of Public Employees  
Local 3197 (sub)**

**CUPE** / *Canadian Union  
of Public Employees*

**-and-**

**Beaver Ambulance**

**Expires March 31, 2012**

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## **PREAMBLE**

WHEREAS it is the purpose of both parties to this agreement:

1. To ensure the provision of the best possible services and care;
2. To protect the interests of patients, employees and the community;
3. To protect and maintain a positive working relationship between the Employer, the employees within the bargaining unit and the Union;
4. To recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions and employment;
5. To encourage efficiency and effectiveness in operations;
6. To set forth certain terms and conditions of employment relating to hours of work, employee benefits, wages, working conditions, and the security of all employees represented by the Union.

## **ARTICLE 1 - TERM OF AGREEMENT**

- 1.1 This agreement shall be in full force and effect as of date of ratification and shall continue in full force and effect until the 31<sup>st</sup> day of March, 2012 and from year to year thereafter, except as hereinafter provided.
- 1.2 Either of the parties hereto may serve notice to commence collective bargaining by notice in writing not less than sixty (60) days nor more than one hundred twenty (120) days prior to the expiration date of this agreement.
- 1.3 If amendment is desired, the contents of the amendment shall be transmitted to the other party at the first collective bargaining meeting and the existing agreement shall remain in force until the process of collective bargaining has been completed in accordance with the provisions of the *Alberta Labour Relations Code* or the parties hereto are in a legal position to conduct a lockout or strike vote, whichever first occurs.
- 1.4 Changes in this agreement mutually agreed upon by the parties hereto however, may be made at any time, provided that such changes are properly reduced to a written Letter of Understanding and executed by authorized representatives of the parties to this agreement. Such changes shall form part of the Collective Agreement and are subject to the grievance and arbitration procedure.

## **ARTICLE 2 - NO STRIKE OR LOCKOUT**

- 2.1 The Union agrees that during the term of this Collective Agreement, it will not be involved in nor will it condone or authorize a strike, slowdown, stoppage of work, picketing of the Employer's premises, or refusal to perform work, and no Employee shall be involved in such action.
- 2.2 The Employer agrees that during the term of this Collective Agreement it will not sanction or authorize any lockout.

## **ARTICLE 3 - NO DISCRIMINATION**

- 3.1 There shall be no discrimination, interference, restriction or coercion exercised or practiced by either party in respect of an employee by reason of race, color, creed, national origin, political or religious affiliation, gender, sexual preference, marital status, age, physical/mental disability except to the extent permitted by law as a bona fide occupational requirement, nor by reason of membership or non-membership or lawful activity in the Union, nor in respect of an employee or the Employer exercising any right conferred under the Collective Agreement or any law of Canada or Alberta.

## **ARTICLE 4 – UNION RECOGNITION**

- 4.1 The Employer recognizes the Union as the exclusive bargaining agent for employees covered by this Collective Agreement.
- 4.2 This agreement shall apply to all emergency pre-hospital practitioners, except where otherwise stated, employed by Beaver EMS for whom the Union has the right to bargain as set out in the Alberta Labour Relations Board Certificate.
- 4.3 The Employer shall not enter into any agreement with any individual employee or group of employees in the bargaining unit respecting the terms and conditions of employment contained herein unless any such agreement is first agreed to by the Union.

Persons whose jobs are not in the bargaining unit shall not work on a job which is included in the bargaining unit, except for purposes of instruction, in an emergency, or in the event that the job requires qualifications which exceed those of members of the bargaining unit.

If there are no bargaining unit employees available, it will be deemed as an emergency situation and the Employer will be permitted to fill in if necessary.

- 4.4 Except as otherwise specified elsewhere in this Collective Agreement, all correspondence between the parties arising out of this Collective Agreement or incidental thereto shall pass to and from the Employer or designate and the President of the Union or designate.
- 4.5 The Employer recognizes the Union through its accredited officers and representatives as the exclusive agent for those employees covered by this Agreement for the purpose of collective bargaining.
- 4.6 The President or any duly accredited Officer of the Union may be permitted on the Employer's premises for the purpose of transacting Union business providing prior permission to do so have been granted by the Employer.
- 4.7 A representative of the Union shall have the right to make a presentation of up to sixty (60) minutes during the probationary period or at the orientation of new employees with respect to the structure of the Union, as well as the rights, responsibilities and benefits under the Collective Agreement provided, however, that attendance at the presentation shall not be compulsory and provided further that a representative of the Employer may be present at such presentation.

- 4.8 The Employer shall negotiate with the Union or any of its authorized committees concerning matters affecting the relationship between the Employer and the Union, aiming towards a peaceful and amicable settlement of any differences that may arise between them. In order that this may be carried out, the Union will supply the Employer with the names of its officers, negotiating committee members, shop stewards and any other person or authorized representative of the Union and the Employer shall supply the Union with a list of its supervisory personnel with whom the Union may be required to transact business.
- 4.9 The Union shall supply to each Employee within the bargaining unit a copy of this agreement. All new Employees within the bargaining unit shall be given a copy of the agreement when they are hired.

## **ARTICLE 5 – SENIORITY**

- 5.1 For permanent employees seniority shall mean the length of continuous employment with the Employer from the last date of hire, exclusive of approved general leave, as a permanent employee. Seniority does not apply to casual employees.
- 5.2 In the event two or more employees have the same anniversary date, the employees will be placed on the seniority list in order of:
- (a) date of hire; then
  - (b) education at the time of hire
  - (c) date of application
- 5.3 (a) The Employer shall maintain a seniority list showing each Employee's seniority date. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in April of each year;
- (b) Seniority shall not apply during the probationary period. However once the probationary period has been completed seniority shall be credited from the seniority date established.
- 5.4 Seniority shall be considered broken, all rights forfeited:
- (a) when the employment relationship is terminated by either the Employer or the Employee;
  - (b) upon expiry of twelve (12) months following the date of lay-off, if during such time the Employee has not been recalled to work;
  - (c) if an Employee does not return to work on recall as provided in Article 25.4;
  - (d) an Employee accepts a position which is excluded from the bargaining unit.
- 5.5 Seniority will not accrue during:
- (a) Periods of lay-off;
  - (b) Leaves of absence or suspension in excess of thirty (30) calendar days for any reason.

## **ARTICLE 6 - MEMBERSHIP AND PAYMENT OF DUES**

- 6.1 Membership in the Union is voluntary. All employees regardless of active membership status within the Union must pay union dues as a condition of employment.
- 6.2 Notwithstanding the provision of Article 6.1, the Employer will deduct from the gross earnings (exclusive of Short-term, Long-term Disability or overtime wages) of each employee covered by

this Collective Agreement an amount equal to the dues as specified by the Union. Such deductions shall be forwarded to the Union, or its authorized representative, not later than the fifteenth (15th) of the month following and shall be accompanied by a list showing the name, regular wages, hours of work, and classification of the employees from whom deductions have been taken and the amounts of the dues deductions.

The Union shall notify the Employer thirty (30) calendar days prior to any change in the deduction of Union dues and shall provide a schedule of amount to be deducted.

- 6.3 The Employer agrees to supply the Union with a monthly statement indicating new employees, employees terminated, employees reclassified, promoted or transferred outside the scope of this Collective Agreement.
- 6.4 Said deductions will be taken from an employee during sick leave with pay and during a leave of absence with pay.
- 6.5 The Employer will record the amount of Union dues deducted on the T-4 forms issued to an employee for income tax purposes.

## **ARTICLE 7 - MANAGEMENT RIGHTS**

- 7.1 Management reserves all rights not specifically restricted in this Collective Agreement.
- 7.2 Without limited the generality of the foregoing, the Union acknowledges that it shall be the exclusive right of the Employer to operate and manage its business, including the right to:
  - (a) maintain order, discipline and efficiency;
  - (b) make, alter and enforce, from time to time, policies, standard operating guidelines, rules and regulations to be observed by an employee, which are not in conflict with any provision of this Collective Agreement.
  - (c) direct the working force and to create new positions and to determine the number of employees, if any, needed from time to time in any position, and to determine whether or not a position will be continued or declared redundant;
  - (d) hire, promote, classify, transfer within the same site, layoff and recall employees;

## **ARTICLE 8 - UNION OFFICERS**

- 8.1 Time off from work without loss of regular earnings, benefits, or seniority shall be granted a Union representative and/or an affected employee for time spent in discussing disciplinary actions or grievances, as outlined in the Grievance Procedure with the Employer, providing operations can continue without being compromised.
- 8.2 An employee or the Local Union shall have the right at any time to have assistance of a CUPE Representative.
- 8.3 The Employer agrees that the Site Vice President and/or Shop Steward shall not be hindered, coerced, or interfered with in any way in the performance of his/her function while investigating disputes and representing employees. The Union understands and agrees that the Site Vice President and/or Shop Steward is employed to perform work for the Employer and that he/she

will not leave work during working hours except to perform duties as provided in this Collective Agreement. Therefore, no Site Vice President and/or Shop Steward shall leave work without obtaining the permission of the Employer.

## **ARTICLE 9 - UNION LEAVE**

- 9.1 In the event that an Employee is elected or appointed to the bargaining committee for the Union, he shall be granted leave at his regular rate of pay for the purpose of attending joint collective bargaining, conciliation or mediation meetings in the establishment of a new collective agreement. It is understood that no more than two (2) employees from the Union will be granted leave with pay for the purpose of attending such meetings. The Union shall provide two weeks written notice to the Employer in the event leave is requested.
- 9.2 An Employee who is elected to attend a Union convention, conference, or to attend any other Union function or meeting or CUPE with the exception of any on site meeting, its affiliated or chartered bodies, or any other labour organization with which the Union is affiliated, shall be granted leave of absence with pay and benefits. The Union shall reimburse the Employer for all pay and benefits during the period of absence.

## **ARTICLE 10 - UNION MEETINGS**

- 10.1 Attendance of on-duty staff to Union Meetings shall be granted provided such attendance does not interrupt or offset the efficiency, operation or objective of the Employer.
- 10.2 The Union agrees to provide fourteen (14) days written notice to the Employer's administration for said Union meetings. Shorter notice for special meetings will not be unreasonably denied.
- 10.3 Members of the Union's Bargaining Committee and Executive Members shall be granted time off without pay or loss of seniority, in order to attend union meetings.

## **ARTICLE 11 - UNION/MANAGEMENT ADVISORY COMMITTEES**

- 11.1 a) The parties agree that there shall be a Union/Management Advisory Committee established for the purpose of discussing matters of mutual concern according to the terms of reference.
- b) The Committee will be co-chaired by Union and management.
- c) The Committee will meet once as required at a mutually agreeable time.
- d) The Committee shall consist of up to 2 representatives of Labour and up to 2 representatives of Management.
- e) The Committee shall not act as a bargaining body and may not change the collective agreement.
- f) Committee members will incur no loss of pay to attend the meetings of the Union/Management Advisory Committee.
- 11.2 a) The parties agree that there shall be a Joint Occupational Health and Safety Committee established for the purpose of discussing matters of mutual concern according to the terms of reference.

- b) The Committee will be co-chaired by Union and management.
- c) The Committee will meet as required at a mutually agreeable time.
- d) The Committee shall consist of up to 2 representatives of Union and up to 2 representatives of management.
- e) Committee members incur no loss of pay to attend the meetings of the Occupational Health & Safety Committee.

## **ARTICLE 12 - POLICY CHANGES**

- 12.1 The Union shall receive written notification of policy changes once the policy has been adopted by the Employer. The Union is welcome to meet with Management to discuss matters of concern.

## **ARTICLE 13 - NEW CLASSIFICATIONS**

- 13.1 If the Employer creates a new in-scope position that is not covered by this agreement, it shall establish a salary structure and then give written notice to the Union.
- 13.2 If the Union fails to object in writing within thirty (30) calendar days of receipt of the notice from the Employer, the salary structure shall be considered established.
- 13.3 If the Union objects to the salary structure established by the Employer and the negotiations succeed in revising the salary structure, the revised salary structure shall be retroactive to the date the new position was implemented.
- 13.4 Failing resolution of the matter by negotiation, within a further thirty (30) calendar days of receipt of the notice from the Employer it may be referred to mediation. Failure to resolve at this point, the matter shall be referred to the Arbitration Step of the Grievance Procedure.

## **ARTICLE 14 – PROBATIONARY PERIOD**

- 14.1 A newly-hired Employee shall serve a probationary period of six (6) months (or 1464 full time hours – whichever is less). If, in the opinion of the Employer, an Employee serving a probationary period is found to be unsatisfactory he may be terminated at any time without notice. Such termination may be subject to the grievance procedure. There will be no recourse to arbitration unless the employer's decision to terminate was made contrary to Article 3.1 - Discrimination.
- 14.2 Seniority shall not apply during the probationary period; however, once the probationary period has been completed, seniority shall be credited retroactive to the date on which the Employee last entered the service of the Employer.
- 14.3 The Employer shall provide a written evaluation to each probationary employee prior to the completion of his probationary period. If a probationary employee is terminated, notice in writing shall be given to the Employee and the Union.

- 14.4 If, in the opinion of the Employer, the Employee is found to be unsatisfactory, the Employee's probationary period may be extended for an additional three (3) month period (or 732 full time hours – whichever is less). During the extended period, the Employee shall normally be given monthly feedback regarding his performance; however, if in the opinion of the Employer, the Employee is found to be unsatisfactory, he may be terminated at any time during the probationary period, or extended probationary period. Such termination may be subject to the grievance procedure. There will be no recourse to arbitration unless the employer's decision to terminate was made contrary to Article 3.1 - Discrimination.
- 14.5 No employee shall be required to complete more than one (1) probationary period.

## **ARTICLE 15 – CASUAL EMPLOYEES**

- 15.1 Calculation of earnings – the basic rates of pay for casuals are as follows: A casual employee shall be entitled to an increment on the completion of each one thousand four hundred sixty four (1464) regular paid hours of work, been with the employer for at least six months and there has been at least one year since their last incremental increase.

## **ARTICLE 16 - HOURS OF WORK**

- 16.1 The Employer shall endeavour to ensure that employees do not work more than sixteen (16) hours of active duty in a 24 hour period, except in emergency. If an employee has worked more than sixteen (16) hours of active duty in a 24 hour period, they will be entitled to six (6) hours of uninterrupted rest without loss of earnings. Prior to resorting to the above mentioned fatigue policy, the employee(s) which have worked up to ten (10) hours or more shall rotate to 2<sup>nd</sup> up with the other crew if possible. This would take place at the Tofield station, or if necessary one crew from Tofield would go to Viking to take 1<sup>st</sup> call in Viking for six (6) hours while they have six (6) hours rest. If there are no bargaining unit members available, the employee may be required to return to work.
- 16.2 Due to chute times while on call staff will be required to stay within the community, therefore, if staff do not reside within the community they may stay at the station at no cost for the duration of their shift rotation. Sleeping accommodation, washroom facility and cooking amenities will be provided.
- 16.3 Regular hours of work, inclusive of meal periods, shall be:
- (a) Spent at the station and/or active duty
  - (b) spent performing daily duties including unit checks, cleaning, training, responding to emergencies, conducting hospital transfers and other tasks as prescribed by the Employer.
  - (c) Employees may leave the station while on shift for one (1) thirty (30) minute meal break per shift providing they are able to make the required chute times.
- 16.4 Employees may exchange shifts and/or days off, providing such Employees are qualified to do each other's duties; and
- (a) Employees submit their request five (5) working days in advance of the proposed shift exchange;
  - (b) the Employer approves the exchange;
  - (c) operational efficiency is not disrupted;
  - (d) no additional or increased cost will be incurred by the Employer.

- 16.5 The Employer shall provide a thirty (30) day notice of platoon changes. Less than 30 days' notice will result in overtime.
- 16.6 On the date fixed by proclamation, in accordance with the Daylight Savings Time Act, of conversion to Mountain Standard Time or the resumption of Daylight Saving Time, there will be no changes, deduction or addition in hours.
- 16.7
- (i) A shift consists of a 24 hour period during which an Employee is assigned to work or required to be available for call back to work. The 24 hour time period will commence at 8:00 a.m. of each day;
  - (ii) Regular work schedules, (a tour), will consist of two (2) days on and four (4) days off.
  - (iii) "Active duty" shall mean completion of the time from receipt of a call to return to the ambulance station, clean and restock. No more than one hour following return to the ambulance station will be active duty with the exception of a complete decontamination cleaning, which will be no more than two hours of active duty.
  - (iv) In order to maintain the required chute times, the first-up crew in Tofield will be required to stay at the station. The second-up crew in Tofield will only be required to stay at the station for the three (3) core hours, then they may respond from home or from within the community unless the first up crew is dispatched to another call. In order to maintain the required chute times during peak daytime hours in Viking, the crew will remain at the station or staff residence for calls during the ten (10) hour daytime portion of the shift (08:00 to 18:00), and then those employees who reside in Viking may respond from home or from within the community if they can meet the required chute time of five (5) minutes or as specified by AHS. If the Viking crew is called in at night (from 18:00 hours to 07:59 hours) or the Tofield 2<sup>nd</sup> up crew is called in, the employee will be paid overtime for call-in provided they have already completed ten (10) hours of active duty within that 24 hour shift.
  - (v) When mandatory staff meetings are called by Management – off duty employees not scheduled to work will be compensated with minimum call in hours. Those on duty will add meeting hours to the active duty hours for that shift.
  - (vi) All regular fulltime employees are eligible to voluntarily accept additional regular or relief shifts. These would be offered to employees at the basic rate of pay unless specified by the supervisor or manager to be paid as overtime. For short-notice shifts, shift over-run and specified holidays, overtime rates will apply.

## **ARTICLE 17 – OVERTIME**

- 17.1 Overtime must be authorized by the EMS Supervisor.
- 17.2 All staff will receive the overtime rate for hours in excess of 10 hours of active duty during a 24 hour shift;
- 17.3 The overtime rate shall be one and one-half times (1½ x) the normal rate applicable to the hours worked as set out in the Hours of Work Article.

## **ARTICLE 18 – ACTING SUPERVISOR/PLATOON LEADERS**

- 18.1 Whenever the Supervisor is absent or unavailable for work, an acting Supervisor may be appointed to provide operational direction, excluding personnel issues. The employee should receive a premium of 10% of the basic day rate per day in addition to their regular pay. Platoon Leader shall receive a premium of 4% of the basic day rate per day in addition to their regular pay. Occasional work while performed off duty is compensated within the Leader pay premium.

Management will ensure that there is a Supervisor available to all crews at all times either by phone or by radio.

Management may appoint employees to these positions temporarily in their absence. These rates shall apply to those temps per shift.

## **ARTICLE 19 – EMPLOYEE BENEFITS AND PENSION PLAN**

- 19.1 Every Permanent Employee shall contribute jointly to an RRSP. The Employees and the Employer shall make contributions to such plan in accordance with the provisions of the plan. Matched contributions by each party will be \$100 per month for the first three years and \$200 per month after three years.

- 19.2 Health and Group Benefits – Sunlife or comparable plan

All permanent and FTE employees shall be entitled to coverage under the following plans:

- Accidental Death and Dismemberment
- Critical Illness
- Dental Family
- Extended Health – Family
- Life Insurance
- Long Term Disability
- Short Term Disability

The Employer will pay 2/3 of the health and group benefits and the employee will pay 1/3. If the employee has another plan, they have the ability to waive the benefit.

- 19.3 Upon mutual agreement the parties can change plans and insurers to provide a comparable level of coverage.
- 19.4 The decision to extend coverage for any particular claim rests exclusively with the benefit provider and, where the Employer has complied with all of their requirements regarding a claim, such decision of the insurer will not be the subject of the Grievance or Arbitration process.

## ARTICLE 20 – STATUTORY HOLIDAYS

20.1 The following days shall be recognized as Statutory Holidays for the purpose of this Agreement:

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

At no extra cost to the Employer, an Employee may substitute a paid statutory holiday for an alternative day and date in recognition of the Employee's culture or religion. The Employee shall provide a standing declaration of the substitute religious or cultural holiday of choice or provide no less than one month notice to the Employer. The operation of this sub-clause shall not result in the Employer providing Paid Statutory Holidays in excess of the maximum number provided in this Article.

20.2 To qualify for statutory holiday pay, the Employee must:

(a) have worked for the Employer no less than thirty (30) shifts in the twelve (12) month period preceding any statutory holiday;

(b) have worked his/her scheduled shift immediately preceding and immediately following the statutory holiday except where the Employee is absent due to illness or an approved leave of absence of not greater than five (5) working days;

(c) work on the holiday when the Employee is scheduled to do so.

20.3 Notwithstanding Article 20.2 above, while:

(a) on layoff, or

(b) an unpaid absence during which he/she is in receipt of weekly indemnity as provided for by the Long Term Disability Income Insurance Plan; or

(c) on other leaves of absence in excess of thirty (30) calendar days for any reason;

An employee absent from work in accordance with Articles 20.3a-c shall not be entitled to:

(a) a day off with pay or

(b) payment in lieu thereof,

for the aforementioned Statutory Holidays.

20.4 If the Statutory Holiday occurs on a day that is not the Employee's (excluding temporary or casual employees) regularly scheduled day of work and the Employee is required to work, he shall be paid the applicable overtime rate for each shift worked.

20.5 If the Statutory Holiday occurs on the Employee's (excluding temporary or casual employees) regularly scheduled day of work and the Employee is required to work, he shall receive his day rate plus the applicable overtime rate for each shift worked.

20.6 If the Statutory Holiday falls during the Employee's (excluding temporary or casual employees) vacation, he shall receive an additional day with pay determined in accordance with Article 20.2.

20.7 Temporary and Casual Employees shall be paid the applicable overtime rates for all shifts worked on a Statutory Holiday.

## **ARTICLE 21 – ANNUAL VACATION**

21.1 An Employee shall not take vacation leave without prior authorization from management.

21.2 Authorized vacations may be changed by mutual consent of management and the Employee.

21.3 An Employee on vacation will not be recalled for work.

21.4 Permanent Employees shall be entitled to vacation with pay as outlined below:

- (a) Two tours of vacation after one (1) full year of service beginning on the anniversary date of employment.
- (b) Three tours of vacation after five (5) full years of service;
- (c) Four tours of vacation after nine (9) full years of service;
- (d) Five tours of vacation after nineteen (19) full years of service.

21.5 Casual and Temporary employees shall only receive vacation pay of 4% of wages.

21.6 Vacation Pay will be paid to Temporary Employees and Casual Employees as earned.

21.7 Vacation entitlement shall be taken in the year following the year within which it was earned.

21.8 Employees may be permitted to utilize accrued vacation prior to the completion of the current year with the prior approval of management.

21.9 Vacation with pay shall not accrue during periods while a permanent Employee is:

- (a) on layoff; or
- (b) in receipt of compensation from the Workers' Compensation Board; or
- (c) on unpaid absence while in receipt of weekly indemnity as provided for by the Long Term Disability Income Insurance Plan; or
- (d) on other leaves of absence in excess of thirty (30) calendar days for any reason.

21.10 An Employee shall be entitled to receive his vacation in an unbroken period except where his vacation entitlement is in excess of two (2) tours. In such a case, the Employee's vacation entitlement may be taken in an unbroken period in excess of two (2) tours only with approval of the EMS Manager.

21.11 Employees shall submit their written request for annual vacation, indicating their first and second choice, by February 1 of each year. Where it is not operationally feasible to grant the request of more than one (1) employee for the same period, seniority shall be the deciding factor. The Employer shall post the vacation schedule by February 28 of each year. Once the vacation schedule is posted, it will not be changed without the consent of the affected employees, except in case of emergency. Where an Employee fails to submit a written request for vacation by March 1, and subsequently makes a vacation request, such requests will be granted, if possible, once the vacation schedule has been posted. In the case of a late request where no mutually acceptable time can be arrived upon between the Employee and the Employer, or where no vacation request is made, the Employer reserves the right to schedule vacation for the Employee upon the provision of two (2) weeks written notice.

- 21.12 Vacation for one year may be carried forward to the next year with prior written approval of Management.
- 21.13 Upon termination, an employee shall be paid out any unused vacation. In the case of the death of the employee, such unused vacation shall be paid to his estate as per prevailing Labour standards rate.

## ARTICLE 22 – LEAVES OF ABSENCE

- 22.1 **General Rules Covering all Leaves of Absences** – All applications for leave of absence shall be made in writing. Each application shall indicate the desired dates for the commencement and conclusion of the leave of absence and the reasons for the leave. Employees shall not be eligible for leave of absence unless prior authorization has been received from the EMS Manager.

An Employee who has been granted a leave of absence of any kind and who overstays the leave without authorization shall be considered terminated effective the day following the agreed-upon return to work date.

- 22.2 Notice of the intention to return to work must be given to the Employer at least fourteen (14) days prior to the date of return specified if the date of return is earlier than that specified in Article 22.1.
- 22.3 **Maternity/Parental/Adoption Leave** – Employees who have completed a minimum of twelve (12) months continuous service in the employ of the Employer shall be entitled to maternity and/or parental, or adoption leave in accordance with current provisions set out in the *Alberta Employment Standards Code*.
- a) Maternity and/or parental, or adoption leaves must be requested in writing, where possible, a minimum of six (6) weeks prior to the anticipated commencement of such leave.
  - b) Request for an extension due to ill health of the mother or the child shall not be unreasonably denied. Such extension, when granted, shall not exceed an additional six (6) months.
  - c) An employee on such leave shall provide the Employer with four (4) weeks written notice of readiness to return to work with a medical certificate indicating that resumption of work by the employee will not endanger her health, following which the Employer will reinstate her in the same position held by her immediately prior to taking leave and at the same step in her pay scale or provide her with alternate work of a comparable nature at not less than the same step in the pay scale and other benefits that accrued to her to the date that she commenced leave.
  - d) The employee shall have the option to maintain benefit coverage for the period of the maternity leave provided the employee pays the full cost of benefit premiums. Such payments shall be made at least one month in advance on a month-to-month basis. Failure to make timely payments shall result in loss of benefit coverage.
- 22.5 **Leave** of two (2) working days with pay shall be granted upon the request of an employee to enable such employee to attend to matters directly related to the birth of their spouse's child.

22.6 **Special Leave**

Upon prior notification to the Employer, leave of up to three (3) days with pay per calendar year may be granted for critical illness of the employee's spouse, parent, sibling, child or fiancée. The employee shall complete such forms as are required by the Employer and provide proof of illness if required to do so. The Employer may grant leave for other special circumstances.

22.7 **Educational Leave**

- a) The Employer will encourage participation in educational programs.
- b) Applications for Educational Leave must be submitted in writing prior to the beginning of the educational program. The application must include the name of the program, a course description, the relevance of the course to the Employer, the beginning and end date of the program.
- c) Employees may be granted an educational leave without pay at the discretion of management. Only those applications that can demonstrate the relevance of their chosen education to Beaver EMS will be considered.
- d) The employee while on education leave will be eligible for casual shifts.

22.8 **Bereavement** – temporary leave of absence without loss of regular earnings shall be granted up to a maximum of two (2) working days because of the death of an Employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, grandparent, brother-in-law, sister-in-law.

22.9 **Public Office** – The Employer may, in its discretion, grant a leave of absence without pay to an Employee who wishes to become a candidate for public office for the period leading up to the election, on the condition that a conflict of interest will not be created by such action.

22.10 **Military Training – Reserve Force** – The Employer recognizes the vital role of reservists in Canada's defence programs and as such will allow:

- (a) ten (10) days leave without pay for Employees choosing to join the Canadian Reserve Force;
- (b) at the discretion of the EMS Manager, additional time off without pay for further training or courses;
- (c) special leave without pay for peacekeeping or operational missions up to twelve (12) months in duration.

22.12 **Leave of Absence in Excess of Thirty (30) Days** – in the case of leaves of absence in excess of thirty (30) calendar days, Employees shall cease to earn vacation (or sick leave) credits from the commencement of such leaves. Upon return from such leave, seniority and sick leave credits earned prior to such leave shall be credited back to the Employee.

While on a leave of absence in excess of thirty (30) days in duration, an Employee shall have the opportunity to remain on the Employee Benefit package with the understanding that he is responsible for the pre-payment of the Employee and the Employer portions of the benefit premiums for the approved leave of absence. Premiums are due on the first day of the month following the leave, and if not paid within thirty (30) days the Employee will be terminated from the benefits plans.

22.13 Seniority shall not accrue during an approved leave of absence in excess of thirty (30) days.

## ARTICLE 23 - SICK LEAVE

- 23.1 All Permanent Employees are covered by WCB, Long Term Disability and Short Term Disability plans for loss of work due to sickness or accident on a 24 hour basis.
- 23.2 When an employee has completed his probationary period, he shall be allowed a credit for sick leave computed from the date of employment at the rate of one working day for each full month of employment up to a maximum credit of twelve (12) days, provided, however, that the employee shall not be entitled to apply sick leave credits prior to the completion of his probationary period. Sick days used during the year will be deducted over the course of the fiscal year up to a maximum of 12 days in any given year. Sick leave does not apply to casual employees.
- 23.3 All Employees shall immediately notify the EMS Supervisor on the morning of their first (1<sup>st</sup>) day of absence through sickness. Employees are required to submit medical proof of illness for any claim for sick leave in excess of two (2) days.
- 23.4 The EMS Manager shall maintain and verify a true record of all sick leave.
- 23.5 Failure to comply with any of these requirements shall result in loss of pay for the period of absence or use of vacation days in lieu.
- 23.6 Should an Employee be injured such that they would be unable to perform a substantial portion of their job duties while on off days or during vacation leave, the employee shall contact the Employer and make an application for Sick Leave.

In the event the employee is treated by a physician, as an out patient/in patient and demonstrates to the satisfaction of the Employer that this occurred during the course of the employee's vacation leave, the Employer will consider a request by the employee to be provided a Sick Leave, in accordance with Article 23 for the duration of the treatment and/or recovery. Subsequent vacation time not taken shall be re-credited to the employee's vacation bank. The employee's request will not be unreasonably denied.

- 23.7 The employer will assist the employee, upon request, in the completion of the necessary forms in a timely manner. The employee may be required to attend a physician, upon the request of management. Any costs incurred are the responsibility of the employer.
- 23.8 Prior to the conclusion of Short Term Disability benefits, the Employee may apply to LTD and /or CPP for disability consideration. The necessary forms will be provided to the employee by management well in advance to ensure reasonable time for plans to be considered.

When the employee is on Long Term Disability or Canada Pension Disability, the employee shall:

Not suffer any loss of seniority or classification upon return to work provided the employee is absent from work for less than 24 months.

Not earn vacation credits/sick leave credits.

- 23.9 An Employee automatically reverts to Short Term Disability benefits as determined by the carrier's policy.

- 23.10 An Employee who is on an approved Short Term Disability leave will have the option to continue on the Employer's health benefits plans. The plan(s) must continue intact. The Employee/Employer ratio regarding health premium costs will remain unchanged while the Employee is on an approved Short Term Disability leave. The Employee's portion of the premiums is due on the first day of each month following the leave, and if not paid within thirty (30) days the Employee will be terminated from the health plan.
- 23.11 An Employee on Long Term Disability or awaiting acceptance will have the option to continue on the Employer's health benefit plan. The plan(s) must continue intact. The Employee/Employer ratio regarding health premium costs will remain unchanged while the Employee is on or awaiting acceptance of Long Term Disability leave. The maximum length of time that the Employer will contribute towards these health premiums is 104 weeks (two years). Should Long Term Disability leave be extended beyond the 104 week period, the Employee would be responsible for 100% of the health premiums (Employee and Employer). The Employee's portion of the premiums is due on the first day of the month following the leave, and if not paid within 30 days the Employee will be terminated from the health plan(s).
- 23.12 An Employee who is on sick leave, Long Term Disability or Short Term Disability is not permitted to be gainfully employed during the period, or to use the approved time off for personal financial gain of any sort.
- 23.13 An Employee found to be abusing sick leave, Long Term Disability or Short Term Disability, or using it for personal gain, must repay any sick leave benefits paid and will be terminated for just cause.
- 23.14 The Employer may require that an Employee be examined by an independent medical practitioner where:
- (a) There is prolonged frequent absence from work due to illness;
  - (b) There is an apparent misuse of sick leave; or
  - (c) There is concern about the Employee's ability to satisfactorily perform the required duties, due to disability or illness.

## **ARTICLE 24 – LAYOFF AND RECALL**

- 24.1 Definition of Lay-off: A layoff shall be defined as a reduction in the work force.
- 24.2 Notice of Lay-off: Permanent employees shall receive fourteen (14) days' working notice or pay in lieu thereof of the Employer's intention to lay-off. A copy of such notice shall be provided to the Union.
- 24.3 Skill, ability and qualifications being equal, the Employer shall give lay-off notice to the Employee with the least seniority in the job classification where the lay-off occurs.

#### 24.4 Recall

(a) Where Employees have been laid off in accordance with Articles 24.2 and 24.3, they shall be recalled in the reverse order they were laid off to the first available job within their classification.

(b) The Employer will contact Employees on lay-off in person or by phone for the purpose of recall in accordance with article 24.4a. Where recall in this manner is not possible, recall shall be deemed to have been carried out seven (7) days after the posting of a double-registered letter to the last known address of the Employee according to the Employer's records.

(c) Where an Employee does not return to work as required, within seven (7) days of being recalled, in accordance with article 24.4(b), the employment relationship shall be terminated.

24.5 No employees shall be hired by the Employer until eligible Employees on lay-off have been given the opportunity to return to work in accordance with Article 24.4.

24.6 (a) The right to recall in accordance with Article 24.4 shall continue for a period of twelve (12) months after which time the employment relationship shall be terminated.

(b) When employment is terminated in accordance with Article 24.6(a), or for any other reason without just cause, termination pay shall be payable based on the minimum requirements of the Employment Standards Code, as amended from time to time.

(c) If at any time during the term of this Collective Agreement the notice periods are less than the minimum requirements of the *Employment Standards Code* the minimum requirements of the *Employment Standards Code*, as amended from time to time, will apply.

### ARTICLE 25 - COURT APPEARANCE

25.1 If an employee is subpoenaed to appear as a witness as a direct result of his active duties with Beaver EMS during his vacation, affected vacation days shall be added back to his vacation days.

The employee must provide a copy of such subpoena to the employer.

25.2 If a regular employee, as a direct result of his active duties with Beaver EMS, is subpoenaed to appear as a witness or a defendant during his regular hours of work, he shall not suffer loss of pay as a result of such appearance. If an employee is required to appear as a witness or a defendant during his off days, he shall be paid for such an appearance.

25.3 If a regular employee is required to appear for jury duty during regular hours he shall not suffer loss of pay as a result of such appearance. Any money paid to the employee, by the courts, shall be signed over to the employer utilizing the appropriate forms.

25.4 If a casual employee as a direct result of his active duties with Beaver EMS is required to appear in court, they shall receive their basic hourly rate of pay for their court time to the nearest fifteen (15) minutes.

## **25.5 INDEMNIFICATION**

The Employer will indemnify and save harmless any member of the Union from any court proceeding, claim, cause or demand and shall pay all expenses and costs with respect to any court proceedings involving a member of the Union provided the member was acting within the scope and course of their employment with the Employer and provided that the member was not grossly negligent in the performance of their duties.

## **ARTICLE 26 - REMUNERATION**

- 26.1 All regular Employees will receive a mid month advance upon request, of up to a maximum of \$2000 payable not later than the 10<sup>th</sup> of the month and the balance owing will be payable no later than the 25<sup>th</sup> of the month. A statement of entitlements including but not limited to sick time, vacation time and lieu time will be made available with the employee's paystub upon request. Casual employees are not eligible for a mid-month advance.
- 26.2 All employees must submit a time sheet for payment in accordance with the schedule established by the Employer. If the Employee fails to submit their overtime/extra time as required, the Employee's overtime/extra time pay will be withheld to the following month's payperiod.

## **ARTICLE 27 - MEDICAL EXAMINATIONS**

- 27.1 The Employer agrees to pay for medical examinations for the renewal of full-time employees' operators certificates.
- 27.2 The Employer reserves the right to request a medical by a physician, designated by the Employer, for any reason. The cost of this medical will be the responsibility of the Employer.

## **ARTICLE 28 - PROFESSIONAL FEES**

- 28.1 The Employer agrees to pay ACP registration fees and the renewal of registration on behalf of all full-time employees. Casual employees whose registration fees are not paid by another employer may be considered for paid registration fees, upon written request to management on a case by case basis without prejudice or precedence.
- 28.2 Any official tax receipt is to be given to the Employer.
- 28.3 Beaver EMS will pay for and supply any requests for driver's abstracts as required for current employees. Employee will sign and supply all forms upon request.

## ARTICLE 29 - SAFETY

29.1 No employee shall be permitted to operate equipment, administer drugs or use any new technique until trained in that particular procedure or technique. An employee may, during the training period, administer, use or operate as stated above under direct supervision of a qualified employee.

## ARTICLE 30 - UNIFORM AND CLOTHING ALLOWANCE

- 30.1 a) An employee (except casual employees) shall be allowed a total inventory of:  
*(The Employer will supply all patches, name tags, ID cards and epaulettes)*  
one (1) all season jacket  
four (4) uniforms  
one (1) winter hat (optional on request)  
one (1) belt  
four (4) t-shirts  
one (1) pair black work boots (maximum of \$180 with receipt)  
one (1) pair black gloves  
Safety glasses are supplied on the units.
- b) Uniform issue items shall be replaced by the issue of new items as required. Items being replaced shall be returned to management upon receipt of new issue.
- c) Employees will have the option to purchase additional uniform shirts and pants through a single payroll deduction.
- 30.2 Supplied uniforms are only to be used while on shift with Beaver EMS.
- 30.3 Upon termination for any reason, all clothing and equipment issued to an employee shall be returned to the Employer.
- 30.4 The Employer shall be responsible for any costs incurred by an employee requiring alterations to any items listed in Article 30.1 with prior authorization of management.

## CLOTHING - CASUAL EMPLOYEES

- 30.5 a) Casual employees designated by management shall receive upon employment the following items of clothing:  
two (2) uniforms  
two (2) t-shirts  
one (1) all season jacket will be supplied while on shift
- b) The provisions of 30.1 (b) through 30.4 shall apply to casual employees.
- c) Employees will have the option to purchase additional uniform shirts and pants through a single payroll deduction.

## ARTICLE 31 - WORKERS' COMPENSATION

- 31.1 The Employer shall maintain Workers' Compensation Board coverage for all employees covered by this Agreement.
- 31.2 If an Employee is incapacitated and unable to work as a result of an accident sustained while on duty in the service of the Employer, and is not disabled for longer than the day of the accident, the Employee shall receive his basic rate of pay for the remainder of his shift.
- 31.3 An employee who is incapacitated and unable to work as a result of a work related injury or illness within the meaning of the Workers' Compensation Act, and as confirmed by WCB, shall receive their salary at the employee's WCB rate with all regular deductions from the employer provided the employee assigns over to the employer on proper forms the monies due from the Workers' Compensation Board for time lost due to the accident. The employer will not be required to top up the difference between the employee's regular salary and the WCB rate.
- 31.4 An Employee receiving compensation benefits pursuant to Article 31.3 shall be deemed to be on Workers' Compensation leave and shall:
- (a) remain in the continuous service of the Employer;
  - (b) cease to earn sick leave and vacation credits;
  - (c) shall be required to pay his share of benefit premiums to the Employer on a monthly basis in order to continue his coverage of such benefits.
- 31.5 An Employee on Workers' Compensation leave and who is certified by Workers' Compensation Board to be fit to return to work and who is:
- (a) capable of performing the duties of their former position, shall provide the Employer with fourteen (14) days written notice of readiness to return to work. Such notice shall not be required in the case of short term absence on Workers' Compensation leave where the expected duration of the leave at the time of onset was less than fourteen (14) calendar days. The Employer shall then reinstate the Employee to the same position they held immediately prior to their disability.
  - (b) incapable of performing the duties of any position, may make application for any benefits or entitlements for which they may be eligible under the sick leave provisions or the benefit provisions.
- 31.6 The reinstatement of an Employee in accordance with this Article shall not be construed as being a violation of the posting and/or scheduling provisions of this Collective Agreement.
- 31.7 The Employee is required to provide the Employer with documentation from his physician, describing the employee's ability to return to work. Such documentation shall be provided to the Employer on a monthly basis. Where the Employee has previously provided documentation stating he will be unable to return to work for a period in excess of one (1) month, he shall only be required to provide documentation upon the expiration of any such period. Any and all obligations of the Employer shall be negated should more than one (1) month pass since the Employee was obligated to provide such documentation and he has failed to do so.
- 31.8 At the expiration of twenty-four (24) months from the first day of absence as a result of a disability, where an Employee who is not capable of resuming work, the employment relationship shall be terminated.

## **ARTICLE 32 - MEMBER EDUCATION**

32.1 The Employer shall provide for the certification and recertification in the following programs at no cost to the regular employee and at no loss of regular pay. A claim for time off with pay for regular shifts not worked shall not exceed the number of days required for certification or recertification:

ACLS           ITLS  
PALS           WHMIS  
Professional driving course for new employees

32.2 Upon successful completion, the Employer shall pay for all associated costs in respect to registration and/or hosting of the course and course texts.

32.3 The Employer may provide these programs in-house, in conjunction with other agencies, or through an established continuing education provider. The Employer will establish dates for certification and recertification of these programs with the expectation that all staff will attend.

32.4 Every effort will be made to ensure that staff is aware of the dates at least 30 days in advance and that enough dates are provided to meet the varying schedules of staff.

32.5 If an employee is unable to attend on the dates provided for these courses due to extenuating circumstances a request for reimbursement up to the value of the course established by management may be forwarded to management.

## **ARTICLE 33 - PARKING STALLS**

33.1 The Employer will provide access to parking stalls with the ability to plug-in, on a first come first served basis for on-duty personnel.

## **ARTICLE 34 - STATION AMENITIES**

34.1 Current station amenities will be available for the staff to use.

## **ARTICLE 35 - BULLETIN BOARD SPACE**

35.1 The Employer shall provide bulletin boards to the Union. The Union may be permitted to post notices of meetings and other approved notices, which may be of interest to employees of the Employer.

## **ARTICLE 36 – EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES**

- 36.1 When a formal assessment of an Employee's performance is made, the Employee concerned must be given an opportunity to sign the assessment form in question upon its completion to indicate that its contents have been read and understood.
- 36.2 Upon service of at least seven (7) days' written notice to the Employer, the personnel file of that Employee shall be made available for examination in the presence of an authorized representative of the Employer.
- 36.3 All reviews, grievances, discipline, investigations or complaints are to be removed after two (2) years from the date of the occurrence on the employee's file, provided there are no further occurrences of a similar nature.

## **ARTICLE 37 - PROMOTIONS, DEMOTIONS AND VACANCIES**

- 37.1 All applications for newly created positions or promotion shall be made in writing, in the form of a resume, to the Employer. All requirements in the posting will be provided at the applicant's expense.
- 37.2 Applicants for promotion shall be informed in writing of their acceptance or rejection within ten (10) calendar days of the date of the appointment.
- 37.3
- a) When a vacant position is required to be filled, the Employer shall post notices of the vacancies within thirty (30) calendar days of the position being vacated.
  - b) When circumstances require the Employer to fill a posted vacancy before the expiry of ten (10) calendar days, the appointment shall be made via the casual employees list at the discretion of management.
  - c) The Employer may consider internal and external applicants. All vacancies shall be filled whenever possible by promotion from within.
  - d) The notice of posting referred to in Article 37.3(a) shall contain the following information:
    - (i) duties of the position;
    - (ii) qualifications required;
    - (iii) hours of work;
    - (iv) status of position and approximate term;
    - (v) salary grid;
    - (vi) required knowledge, skill and experience.

All promotions shall be on a trial basis. The promoted employee will be given a trial period of up to three (3) months in which to demonstrate his ability to perform the new tasks to the satisfaction of the Employer. Should such employee fail to succeed during the above-mentioned trial period or should the employee not wish to complete the trial period, the Employer will make a sincere effort to reinstate the employee in his former position without loss of seniority or, if such reinstatement is not possible, place the employee in another suitable position without loss of seniority and at a rate of pay equivalent to that of his former position. This process shall be administered on a without prejudice basis.

#### Temporary Vacancies

- f) All temporary vacancies shall be posted.
  - g) The employee accepting the temporary vacancy shall revert back to his/her former position when the vacancy comes to term.
- 37.4 In making promotions or demotions falling within the scope of the agreement, the determining factors shall in Management's view be an employee's skill, training, qualifications, work history and job knowledge. Where two (2) or more employees are relatively equal, with respect to all the aforementioned, then seniority shall be the determining factor.
- 37.5 When an Employee is temporarily assigned to a work classification either higher or lower than his current classification, he shall continue to retain the basic rate of pay for his current classification or the basic rate of pay of the job to which he is temporarily transferred, whichever is higher.
- 37.6 When an Employee is promoted to a classification assigned a higher salary scale, the Employee will be advanced to a step in that higher scale that provides for an increase of at least one (1) increment value from the Employee's existing salary level. The Employee's anniversary date for the purposes of his next increment shall be the date of his promotion.
- 37.7 Transition from an EMT discipline to a Paramedic discipline does not move laterally on the pay grid step for step.

### **ARTICLE 38 - RESIGNATION/TERMINATION**

- 38.1 An employee shall give to the Employer at least fourteen (14) calendar days notice in writing of his desire to terminate his employment.
- 38.2 An employee who voluntarily leaves the employ of the Employer shall receive the wages and vacation pay to which he is entitled within seven (7) days from the day he terminates his employment.
- 38.3 An employee shall be considered to be terminated when:
- (a) he is absent from work without good and proper reason and/or the approval of the Employer;  
or
  - (b) he does not return from leave of absence or vacation as scheduled; or
  - (c) he does not return from lay-off as required, or has been on lay-off for a period of time exceeding half his length of service, but, in any event, not to exceed a period of six (6) months on lay-off.
  - (d) an employee who has been absent without notifying the EMS Supervisor without reasonable excuse, shall be considered to have vacated his position.

### **ARTICLE 39 - DISCIPLINE AND DISMISSAL**

- 39.1 Except for an employee serving a probationary period, there shall be no dismissal or discipline except for just cause.

- 39.2 The Employer will follow the progressive discipline model. Unsatisfactory conduct by an employee which is not considered by the Employer to be serious enough to warrant suspension or dismissal may result in a written warning to the employee with a copy to the President of the Union or designate within five (5) business days of the disciplinary action. The written warning shall indicate that it is disciplinary action.
- 39.3 An employee who has been suspended or dismissed shall receive from the Employer, in writing, the reason(s) for suspension or dismissal and a copy of the letter shall be sent to the President of the Union or designate within three (3) business days.
- 39.4 Any written documents pertaining to disciplinary action or dismissal shall be removed from the employee's file when such disciplinary action or dismissal has been grieved and determined to be unjustified.
- 39.5
- a) An employee who has been subject to disciplinary action shall, after two (2) years for non-medical and two (2) years for medical from the date the disciplinary measure was initiated, request in writing, that his record be cleared of that disciplinary action. Upon receipt of the request, the Employer will expunge the disciplinary record from the Employer's files provided the employee has not been issued further disciplinary sanction of a similar or identical nature.
  - b) Disciplinary records expunged in accordance with the foregoing shall not be used in any formal reviews of any individual grievances (including arbitration) or influence future layoffs or job opportunities.
- 39.6 An employee shall, should he so choose, be permitted to have a Union representative present when he is interviewed for the purposes of the application of discipline by the Employer. It shall be the Employee's responsibility to arrange for the timely presence of such Union representatives, with no cost to the Employer.
- 39.7 Nothing in the foregoing prevents the Employer from pursuing the Employee's immediate suspension without pay or immediate dismissal without notice, or pay in lieu of notice, for just cause. The Employee shall be advised that he has the right to have Union representation present in such cases.
- 39.8 All Employees are required to obey and abide by all Employer policies, regulations and other directives, whether written or verbal.
- 39.9 An employee who is dismissed shall receive any and all payments legally owed to them by the Employer at the next regular pay period provided the employee has returned all uniform issue and Employer property as required.

## ARTICLE 40 - GRIEVANCE/ARBITRATION PROCEDURE

40.1 A grievance is a difference concerning the interpretation, application, operation or alleged violation of this Agreement, including any question as to whether or not the difference is arbitrable, and shall be settled without stoppage of work or refusal to perform work, in accordance with the procedures set out in this Article.

Grievances shall be of two (2) types: namely individual grievances or policy grievances, that is, grievances which affect a group of Employees within the bargaining unit.

40.2 The time limits specified shall not include Saturdays, Sundays, and named holidays. Time is of the essence; however, the time limits may be extended by the consent of both parties in writing.

40.3 Except where there is agreement to extend the time limits as specified in 40.2, if the Employer fails to comply with the provisions, the grievance may be processed to the next step by the grievor/Union. If the grievor/Union fails to comply with the provisions, the grievance shall be considered abandoned and the same grievance may not be brought again. An abandoned grievance will not prejudice employees in any future grievance of a similar nature.

40.4 An individual grievance or policy grievance commencing at Step 1 shall be in writing, and must include a statement of the following:

- (a) the name(s) of the aggrieved;
- (b) the nature of the grievance and the circumstances out of which it arose;
- (c) the remedy of correction the Employer is requested to make;
- (d) the section(s) where the Agreement is claimed to have been violated.

40.5 An Employee with a grievance will first seek to settle the dispute on an informal basis within ten (10) days following the date of the occurrence giving rise to the grievance. The Employee may seek the assistance of a Union representative under this clause.

40.6 **Step 1** – Failing satisfactory settlement, and within ten (10) days after management's response following informal discussions, an individual grievance must be submitted to the EMS Manager in writing by the Union. A Union policy grievance must be submitted in writing within ten (10) days of the date that the Union became aware of the incident giving rise to the grievance.

40.7 A further meeting with the grievor may take place at Step 1, but in any event the decision of management will be rendered in writing within fifteen (15) days from the receipt of any submission at this step.

40.8 **Step 2** – Failing settlement at Step 1, and within ten (10) days after receipt of the written response from management in Step 1, the grievance may be submitted to the Manager in writing. The Manager shall hold a meeting with the representative of the Union and provide a written decision on the grievance within fifteen (15) days of the meeting.

40.9 **Step 3** – If the decision of the Manager does not settle the individual or policy grievance, the Union must within ten (10) working days from the day the decision was received by the Union, appeal the decision in writing to the Board of Directors – Beaver Ambulance Society. Such appeal shall specify the full particulars of the grievance and the remedy requested.

- 40.10 **Step 4** – Failing settlement at Step 3, the grievance may be processed to Arbitration within ten (10) days as hereinafter described.
- 40.11 A discharge grievance shall comply with all of the provisions of the Grievance Procedure, except that this type of grievance may be initiated at Step 2.
- 40.12 Either party wishing to submit a grievance to arbitration shall, within ten (10) days of the receipt of the Board of Directors – Beaver Ambulance Society decision, notify the other party in writing of its intention to do so and name its appointee to the arbitration board, or state its desire to consider the appointment of a single arbitrator.
- 40.13 Within ten (10) days of receipt of notification provided for as above, the party receiving such notice shall:
- (a) inform the other party of the name of its appointee to the arbitration board; or
  - (b) arrange to meet with the other party in an effort to select a single arbitrator. Where agreement cannot be reached on the principal, and/or selection of a single arbitrator, an arbitration board shall be established.
- 40.14 Where appointees to the board have been named by the parties, they shall endeavour to select a mutually acceptable chairman or the arbitration board. If they are unable to agree upon the choice of a chairman, an application shall be made to the director of Alberta Mediation Services to appoint an arbitrator pursuant to the provisions of the Code.
- 40.15 The Arbitrator or Arbitration Board shall hear and determine the grievance and shall issue an award in writing and his decision shall be final and binding upon the Employer and the Union and upon any Employee affected by it.
- 40.16 Each of the parties shall bear the expense of its appointee to the Arbitration Board. The fees and expenses of the Chairman or single Arbitrator shall be borne equally by the parties.
- 40.17 The Arbitrator or the Arbitration Board, by his/their decision, shall not alter, amend, or change the terms of the Collective Agreement.
- 40.18 The time limits fixed in the arbitration procedure may be extended by consent of the parties and where specified shall be exclusive of Saturdays, Sundays, and declared general holidays.

## **ARTICLE 41 - DEFINITIONS**

- 41.1 Anniversary Date refers to the employee's commencement date which establishes payroll, benefits and years of service.
- 41.2 Bargaining Committee means those employees elected by the Employees within the Union to bargain on their behalf.
- 41.3 Calendar Year: The words Calendar Year when used in this agreement shall mean the period of twelve (12) calendar months, commencing January 1 to December 31.
- 41.4 Casual Employee means an employee who works on a relief, call-in, or casually scheduled basis.
- 41.5 Code: means the Alberta Labour Relations Code as amended from time to time.
- 41.6 Employee: The word Employee when used in this agreement shall mean an individual who comes within the scope of this agreement.
- 41.7 Employer: The word Employer when used in this agreement shall mean the Employer of Beaver EMS.

- 41.8 EMR means an Emergency Medical Responder as defined by the Alberta College of Paramedics.
- 41.9 EMT means an Emergency Medical Technician as defined by the Alberta College of Paramedics.
- 41.10 Interpretation: In this agreement, unless otherwise indicated in the context all words in the singular shall include words in the plural and all words in the plural shall include the singular; words of masculine gender shall include the feminine.
- 41.11 Job Share: Is a situation where upon Employer approval two employees share one full-time position at no extra cost to the employer.
- 41.12 Member: The word Member when used in this agreement in reference to a specific plan contained herein shall mean an individual who, through his employment with the Employer, has entered into participation in such plan in accordance with the requirements of such plan and has continued to participate in such plan.
- 41.13 Month: The word Month when used in this agreement shall mean the period of time between the date in one month and the preceding date in the following month.
- 41.14 Off Days: The words Off Days when used in this agreement shall mean those days of rest without pay which are regularly scheduled on a weekly or cyclical basis in conjunction with the employees regularly scheduled hours of work under this agreement.
- 41.15 On-Call (2<sup>nd</sup> Out Shift)
- (a) On call for an emergency response shall mean a defined period of time which an employee is required to respond as specified by the Alberta Health Services Agreement.
  - (b) On call for a stat transfer response shall mean a defined period of time which an employee is required to respond as specified by the Alberta Health Services Agreement.
  - (c) On call for an A.S.A.P. transfer response shall mean a defined period of time which an employee is required to respond as specified by the Alberta Health Services Agreement.
- 41.16 Paramedic means an Emergency Medical Technician-Paramedic as defined by the Alberta College of Paramedics.
- 41.17 Permanent Employee means an employee who has successfully completed the probationary period and who is regularly scheduled full time hours.
- 41.18 Position: The word Position when used in this agreement shall mean a specific set of duties and conditions developed for the purpose of assignment to a single incumbent.
- 41.19 Recognition of Casual Service: Upon being promoted to a temporary or permanent position, the employee shall be credited with seniority for all casual hours worked in accordance with this collective agreement. The seniority date can be reviewed by the employee or the union at the employee's request.
- 41.20 Regular Hours of Work: The words Regular Hours of Work when used in this agreement shall mean the assigned hours of work and exclusive of overtime.
- 41.21 Regular rate of pay means the rate of pay assigned to a classification as set out in this Agreement.
- 41.22 Spouse: shall include common-law and same sex relationship.
- 41.23 Temporary Employee: Is one who is hired on a temporary relief basis for a full-time position for a period of more than six (6) weeks and less than twelve (12) months. This may be extended by mutual agreement between the parties.
- 41.24 Union: The word Union shall mean the Canadian Union of Public Employees Local 3197.
- 41.25 Vacation Year: means the year commencing April 1 and ending March 31.

***Provisions which should apply to casual and temporary employees:***

Scope; Term; Definitions; Management Rights; No Strike or Lockout; No Discrimination; Union Recognition; Remuneration; Hours of Work (as noted); Overtime; Probationary Period; Statutory Holidays (as noted); Vacation (as noted); Discipline; Resignation/Termination; Grievance; Clothing (as noted); Membership and Payment of Dues; and any other article identifying all employees or where casual or temporary employees are specifically noted.

## ARTICLE 42 – SALARIES

42.1 The basic rates of pay are as follows:

### BEAVER AMBULANCE SOCIETY

Updated June 29, 2010

Fulltime	Start	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
<b>EMT-A</b>				1.360				
Shift	428.10	434.52	445.39	456.52	467.93	479.63	491.62	503.91
Hour rate	17.84	18.11	18.56	19.02	19.50	19.98	20.48	21.00
<b>Paramedic</b>				1.400				
Shift	541.90	550.03	563.78	577.87	592.32	607.13	622.30	637.86
Hour rate	22.58	22.92	23.49	24.08	24.68	25.30	25.93	26.58

2 on - 4 off, approx. 122 shifts per year

Platoon Leader - 104%

Supervisor - 110%

End of Probation increase of 1.5%

Each step thereafter increases by 2.5%

Overtime of time and a half (1.5x)

Hire date to end of probation = Start Rate

At end of probation to 12 months from hire date = Step 2

Step 2 to Step 3 and following: By hire date

0% increase March 2011

0% increase March 2012

End of agreement: March 31/2012

IN WITNESS WHEREOF the parties have executed this Collective Agreement affixing hereto the signatures of their proper Officer in that behalf.

The undersigned hereby certify that the foregoing Collective Agreement sets forth properly the terms and conditions agreed upon by the Employer and the Canadian Union of Public Employees Local 3197 - Beaver, through the process of collective bargaining.

ON BEHALF OF  
The Employer - Beaver EMS

Debra L Duock Debra L Duock

Ken Ruzicki Ken Ruzicki

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ON BEHALF OF  
The Canadian Union of Public Employees  
Local 3197 (sub)

[Signature] Curite

[Signature] Wes Wagner

\_\_\_\_\_  
\_\_\_\_\_

Date: June 29 / 2010

Date: 29-June-2010