

Collective Agreement

Between:

**The District of Cochrane Social Services Administration
Board**

- and -

Canadian Union of Public Employees

Local 1484

Emergency Medical Services

EXPIRY DECEMBER 31, 2026

ARTICLE 1 – PREAMBLE.....	1
1.01 PREAMBLE.....	1
ARTICLE 2 - MANAGEMENT RIGHTS	1
2.01 MANAGEMENT RIGHTS.....	1
ARTICLE 3 - SCOPE & RECOGNITION.....	2
3.01 SCOPE AND RECOGNITION.....	2
3.02 NO OTHER AGREEMENTS	2
3.03 NO LOCKOUTS OR STRIKES	2
3.04 WORK OF THE BARGAINING UNIT	2
ARTICLE 4 - DEFINITIONS.....	2
4.01 EMPLOYEE.....	2
4.02 STUDENT EMPLOYEES	2
4.03 PLURAL OR FEMININE TERMS.....	2
4.04 PART-TIME EMPLOYEE.....	3
4.05 PART-TIME AVAILABILITY.....	3
4.06 ZONE DIVISIONS.....	4
4.07 PART-TIME SHIFT DISTRIBUTION.....	4
ARTICLE 5 - NO DISCRIMINATION	4
5.01 NO DISCRIMINATION	4
5.02 NO DISCRIMINATION DUE TO MEMBERSHIP OR ACTIVITY	5
ARTICLE 6 - UNION SECURITY.....	5
6.01 ALL EMPLOYEES TO BE MEMBERS	5
6.02 EMPLOYER NOTIFICATIONS.....	5
6.03 DEDUCTIONS	5
6.04 DEDUCTION AND REMITTANCE INDEMNITY	5
6.05 UNION AGREEMENT IN EFFECT	6
ARTICLE 7 - CORRESPONDENCE	6
7.01 CORRESPONDENCE	6
7.02 NOTICES MAILED	6
7.03 CHANGE OF ADDRESS.....	6
ARTICLE 8 - LABOUR MANAGEMENT COMMITTEE.....	6
8.01 ESTABLISHMENT OF COMMITTEE	6
8.02 FUNCTION OF COMMITTEE	6
8.03 MEETINGS OF COMMITTEE	7
8.04 JURISDICTION OF COMMITTEE	7
ARTICLE 9 - LABOUR MANAGEMENT BARGAINING RELATIONS.....	7
9.01 REPRESENTATION.....	7
9.02 BARGAINING COMMITTEE	8
9.03 REPRESENTATIVES OF CANADIAN UNION.....	8
9.04 FUNCTION OF BARGAINING COMMITTEE	8
9.05 MEETINGS OF COMMITTEE	8
9.06 TIME OFF FOR MEETING.....	8

9.07 TECHNICAL INFORMATION	8
9.08 UNION OFFICERS	9
ARTICLE 10 - RECOGNITION OF UNION STEWARDS AND GRIEVANCE COMMITTEE.....	9
10.01 RECOGNITION OF UNION STEWARDS AND GRIEVANCE COMMITTEE	9
10.02 NAMES OF STEWARDS	9
10.03 GRIEVANCE COMMITTEE.....	9
10.04 UNION STEWARD - PERMISSION TO LEAVE WORK & PAYMENT	9
10.05 PAYMENT OF THE GRIEVANCE COMMITTEE.....	9
10.06 REPRESENTATIVES OF THE CANADIAN UNION.....	10
ARTICLE 11 - GRIEVANCE AND ARBITRATION PROCEDURE.....	10
11.01 SETTling OF GRIEVANCES	10
11.02 DEFINITION OF GRIEVANCE.....	10
11.03 GRIEVANCE PROCEDURE.....	10
11.04 POLICY GRIEVANCE	11
11.05 GROUP GRIEVANCE.....	11
11.06 DISCHARGE GRIEVANCE.....	11
11.07 GRIEVANCE ON SAFETY	12
11.08 FACILITIES FOR GRIEVANCES	12
ARTICLE 12 – ARBITRATION.....	12
12.01 COMPOSITION OF BOARD OF ARBITRATION.....	12
12.02 FAILURE TO APPOINT	12
12.03 DECISION OF THE BOARD	12
12.04 DISAGREEMENT ON DECISION	13
12.05 EXPENSES OF THE BOARD.....	13
12.06 AMENDING OF TIME LIMITS	13
12.07 MUTUAL AGREEMENT ON ARBITRATOR.....	13
ARTICLE 13 - DISCHARGE AND DISCIPLINARY SUSPENSION.....	13
13.01 NOTIFICATION OF SUSPENSIONS OR DISCHARGE	13
ARTICLE 14 - SENIORITY.....	13
14.01 SENIORITY DEFINED.....	13
14.02 PROBATIONARY EMPLOYEES.....	13
14.03 SENIORITY LIST.....	14
14.04 LOSS OF SENIORITY	14
14.05 EFFECT OF ABSENCE ON SENIORITY, SERVICE AND BENEFIT CONTINUATION	16
14.06 SENIORITY – PART-TIME STAFF	16
14.07 SENIORITY – TRANSFER OUTSIDE OF THE BARGAINING UNIT	16
ARTICLE 15 – JOB POSTING.....	17
15.01 JOB POSTINGS.....	17
15.02 TEMPORARY FILLING OF POSTED VACANCY	17
15.03 POSTINGS OF SUBSEQUENT VACANCIES	17
15.04 INFORMATION IN POSTINGS	17
15.05 HANDICAPPED WORKER PROVISION.....	17
15.06 OUTSIDE ADVERTISING	17

15.07 SELECTION CRITERIA	17
15.08 TRIAL PERIOD	18
15.09 TEMPORARY VACANCIES	18
15.10 JOB POSTING PROCEDURE AND RECALL PROCESS	18
ARTICLE 16 – LAYOFF & RECALL.....	19
16.01 LAY-OFF PROCESS.....	19
16.02 RECALL RIGHTS	19
16.03 NOTICE OF LAY-OFF.....	19
ARTICLE 17 - HOURS OF WORK.....	19
17.01 NORMAL HOURS OF WORK	19
17.02 WORK ARRANGEMENTS.....	20
17.03 DAYS OFF – FULL TIME STAFF.....	20
17.04 REST PERIODS	20
17.05 POSTED SCHEDULE.....	20
17.06 MINIMUM HOURS	20
17.07 MEAL PERIODS.....	21
17.08 RETURN TO WORK – EMPLOYEE NOTIFICATION	21
17.09 REASSIGNMENTS	21
17.10 MEALS	21
ARTICLE 18 – OVERTIME PAY.....	22
18.01 OVERTIME PREMIUM	22
18.02 NO LAY-OFFS TO COMPENSATE FOR OVERTIME.....	23
18.03 NO PYRAMIDING	23
18.04 OVERTIME LIEU TIME BANK	23
18.04B PART-TIME ACCUMULATION OF OVERTIME.....	23
18.05 TRAVEL/ATTENDANCE TIME - SEMINARS, MEETINGS, CONFERENCES	23
18.06 OVERTIME FOR PART-TIME EMPLOYEES	23
18.07 MINIMUM OF OVERTIME	24
18.08 OFFERING OF OVERTIME	24
ARTICLE 19 – CALL BACKS.....	24
19.01 CALL BACK PAY GUARANTEE.....	24
19.02 SHIFT PREMIUM.....	24
ARTICLE 20 – WAGES.....	24
20.01 PAYMENT OF WAGES.....	24
20.02 RATE OF PAY ON PERMANENT PROMOTION.....	24
20.03 PAY ON TEMPORARY TRANSFERS, HIGHER RATED JOB.....	25
20.04 TEMPORARY TRANSFER TO LOWER PAYING CLASSIFICATION.....	25
20.05 ON CALL RATE.....	25
20.06 ON CALL.....	25
ARTICLE 21 - LEAVES OF ABSENCE.....	25
21.01 GENERAL RULES	25
21.02 PERSONAL LEAVE OF ABSENCE.....	25
21.03 LEAVE OF ABSENCE FOR PUBLIC DUTIES	26
21.04 LEAVE OF ABSENCE FOR FULL-TIME UNION OFFICE.....	26

21.05 LEAVE OF ABSENCE FOR UNION DUTIES	26
21.06 BEREAVEMENT LEAVE	26
21.07 MOURNER’S LEAVE.....	27
21.08 PREGNANCY/PARENTAL LEAVES AND THE SEB PLAN	27
21.09 JURY & WITNESS DUTY	27
21.10 EDUCATION LEAVE	28
21.11 DEFERRED SALARY LEAVE PROGRAM	28
ARTICLE 22 - PAID HOLIDAYS	29
22.01 PAID HOLIDAYS.....	29
22.02 COMPENSATION FOR HOLIDAYS FALLING ON SATURDAY	30
22.03 COMPENSATION FOR HOLIDAYS FALLING ON SUNDAY	30
22.04 WORK ON PAID HOLIDAYS	30
22.05 CHRISTMAS OR NEW YEARS OFF	31
ARTICLE 23 - VACATIONS WITH PAY – FULL TIME EMPLOYEES	31
23.01 VACATION ENTITLEMENT	31
23.02 COMPENSATION FOR HOLIDAYS FALLING WITHIN VACATION SCHEDULE	31
23.03 VACATION PAY ON TERMINATION	31
23.04 VACATION SCHEDULE	31
23.05 VACATION SCHEDULES	32
23.06 UNBROKEN VACATION PERIOD	32
23.07 APPROVED LEAVE OF ABSENCE DURING VACATION	32
ARTICLE 24 - SICK LEAVE.....	32
24.01 SICK LEAVE DEFINED.....	32
24.02 AMOUNT OF SICK LEAVE	33
24.03 ILLNESS IN THE FAMILY.....	33
24.04 PROOF OF ILLNESS.....	33
24.05 SICK LEAVE DURING LEAVE OF ABSENCE.....	33
24.06 SICK LEAVE RECORDS.....	33
ARTICLE 25 – PENSION BENEFITS.....	34
25.01 PENSION BENEFITS	34
ARTICLE 26 – HEALTH AND WELFARE BENEFITS	34
26.01 HEALTH AND WELFARE BENEFITS	34
26.02 DENTAL PLAN	35
26.03 LONG TERM DISABILITY PLAN.....	35
26.04 MENTAL HEALTH	35
ARTICLE 27 – UNIFORM ISSUE.....	36
27.01 UNIFORM WHILE ON DUTY	36
27.02 STAFF UNIFORM ISSUE	36
27.03 ADDITIONAL ITEMS	36
27.04 SOILED ITEMS.....	37
27.05 UNIFORM RETURN ON TERMINATION	37
27.06 IDENTIFICATION CARD	37
27.07 IDENTIFICATION CARD RETURN ON TERMINATION	37
27.08 UNIFORM DRY CLEANING	37

ARTICLE 28 – GENERAL	37
28.01 BULLETIN BOARDS.....	37
28.02 MUTUALLY AGREED CHANGES.....	37
28.03(A) EDUCATIONAL ALLOWANCES.....	38
28.03(B) CONTINUING MEDICAL EDUCATION.....	38
28.04 CURRENT ADDRESSES/TELEPHONE NUMBERS	38
28.05 PRINTING OF THE COLLECTIVE AGREEMENT	39
28.06 EMPLOYER NOTIFICATION/POSTING.....	39
28.07 FITNESS MEMBERSHIP	39
28.08 CLASS F LICENCE MEDICAL.....	39
28.09 PROPER ACCOMMODATIONS	39
28.10 REACTIVATION OR RE-CERTIFICATION.....	39
28.11 AMALGAMATION OR MERGER.....	40
ARTICLE 29 – DISCIPLINARY ACTIONS	40
ARTICLE 30 – HEALTH & SAFETY	41
30.01 CO-OPERATION ON SAFETY	41
30.02 SAFETY MEASURES	41
30.03 REFUSE TO WORK	41
30.04 PAY FOR INJURED EMPLOYEES.....	41
30.05 TRANSPORTATION OF ACCIDENT VICTIMS	41
ARTICLE 31 - RENEWAL	42
31.01 TERMINATIONS AND RENEWAL	42
31.02 NOTICE OF AMENDMENTS TO AGREEMENTS	42
31.03 EXTENSION.....	42
APPENDIX “A” – WAGE RATES	43
APPENDIX “B” – ESSENTIAL SERVICES AGREEMENT	44

ARTICLE 1 -- PREAMBLE

1.01 Preamble

The general purpose of this Agreement is to: establish and maintain collective bargaining relations between the Employer and the employees covered by this Agreement; provide for ongoing means of communication between the Union and the Employer; provide for the prompt disposition of grievances and the final settlement of disputes; to promote the morale, well-being and security of all employees in the bargaining unit; and to establish and maintain mutually satisfactory wages, hours of work and other conditions of employment in accordance with the provisions of this Agreement.

It is recognized that the employees wish to work efficiently together with the Employer to secure the best possible service for the public.

ARTICLE 2 - MANAGEMENT RIGHTS

2.01 Management Rights

The Union recognizes and acknowledges that the management of the Employer's operation and the direction of the employees are fixed exclusively in the Employer and without restricting the generality of the foregoing; the Union acknowledges that it is the exclusive function of the Employer to:

- a. Determine and establish standards and procedures for the delivery of service to the public;
- b. Maintain order and efficiency;
- c. Hire, promote, demote, classify, transfer, suspend and retire employees and to discipline or discharge an employee, provided that a claim by an employee that the employee has been disciplined or discharged without just cause may be the subject matter of a grievance and dealt with as hereinafter provided;
- d. Make, enforce and alter, from time to time, rules and regulations to be observed by the employees, provided that when new rules are enacted, a copy shall be given to the Local Union and an opportunity given to them to make representations;
- e. Determine the nature and kind of business conducted by the Employer, the kinds and locations of operations, equipment, technology and materials to be used, the methods and techniques of work, the content of jobs, the schedule of work, the number of employees to be employed, the extension, limitation, curtailment or cessation of operations or any part thereof, and to determine and exercise all other functions and prerogatives which shall remain solely with the Employer except as specifically limited by the express provisions of this agreement.

ARTICLE 3 - SCOPE & RECOGNITION

3.01 Scope and Recognition

The District of Cochrane Social Services Administrative Board (“Employer”) recognizes the Canadian Union of Public Employees as the sole and exclusive bargaining agent for all Emergency Medical Services employees of the Employer, save and except the Chief Administrative Officer, the Administrative Assistant to the Chief Administrative Officer, Commanders, persons above the rank of Commander and Administrative Coordinator.

3.02 No Other Agreements

No employee shall be required or permitted to make a written or verbal agreement with the Employer or its representatives, which may conflict with the terms of this Collective Agreement.

3.03 No Lockouts or Strikes

The parties agree that there shall be no lockouts, strikes, slow downs or other stoppages of, or interference with work, which would cause any interruption of service during the life of this agreement.

The meaning of the words “strike” and “lockout” shall be as defined in the Ontario Labor Relations Act, as amended.

3.04 Work of the Bargaining Unit

Employees not covered by the terms of this Agreement will not perform duties normally assigned to those employees who are covered by this Agreement, except for the purposes of instruction, experimentation, or in emergencies when regular employees are not readily available.

ARTICLE 4 - DEFINITIONS

4.01 Employee

The term “employee” when used in this collective agreement shall mean a person employed by the Employer whose position falls within the bargaining unit described in Article 3.01.

4.02 Student Employees

Student employees are those employees hired during the summer vacation period or during other periods throughout the year to gain experience and assist with workload and to cover vacations. This clause will not circumvent or conflict with the employer’s obligation to accommodate an employee.

4.03 Plural or Feminine Terms

Whenever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been used, and vice versa, where the context of the party or parties hereto so requires. The Employer agrees to be all inclusive regarding gender identity.

4.04 Part-Time Employee

Part-time A employee is an employee who is regularly scheduled to work less than 84 hours per pay period. New part-time employees shall be considered part-time A and shall provide availability according to article 4.05.

Part-time B employees may have regularly scheduled hours; a typical part-time B employee shall be scheduled once part-time A employees have been distributed shifts. Part-time B employees shall provide availability according to article 4.05.

Part-time A and B employees shall accumulate seniority on a pro-rated basis and receive 15%, which shall be paid bi-weekly, in lieu of all benefits, pension, sick leave, vacation pay, and floater days. Except where stated otherwise, part-time A and B employees shall have all the other rights under this collective agreement as if he/she were a full-time employee. Part-time employees shall not reduce the hours of work of any full-time employee.

The distribution of shifts shall be based by zone, seniority, availability, and as equally as practical over a four (4) week period, excluding hours worked in a temporary full-time vacancy.

4.05 Part-Time Availability

- (I) All availability shall be provided for the year by February 15th of the current year. Extra availability may be provided.
- (II) The availability shall provide that every part-time employee be available to work either Christmas or New Year's Day. Where conflicts exist, reference shall be made to the prior year's schedule.

In order to facilitate the effective scheduling of open shifts and to increase availability for the approval of time off requests for permanent full-time staff, the following will apply:

Part-time A employees must provide a minimum of fifteen (15) days of availability per month including two (2) weekends. Failure to provide and honour the minimum amount of availability will result in a warning for a first occurrence and a change in status to Part-time B for a second occurrence.

In order to be considered a Part-time B employee the employee must provide a minimum of five (5) days of availability per month including one weekend.

Availability and status changes may be requested and must be approved by the Deputy Chief or designate. Such request will not be unreasonably denied pending review of shift distribution and staffing availability.

4.06 Zone Divisions

In order to better staff shifts across the district, the following shall apply:

- Zone 1: Timmins, Matheson, Iroquois Falls, Cochrane
- Zone 2 : Kapuskasing, Hearst, Smooth Rock Falls
- If the member uses his/her own vehicle for zone-to-zone travel, the employer will compensate for mileage from base to base, at CRA rates applicable at the time of travel.
- Accommodations will be covered / provided before/after shifts if required, at the member's discretion upon request

Once per year, no later than February 15th, part-time employees may request to change zones. Changes to zone assignment for part-time employees must be mutually agreed upon. A minimum number of part-time staff may be required per zone.

4.07 Part-time Shift Distribution

- (I) Shifts with less than 48 hours' notice will be distributed by zone, seniority and availability as per the following priority. All shifts will be offered for acceptance and assigned on the following basis:
- Part-time A employees based on zone, availability and seniority.
 - Part-time B employees based on zone, availability and seniority.
 - Full-time employees based on zone and seniority (overtime).
 - Part-time A and B based on seniority (regular time).
 - Full-time employees based on seniority (overtime).
 - Part-time A and B employees based on seniority (overtime).
 - At the discretion of the employer.
- (II) Shifts starting beyond 48 hours will be distributed based on zone, seniority and availability. All shifts will be offered for acceptance and assigned on the following basis:
- Part-time A employees based on zone, availability and seniority.
 - Part-time B employees based on zone, availability and seniority.

Employees will be advised of their assigned shifts.

- (III) Once shifts are assigned to individuals, it will be their responsibility, short of illness, to report to work or find an appropriately qualified replacement while adhering to the shift exchange policy.

ARTICLE 5 - NO DISCRIMINATION

5.01 No Discrimination

The parties agree to abide by the Ontario Human Rights Code. Neither the Union nor the Employer shall discriminate within the meaning of the Ontario Human Rights Code against any employee,

by reason of race, ancestry, place of origin, color, ethnic origin, creed, sex, sexual orientation, age, marital status, family status or handicap.

It is understood and agreed that while the employer may hire qualified employees from anywhere within the District of Cochrane, an employee shall not be able to use his place of residence as an excuse for non-attendance at work.

It is further understood that employees who are unable to respond promptly to emergency call-ins in accordance with provincial standards may be excluded from those opportunities.

5.02 No Discrimination Due to Membership or Activity

The Employer and the Union further agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practiced by either of them or their representatives or members, because of an employee's membership or non-membership in a Union or because of his activity or lack of activity in the Union.

ARTICLE 6 - UNION SECURITY

6.01 All Employees To Be Members

It is agreed that all employees of the Employer, as a condition of continuing employment, shall become and remain members in good standing of the Union according to the constitution and by-laws of the Union. All future employees of the Employer shall, on commencement of employment, as a condition of continued employment, become and remain members in good standing of the Union.

6.02 Employer Notifications

The Employer shall advise the Union of all hirings, promotions, demotions, layoffs, recalls, and terminations

6.03 Deductions

The Employer agrees to deduct dues and initiation fees on a bi-weekly basis from the salaries of the members of the Union in the amount certified by the Union to the Employer to be currently in effect according to the constitution and by-laws of the Union, and to remit the amount of dues and initiation fees so collected, together with two detailed lists of employees from whose wages the deductions have been made, to the Treasurer of CUPE National within fifteen (15) days of the deductions.

6.04 Deduction and Remittance Indemnity

The Union and its members shall indemnify and hold the Employer harmless with respect to any liability, which the Employer might incur as a result of such deductions and remittances.

6.05 Union Agreement in Effect

The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect, and will supply them with copies of the Collective Agreement at the time of hire. The Employer will allow a ten (10) minute opportunity for an introduction to a new employee's Union Steward or Executive member who is employed at the new employee's office.

ARTICLE 7 - CORRESPONDENCE

7.01 Correspondence

All correspondence between the parties, arising out of this Agreement or incidental thereto, shall pass to and from the Chief Administrative Officer, or his designate, District of Cochrane Social Services Administration Board, 500 Algonquin Blvd. East, Timmins, Ontario P4N 1B7, and the President of the Union or his designate.

It is understood that where the Employer is obliged to provide information or notification to the local union, the Employer may do so by transmitting the information to the local union official(s) via the employee's work e-mail address. The President of the Union or his designate may communicate with the CAO or his designate via his email address. Such communication will have the status of a signed letter.

7.02 Notices Mailed

Any notice so mailed shall be deemed given as of the next business day after date of mailing (Saturdays, Sundays, and Holiday excluded). The registration on receipt shall establish the date of mailing.

7.03 Change of Address

Either party may change its address for service of notices at any time by notice as above mentioned.

ARTICLE 8 - LABOUR MANAGEMENT COMMITTEE

8.01 Establishment of Committee

A Labor Management Committee shall be established for the purpose of discussing matters of mutual concern and interest. The Committee shall consist of an equal number of representatives of the Union and of the Employer. The Committee shall enjoy the full support of both parties in the interests of improved service to the public.

8.02 Function of Committee

The Committee shall concern itself with the following general matters:

- a) Considering constructive criticisms of all activities so that better relations shall exist between the Employer and the employees.
- b) Improving and extending services to the public.
- c) Promoting safety and sanitary practices.
- d) Reviewing suggestions from employees, questions of working conditions and services (but not grievances concerned with service).
- e) Discussing conditions causing grievances and misunderstandings.

8.03 Meetings of Committee

The Labour Management Committee shall meet in accordance with the rules of procedure mutually adopted by both parties. It is understood that a request for a meeting will be made in writing at least two (2) weeks prior to the date proposed and shall be accompanied by an agenda of matters to be discussed, which matters shall not include matters that are not within the jurisdiction of the Committee, as set out in 8.04. Labour Management Committee meetings shall be held during working hours. An employee representative shall be paid at his regular straight time hourly rate of pay for all regularly scheduled working hours lost due to attendance at a Labour Management Committee meeting.

8.04 Jurisdiction of Committee

The Labour Management Committee shall not have jurisdiction over grievances or matters that are properly the subject of grievances, nor shall the Committee have jurisdiction over any matter that is properly the subject of negotiations for the amendment or renewal of the collective agreement.

The Committee shall not supersede the activities of any other Committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.

ARTICLE 9 - LABOUR MANAGEMENT BARGAINING RELATIONS

9.01 Representation

The Employer shall not bargain with or enter into any agreement with an employee or group of employees in the bargaining unit, which would violate the provisions of this agreement.

No employee or group of employees shall undertake to represent the Union at meetings with the Employer without the proper authorization of the Union. In order that this may be carried out, the Union will supply the Employer with the names of its officers, committee members and stewards. Likewise the Employer shall supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

9.02 Bargaining Committee

A Union bargaining committee shall be constituted of five (5) employees elected or appointed from amongst employees in the bargaining unit. The Union will advise the Employer in writing of the names of the members of the union bargaining committee. Employees on the bargaining committee will receive their regular pay for all 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.

The employer will reimburse the Union for a maximum of four (4) members.

9.03 Representatives of Canadian Union

The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees when negotiating with the Employer. Such representative(s) must obtain permission from the Employer in order to have access to the Employer's premises. Such permission shall not be unreasonably withheld.

9.04 Function of Bargaining Committee

The function of the Bargaining Committee is to negotiate the terms of this collective agreement.

9.05 Meetings of Committee

In the event either party wishes to call a bargaining meeting, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than ten (10) calendar days after the request has been given.

9.06 Time Off for Meeting

Any representative of the Union on the Bargaining Committee, who is in the employ of the Employer, shall have the right to attend meetings with the Employer held within working hours without loss of remuneration.

9.07 Technical Information

The Employer shall make available to the Union, on request, information required by the Union such as job descriptions, positions in the bargaining unit, job classifications, wage rates, a breakdown of point ratings in job evaluations.

9.08 Union Officers

In order that the Union can represent the members of this bargaining unit in labour-management relations, the Union may be permitted to use available suitable facilities and equipment.

ARTICLE 10 - RECOGNITION OF UNION STEWARDS AND GRIEVANCE COMMITTEE

10.01 Recognition of Union Stewards and Grievance Committee

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the rights and duties of the Union Grievance Committee and the Union Stewards. The Steward shall assist any employee, whom, the Steward represents, in preparation and presenting his grievance in accordance with the Grievance Procedure.

10.02 Names of Stewards

The Union shall notify the Employer in writing of the names of each steward and the Chief Steward before the Employer shall be required to recognize them.

10.03 Grievance Committee

The Stewards selected shall constitute the Grievance Committee.

10.04 Union Steward - Permission to Leave Work & Payment

The Union understands that each steward is employed to perform her regular work duties for the Employer and that so far as possible all activities of the Stewards shall be carried on outside their regular working hours, unless otherwise mutually agreed. No steward shall leave her work without obtaining the permission of her supervisor or designate, which permission will not be unreasonably denied. The steward shall state her destination to her supervisor and shall report to the supervisor at the time of her return to work. The Employer reserves the right to limit the steward's absence from her work if the time taken is considered excessive or if the steward does not perform her duties in a prompt manner. In return, the Employer will pay stewards and the Grievance Committee at their regular straight time hourly rate of pay for any scheduled hours of work missed in performing such duties.

10.05 Payment of the Grievance Committee

The Employer shall pay a Grievance Committee member at her regular straight time hourly rate of pay for all scheduled hours of work lost due to attendance at grievance meetings with the Employer up to but not including arbitration.

10.06 Representatives of the Canadian Union

The Union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees to investigate and assist in the settlement of a grievance. Such representative(s) must obtain permission from the Employer in order to have access to the Employer's premises. Such permission shall not be unreasonably withheld.

ARTICLE 11 - GRIEVANCE AND ARBITRATION PROCEDURE

11.01 Settling of Grievances

Complaints and grievances shall be in writing and be dealt with in the following manner and sequence. For purposes of this article, Saturdays, Sundays and Paid Holidays shall be excluded from the time designation.

11.02 Definition of Grievance

For purposes of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the Agreement including any question as to whether a matter is arbitrable.

11.03 Grievance Procedure

Complaint Stage

It is the mutual desire of the parties hereto that complaints of employees shall be adjusted as quickly as possible, and it is understood that an employee has no grievance until he has first given his Supervisor the opportunity of adjusting his complaint. Such complaint shall be discussed with his Supervisor within fourteen (14), calendar days after the circumstances giving rise to it have occurred. The employee may be accompanied by the employee's steward. The Supervisor shall reply to the employee within five (5) working days. Failing settlement, it shall be then taken up as a written grievance within five (5) calendar days after the Supervisor's decision is given in the following manner and sequence:

Step No. 1

The employee may submit a written grievance signed by the employee to the Operations Manager. The grievance shall identify the nature of the grievance, the remedy sought and the provisions of the Agreement, which are alleged to be violated. The Operations Manager shall respond in writing within five (5) calendar days after receipt of the written grievance.

Step No. 2

Failing settlement under Step No. 1, then the employee may submit the grievance in writing to the Chief Administrative Officer (CAO), or designate, within five (5) calendar days after receipt of the Operations Manager's response at Step No. 1. A meeting will then be held within five (5) calendar days between the Chief Administrative Officer or his designate and the grievor's Union

Steward, unless such time frame is extended by agreement of the parties. It is understood and agreed that a representative of the Canadian Union of Public Employees and the grievor may be present at the meeting. It is further understood that the Chief Administrative Officer or his designate may have such counsel and assistance as he may desire at such meeting. The decision of the Chief Administrative Officer or his designate shall be delivered in writing within five (5) calendar days following the date of such meeting.

Step No. 3

Failing settlement under the foregoing procedure of any grievance between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, such grievance may be submitted to arbitration as hereinafter provided. If no written request for arbitration is received within twenty (20) calendar days after the decision under Step No. 2 is given, the grievance shall be deemed to have been abandoned.

11.04 Policy Grievance

A complaint or grievance arising directly between the Employer and the Union concerning the interpretation, application or alleged violation of the Agreement shall be originated at Step No. 2 within ten (10) calendar days following the circumstances giving rise to the complaint or grievance. It is expressly understood, however, that the provisions of this Article may not be used with respect to a grievance directly affecting an employee whom such employee could himself institute and the regular grievance procedure shall not be thereby bypassed.

11.05 Group Grievance

Where a number of employees have identical grievances and each employee would be entitled to grieve separately they may present a group grievance in writing identifying each employee who is grieving to the Chief Administrative Officer or his designate within ten (10) calendar days after the circumstances giving rise to the grievance have occurred. The grievance shall then be treated, as being initiated at Step No. 2 and the applicable provisions of this Article shall then apply with respect to the processing of such grievance.

11.06 Discharge Grievance

The discipline, release or discharge of an employee during the probationary period shall be at the sole discretion of the Employer and shall not be the subject of a grievance or arbitration. A claim by an employee who has completed his probationary period that he has been discharged without just cause shall be treated as a grievance if a written statement of such grievance is lodged by the employee with the Employer at Step No. 2 within five (5) calendar days after the date the discharge or suspension is effected. Such special grievance may be settled under the Grievance or Arbitration Procedure by:

- (a) Confirming the Employer's action in dismissing the employee; or
- (b) Reinstating the employee with or without full compensation for the time lost; or

- (c) Any other arrangement, which may be deemed just and equitable.

It is understood that any compensation for time lost shall be calculated at the employee's applicable rate less amounts otherwise earned by the employee during the time lost.

11.07 Grievance on Safety

An employee, or a group of employees, who is/are required to work under conditions considered unsafe or unhealthy, shall have the right to file a grievance at step 2 of the Grievance Procedure for preferred handling

The parties agree that such grievance shall not occur before the Joint Health & Safety Committee process has concluded. The time limits for filing the grievance at the final stage shall commence when the Joint Occupational Health & Safety Committee process has concluded.

11.08 Facilities for Grievances

Grievance meetings will be held on the employer premises.

ARTICLE 12 – ARBITRATION

12.01 Composition of Board of Arbitration

When either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail addressed to the other party of the Agreement, indicating the name of its nominee on an arbitration board. Within five (5) calendar days thereafter, the other party shall answer by registered mail indicating the name and address of its nominee to the arbitration board. The two (2) nominees shall then select a Chairman. Either party may request the application of provisions of the Labour Relations Act, but in so doing, must issue a notice of such request to the other party to this Agreement.

12.02 Failure to Appoint

If the party receiving the notice fails to appoint an arbitrator, or if the two (2) nominees fail to agree upon a Chairman within seven (7) calendar days of their appointment, the appointment shall be made by the Ministry of Labour upon request of either party.

12.03 Decision of the Board

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairman shall be the decision of the Board. The decision of the Board of Arbitration shall be final, binding and enforceable on all parties, and may not be changed. The Board of Arbitration shall not have the power to change this Agreement or to alter, modify or amend any of its provisions. However, the Board shall have the power to dispose of a grievance by any arrangement, which it deems just and equitable.

12.04 Disagreement on Decision

Should the parties disagree as to the meaning of the Board's decision, either party may apply to the Chairman of the Board of Arbitration to reconvene the Board as soon as possible to clarify the decision.

12.05 Expenses of the Board

Each party shall pay:

- a) The fees and expenses of the nominee it appoints.
- b) One-half (1/2) of the fees and expenses of the Chairman.

12.06 Amending of Time Limits

The time limits fixed in both the Grievance and Arbitration Procedure may be extended by consent of the parties.

12.07 Mutual Agreement on Arbitrator

Wherever Arbitration Board is referred to in the Agreement, the parties may mutually agree in writing to substitute a single arbitrator for the Arbitration Board at the time of reference to arbitration and the other provisions referring to Arbitration Board shall appropriately apply.

ARTICLE 13 - DISCHARGE AND DISCIPLINARY SUSPENSION

13.01 Notification of Suspensions or Discharge

Wherever the Employer suspends or discharges an employee, the Employer shall provide the Union President with a copy of the letter of suspension or discharge.

ARTICLE 14 - SENIORITY

14.01 Seniority Defined

Seniority is defined as the length of service in the bargaining unit.

14.02 Probationary Employees

A newly hired employee will be considered on probation until he has completed 1080 regular hours of paramedic work (90 twelve-hour shifts). Upon completion of the probationary period he shall be credited with seniority equal to 1080 hours. The following shall be excluded from the regular paramedic hours calculation: up-staffing, orientation, training, overtime, on-call, call backs and statutory holidays. The release or discharge of an employee during the probationary period shall

be at the sole discretion of the employer. Such discretion shall not be exercised in a discriminatory or arbitrary manner.

14.02 (b) Recognition

After completion of the probationary period, all new hires may, upon application, receive recognition for a maximum of eight (8) years of prior relevant and documented experience for the purpose of calculating vacation entitlement and wages. The new hire shall submit a written claim in recognition of their previous experience. For new hires, this written claim will be forwarded to Human Resources within sixty (60) days from their date of hire. The Employer will then confirm the new hire's placement on the vacation entitlement and salary grid in writing.

14.03 Seniority List

The Employer shall maintain a seniority list of the bargaining unit. An up-to-date seniority list shall be sent to the President of the Union and posted on-line (via e-mail or Electronic portal) quarterly each year.

For purposes of placement on the salary grid and vacation years of service as at December 31, 2003 the employee shall be placed at their current level and will progress to the next level on the basis of 1800 hours worked equals 1 year. This calculation does not include shift premium, on-call or statutory holiday calculation.

For part-time employees, a year's seniority shall be calculated on the basis of 1800 hours paid. Notwithstanding the above, a part-time employee cannot accrue more than one year's seniority in a twelve (12) month period.

14.04 Loss of Seniority

An employee shall lose all seniority and service and shall be deemed to have terminated if he:

- a. Is discharged and not reinstated through the grievance/arbitration procedure;
- b. Retires or is retired;
- c. Is absent from scheduled work for a period of three (3) or more consecutive working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible;
- d. Has been laid off for twenty-four (24) months;
- e. Has been laid off and fails to notify the Employer of his intent to return to work within five (5) calendar days after being notified to do so by registered mail and return to work within fourteen (14) calendar days after that employee has been notified by the Employer;
- f. Utilizes a leave of absence for purposes other than for which the leave may have been granted;

- g. Utilizes a leave of absence to engage in gainful employment elsewhere;
- h. Fails to return to work after the completion of a leave of absence granted by the Employer.

14.05 Effect of Absence on Seniority, Service and Benefit Continuation

(Full-time Employees only)

Unless otherwise provided in the Collective Agreement:

- a. It is understood that during an approved absence not paid by the Employer not exceeding thirty (30) continuous calendar days or during any approved absence paid by the Employer, both seniority and service will accrue.
- b. During an absence not paid by the Employer exceeding thirty (30) continuous calendar days credit for service for purposes of salary increment, vacation, sick leave, or any other benefits under any provisions of the Collective Agreement or elsewhere, shall be suspended, the benefits concerned appropriately reduced on a pro-rata basis and the employee's anniversary date adjusted accordingly. In addition, the employee may continue on certain benefit plans by making the full payment of premiums for any Dental and/or Extended Health Care benefits in which he/she is participating for the period of absence.
- c. It is further understood that during such leave of absence not paid by the Employer exceeding thirty (30) continuous calendar days, credit for seniority for purposes of promotion, demotion, transfer or lay-off shall accrue for a period of twelve (12) months during any unpaid absence.
- d. For absences due to a disability resulting in WSIB benefits, an affected employee will accrue seniority and be eligible for insured benefits in accordance with WSIB Act.

14.06 Seniority – Part-Time Staff

Part-time employees shall proceed to the next highest increment in wage rate in accordance with hours of work. Once a part-time employee has completed one thousand and eight hundred (1800) hours, the employee shall receive the next highest increment.

14.07 Seniority – Transfer Outside of the Bargaining Unit

No employees shall be transferred or promoted to a position outside the bargaining unit without his consent. In the event the employee returns to a position in the bargaining unit within three (3) months of the transfer, he shall be credited with the seniority held at the time of transfer and resume accumulation from the date of his return to the bargaining unit. An employee not returned to the bargaining unit within three (3) months shall forfeit his bargaining unit seniority. Such return shall not result in the layoff or bumping of an employee holding greater seniority.

ARTICLE 15 – JOB POSTING

15.01 Job Postings

When a vacancy occurs, which includes a new temporary full-time vacancy, which the Employer requires to be filled, or a new position is created inside of the bargaining unit, the Employer shall notify the Union in writing and post the notices of such vacancies or newly-created positions on-line (via e-mail or electronic portal) for a minimum of ten (10) calendar days in order that all members will know about the position and be able to make written application thereto.

15.02 Temporary Filling of Posted Vacancy

The Employer shall have the right to fill any vacancy on a temporary basis until the posting procedure provided herein, including the trial period in Article 15.08, has been complied with.

15.03 Postings of Subsequent Vacancies

Subsequent permanent vacancies caused by the filling of an earlier vacancy need only be posted for five (5) consecutive calendar days.

Subsequent temporary vacancies shall be filled from the original position applicants and need not be posted. Any time a temporary posting is vacated, it shall be filled by the original application list by seniority. It is understood that a list created for this purpose will expire after a period of one year from the date it was created.

15.04 Information in Postings

Such notice shall contain the following information: Nature of Position; Shift; Qualifications; Wage or Range. (The above may not be established in an arbitrary or discriminatory manner.)

15.05 Handicapped Worker Provision

An employee unable through injury or illness to perform his normal duties may be provided with alternate suitable employment. Such employee shall not displace any employee with more seniority.

15.06 Outside Advertising

No outside advertising shall be made until employees have had an opportunity to apply as provided in 15.01. If there are no successful applicants from within the bargaining unit, the Employer may start proceedings to secure applications from outside of the bargaining unit.

15.07 Selection Criteria

In all cases of job postings under Article 15.01 the following factors shall be considered: Qualifications, seniority, experience, skill, and ability.

Where these factors are relatively equal, seniority shall govern.

15.08 Trial Period

The successful applicant shall be placed on trial for a period of up to three (3) months. Conditional on satisfactory service, such trial promotion shall become permanent after the period of three (3) months. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or if the employee finds himself unable to perform the duties of the new job classification, he shall be returned to his former position without loss of seniority and wage or salary. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to his former position, wage or salary rate, without loss of seniority.

15.09 Temporary Vacancies

- a) A temporary vacancy is defined as a vacancy caused by the absence of a full-time employee excluding vacations. Where the Employer has received a medical certificate and/or other documented evidence that the vacancy will be in excess of three (3) months, such position shall be posted immediately. In all other circumstances, the position shall be posted immediately after two (2) months. The posting and filling of the temporary vacancy shall be completed within ten (10) calendar days from the date of posting.
- b) The temporary vacancy shall be opened to all employees and the successful applicant to the said position shall receive all rights and privileges of a full-time employee after the trial period, excluding benefits which shall be provided after one year for a vacancy created by a Pregnancy/Parental Leave or six (6) months for all other temporary vacancies. Upon termination of the temporary full-time position, the employee so affected shall revert to his/her former position and be credited with proper seniority.
- c) An employee who has been on leave pursuant to b) above, shall provide the Employer a minimum of ten (10) calendar days' notice of intention to return to work. The temporary employee covering such vacancy shall be given ten (10) calendar days written notice of the termination of the temporary position. Said employee shall then return to his/her former position.
- d) A subsequent temporary vacancy arising from the initial temporary vacancy need not be posted. If filled, it shall be filled by offering the vacancy to the most senior applicant.

15.10 Job Posting Procedure and Recall Process

The job posting requirements apply prior to the exercise of recall rights by laid off employees and notwithstanding the existence of layoff notices. Those employees who are on layoff or in receipt of layoff notice may apply for any posted vacancy and will be considered in accordance with the provisions of this Article.

ARTICLE 16 – LAYOFF & RECALL

16.01 Lay-off Process

Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of lay-off, employees shall be laid off in reverse order of seniority, it being understood that an employee can not bump into a higher paying classification.

16.02 Recall Rights

- a) An employee shall have opportunity of recall from a lay-off to an available opening, in order of seniority, provided she has the qualifications to perform the work, subject to Article 15.
- b) No new employees shall be hired until all those laid off have been given an opportunity to return to work and have failed to do so, in accordance with the loss of seniority provision or have been found unable to perform the work available.
- c) It is the sole responsibility of the employee who has been laid off to notify the Employer of his intention to return to work within five (5) calendar days (exclusive of Saturdays, Sundays and Paid Holidays) after being notified to do so by registered mail, addressed to the last address on record with the Employer and return to work within fourteen (14) calendar days after being notified. The notification shall state the job to which the employee is eligible to be recalled and the date and time at which the employee shall report for work. The employee is solely responsible for his proper address being on record with the Employer.

16.03 Notice of Lay-off

When employees are to be laid off, the Employer shall follow all rules and regulations set out in the Employment Standards Act, as amended.

ARTICLE 17 - HOURS OF WORK

17.01 Normal Hours of Work

The normal week of all full-time employees of the employer shall consist of:

For Paramedical Staff

The normal daily hours of work shall be twelve (12) hours inclusive of two (2) thirty (30) minute eating periods and shall be eighty-four (84) hours over a two (2) week period.

The normal twelve (12) hour shifts shall be:

Days - 6:00 a.m. to 6:00 p.m.

Days - 7:00 a.m. to 7:00 p.m.

Days - 8:00 a.m. to 8:00 p.m.

Nights - 6:00 p.m. to 6:00 a.m.
Nights - 7:00 p.m. to 7:00 a.m.

In circumstances of mandated change, the shifts and/or start and stop times may change, after discussion with the Union

As long as a full-time position exists, the normal scheduled hours average over fifty two (52) weeks of the schedule for that position will be two thousand one-hundred and eighty-four (2184) hours for a twelve (12) hour shift. Hours worked for such a position will be diminished by holidays, vacations, sick leave, leaves of absence, etc.

For Administrative Staff

The regular hours of work shall be from 08:30 a.m. to 04:30 p.m. Monday to Friday exclusive of one (1) sixty (60) minute eating period and shall be seventy (70) hours over a two (2) week period.

The regular hours of work during the summer months of July and August shall be 08:00 a.m. to 04:00 p.m.

17.02 Work Arrangements

It is understood that other arrangements regarding hours of work and overtime may be entered into between the parties with respect to variable work days or variable work weeks.

17.03 Days Off – Full Time Staff

Days off shall be consecutive and shall be scheduled in such a manner as to equitably distribute free weekends amongst Full-Time employees.

17.04 Rest Periods

Employees shall be entitled, subject to the exigencies of patient care, to rest periods during the shift on the basis of 15 minutes for each four (4) hours worked.

17.05 Posted Schedule

Working Schedule

The hours and days of work of each employee shall be posted in an appropriate place at least two (2) weeks in advance.

17.06 Minimum Hours

An employee reporting for work shall be paid for all hours worked at his regular rate of pay for the entire period of work, with a minimum of four (4) hours pay.

17.07 Meal Periods

For Paramedical Staff

Eating periods shall be thirty (30) minutes in length and shall be continuous and uninterrupted with the exception of Code 3, Code 4 and airport calls. Paramedics shall have their eating periods concurrently with their assigned partners.

The first eating period shall take place between the 4th and 6th hour of duty for all shifts. The second eating period shall take place between the 9th and 11th hour of duty for all shifts for those Paramedics entitled to a second eating period.

The crew will request an eating period as soon as possible within the 2-hour window from the CACC. If a Paramedic has had an interval of time within the 2-hour window where he/she has not been occupied with patient care or essential ambulance duties, the Employer is not expected to make additional efforts to secure an eating period.

If a crew has not had an eating period within 5 ½ hours from the commencement of their shift, they shall contact the Supervisor or designate, who will contact CACC and facilitate the scheduling of an eating period at the earliest convenience.

Where it is not possible for the crew to return to their station to access their meal during the eating period, the employer will allow for meal reimbursement of \$15.00.

For Administrative Staff

Eating periods shall take place between 12:00 noon and 01:00 p.m.

17.08 Return To Work – Employee Notification

The Union agrees that the Employer must hire replacement employees for employees who are absent due to leave of absence, injury, illness, etc. Therefore, employees shall not be paid in accordance with this article if they fail to notify the Employer of their illness prior to the beginning of the shift for each and every instance of being ill or injured.

17.09 Reassignments

The Employer agrees that it shall not unilaterally change the station to which a full-time permanent employee is assigned on a permanent basis except in extenuating circumstances. This does not apply to movement of ambulances upon commencement of a paramedic's shift.

17.10 Meals

An employee required to work a minimum of two (2) hours in excess of their regularly scheduled shift shall be compensated for a meal allowance of \$20.

Amounts for accommodation, travel and meals, and incidentals while on company business shall be reimbursed as follows:

- (I) The employer will pay reasonable accommodation costs against receipts.
- (II) In cases of unexpected and unscheduled out of town overnight accommodations the employer will reimburse reasonable costs for incidental items up to \$20.00.
- (III) The employer shall pay kilometric rates at the Canadian Revenue Agency (CRA), as applicable on January 1st and July 1st of each year, where use of a personal vehicle is necessary.
- (IV) Travel Within Cochrane District:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$30.00
- (V) Travel Outside Cochrane District

Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$45.00

ARTICLE 18 – OVERTIME PAY

18.01 Overtime Premium

Daily overtime shall be paid at the rate of one and one-half times (1-1/2x) the employee's regular straight time rate of pay for all hours worked in excess of the employee's seven (7), twelve (12) hour regularly scheduled shift, provided that all such time has been authorized by the employee's Manager or designate.

A full-time employee who is required by the employer to work on a regularly scheduled day off, shall be paid at the rate of one and one-half times (1-1/2x) the employee's regular straight time rate of pay for all hours worked, provided that all such time has been authorized by the employee's Manager or designate.

A part-time employee who is required by the employer to work in excess of eighty-four hours over the biweekly pay period, shall be paid at the rate of one and one-half times (1-1/2x) the employee's regular straight time rate of pay for all hours worked, provided that all such time has been authorized by the employee's Manager or designate.

It is understood and agreed that a code 3 or code 4 call does not require the authorization of the Manager or designate.

An error in the above mechanism for shift distribution initiated by Dispatch or Managers, will result in the aggrieved employee being assigned to work the outstanding hours performing paramedic duties.

18.02 No Lay-offs to Compensate for Overtime

An employee shall not be required to lay-off during regular hours to equalize any overtime worked.

18.03 No Pyramiding

Overtime premium shall not be duplicated nor pyramided nor shall other premiums be duplicated or pyramided nor shall the same hours worked be counted as part of the normal workweek and also as hours for which the overtime premium is paid. There shall be no pyramiding of premium pay, overtime pay, holiday pay and sick leave pay.

18.04 Overtime Lieu Time Bank

An employee may choose to receive time off in lieu, such time off will be the equivalent of the premium rate that the employee has earned for working overtime, and shall be taken at a time mutually agreed upon by the Employer and the employee.

An employee cannot accumulate in excess of three weeks of overtime lieu time. The lieu time must be scheduled and taken before December 31st of each year or it will be paid out.

18.04B Part-time Accumulation of Overtime

Part-time to accumulate overtime for redistribution of pay.

It is understood that the accumulated overtime will not be used during prime time (June 15 to September 15).

18.05 Travel/Attendance Time - Seminars, Meetings, Conferences

Where the Employer requires an employee to attend a seminar, meeting, conference or course, the employee's necessary travel time and attendance time at the seminar, meeting, conference or course will be deemed time worked and will be paid at the employee's straight time hourly rate of pay or overtime rate, as may be applicable. Where attendance is optional, the employee's travel time will not be considered time worked and will not be compensated. The employee will not be compensated for the time that is spent in attendance at the seminar, meeting, conference or course which falls outside of the employee's regularly scheduled hours of work or falls on the employee's scheduled day(s) off.

18.06 Overtime for Part-Time Employees

Part-time employees working less than eight (8) hours (or twelve (12) hours for those employees on twelve (12) hour shifts) per day and who are required to work longer than the regular working day, shall be paid at the rate of straight time for the hours so worked, up to and including eight (8) hours (or twelve (12) hours) in the working day. Regular overtime rates shall apply after eight (8) hours (or twelve (12) hours) in the working day and for all work performed on holidays.

18.07 Minimum of Overtime

Overtime shall be on a voluntary basis, except when transporting patients. The employer will endeavor to distribute overtime equally amongst all full-time employees willing to perform the work. The Employer will endeavor to keep overtime to a minimum.

18.08 Offering of Overtime

When all part-time staff have their maximum allotted hours, overtime will be offered in order of seniority to available full-time staff.

Full-time employees shall be offered overtime by zone and seniority. Overtime shifts shall be offered to full-time staff within the zone and then to the full-time staff service-wide.

ARTICLE 19 – CALL BACKS

19.01 Call Back Pay Guarantee

An employee who is called out to work, outside his normal working hours, shall be paid for a minimum of four (4) hours at overtime rates.

19.02 Shift Premium

Employees shall receive a shift premium of One Dollar and Fifty Cents (\$1.50) per hour for every hour worked on night shift and on weekends. Weekends shall be deemed to be from Friday night to Monday morning.

ARTICLE 20 – WAGES

20.01 Payment of Wages

The Employer shall pay salaries and wages bi-weekly through direct deposit in accordance with Appendix “A” attached hereto and forming part of this Agreement. On each payday each employee shall be provided with an itemized statement of his wages and deductions.

20.02 Rate of Pay on Permanent Promotion

An employee who is promoted to a higher rated classification within the bargaining unit will be placed in the range of the higher rated classification so that the employee shall receive no less an increase in wage rate than the equivalent of one step in the wage rate of their previous classification, provided that the employee does not exceed the wage rate of the classification to which they have been promoted.

20.03 Pay on Temporary Transfers, Higher Rated Job

When an employee is assigned to temporarily perform the principal duties of a higher paying position for a period of one (1) working day or more for which a salary scale has been established, he/she shall receive the rate in the salary range, which is higher than his/her previous rate by a minimum of five (5) percent. The five (5) percent minimum higher rate of pay shall not exceed the salary of the position being replaced.

20.04 Temporary Transfer to Lower Paying Classification

When an employee is temporarily assigned to a position paying a lower rate, the employee will continue to be paid at their normal rate of pay.

20.05 On Call Rate

An employee who works on call shall receive thirteen percent (13%) of his/her regular hourly wages for each hour worked on call.

Clarity Note: On call hours are not considered normal hours at work.

20.06 On Call

For the purpose of consideration under the definition of time in clause 18.03 call backs performed while an employee is on call shall be exempt from consideration as pyramiding provided that employees who are on-call under Article 20.06 and are called back under Article 19.01 the following will apply:

- (1) The employer will only pay for a maximum of (3) call backs in a twelve (12) hour period regardless of the number of calls received and responded to by the employee; and
- (2) where the payment for the call-back runs into the start of the regular hours of an employee, the over-time call back rate will end at the commencement of the regular hours and the regular rate will begin.

A call-back received less than four (4) hours prior to the start of the shift will be termed a stipend and paid at overtime rates.

ARTICLE 21 - LEAVES OF ABSENCE

21.01 General Rules

Unless expressly provided otherwise all leaves of absence shall be governed by the seniority, service and benefit continuation provisions of Article 14.05.

21.02 Personal Leave of Absence

The Chief Administrative Officer or designate, may grant or refuse a request for a leave of absence without pay for extenuating personal reasons, provided that he receives at least one (1) month's notice in writing, and that such leave may be arranged without undue inconvenience to the normal operation of the Employer. Applicants when applying must indicate the date of departure and specify the date of return. In no event will the leave exceed two (2) years.

21.03 Leave of Absence for Public Duties

Upon application in writing by the employee to the Chief Administrative Officer, the Employer shall grant a leave of absence without pay to allow an employee to be a candidate in a municipal, provincial or federal election.

In the event that the employee is elected to municipal, provincial, or federal office, the employee shall be granted a leave of absence without pay for the employee's term of elected office.

21.04 Leave of Absence for Full-Time Union Office

Upon application by the Union, in writing, the Employer shall grant leave of absence, without pay, to an employee elected or appointed to full-time Union office. It is understood that no more than one (1) employee in the bargaining unit may be on such leave at the same time. Such leave shall be for a period of one (1) calendar year from the date of appointment unless extended for a further specific period by agreement of the parties.

The employee shall notify the employer of his intention to return to work at least two (2) weeks prior to the date of such return.

21.05 Leave of Absence for Union Duties

Upon written request of the Union with at least one (1) month's advance notice, the Employer agrees to allow leave of absence for employee(s) to attend the CUPE National Convention and for employee(s) to attend the CUPE Ontario Division Convention, provided that the total overall leaves concerned do not exceed four (4) weeks. Included within the overall leaves, the Employer agrees to allow a leave of absence for one employee for Union duties, provided that the employer receives at least one week's notice and provided proper coverage at straight time wages can be arranged. The employees on such leave(s) will be paid by the Employer who will be reimbursed fully by the Union for the amount paid to the employees for wages, statutory benefits and pension.

21.06 Bereavement Leave

An employee who is absent from work solely due to the death of the father, mother, son, daughter, spouse, common-law spouse, same sex partner and child of such employee, shall be entitled to compensation for time so lost by such employee, from his regular schedule at his regular hours of pay for five(5) working days. An employee who is absent from work solely due to the death of the brother, sister, stepfather, stepmother, step children, step brother, step sister, grandparents, grandchild, former guardian, fiancée, mother-in-law, father-in-law, brother-in-law, sister-in-law or any other relative who has been residing in the same household, or any other relative for whom an employee is require to administer bereavement responsibilities, of such employee, shall be

entitled to compensation for time so lost by such employee, from his regular schedule at his regular hours of pay for three(3) working days.

Such leave may commence no earlier than the date of the death and must be completed within seven (7) consecutive calendar day period following the death, provided if the funeral is not held within the seven (7) day period, the employee may reserve one (1) of the bereavement days for the purpose of attending the funeral or interment, where either ceremony falls on a regular scheduled working day. The employee will provide the employer with 7 days' notice when possible prior to requesting the reserved day off.

21.07 Mourner's Leave

One-half (1/2) day leave shall be granted without loss of salary or wages to attend a funeral as a pallbearer.

21.08 Pregnancy/Parental Leaves and the SEB Plan

Pregnancy/Parental Leave shall be granted in accordance with the Employment Standards Act.

An employee who is on maternity / standard parental leave as provided under this agreement shall be paid a supplemental unemployment benefit. That benefit will be equivalent to the difference between eighty percent (80%) of her/his gross regular weekly earnings and the sum of her/his gross weekly standard Employment Insurance benefits and any other earnings or the equivalent thereof if in receipt of extended benefits. Such payment shall commence following completion of the two (2) week Employment Insurance waiting period and receipt by the Employer of the employee's initial Employment Insurance cheque stub as proof that she/he is in receipt of Employment Insurance pregnancy /standard parental benefits and shall continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks for maternity leave and ten (10) weeks for standard parental leave. The employee's regular weekly gross earnings shall be determined by multiplying her/his regular hourly rate on her/his last day worked prior to the commencement of the leave times her/his normal weekly hours.

21.09 Jury & Witness Duty

If an employee is required to serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law in connection with a case arising from the employee's duties at the Employer, the employee shall not lose regular pay because of such attendance provided that the employee:

- (a) Notifies the Employer immediately on the employee's notification that he will be required to attend at court;
- (b) Presents proof of service requiring the employee's attendance;
- (c) Deposits with the Employer the full amount of compensation received excluding mileage, travelling and meal allowances and an official receipt thereof.

In addition to the foregoing, where a full-time employee is required by subpoena to attend a court of law in connection with a case arising from the employee's duties at the Employer on his regularly scheduled day off, he shall be paid for all hours actually spent at such hearing at his premium rate subject to (a), (b) and (c) above.

21.10 Education Leave

Leave of absence with pay and without loss of seniority shall be granted to allow employees to write examinations, which are approved by the Employer.

21.11 Deferred Salary Leave Program

The employer agrees to introduce a pre-paid leave program, funded solely by the employees, subject to the following terms and conditions:

- a) The plan is available to employees wishing to spread four (4) years' salary over a five (5) year period, in accordance with Part LXVIII of the Income Tax Regulations, Section 6801, to enable them to take a one (1) year leave of absence following the four (4) years of salary deferral.
- b) The employee must make written application to the Employer or Supervisor at least six (6) months prior to the intended commencement date of the program (i.e., the salary deferral portion), stating the intended purpose of the leave.
- c) The number of employees that may be absent at any one time shall be determined by local negotiations. The year for purposes of the program shall be September 1 of one year to August 31 the following year or such other twelve (12) month period as may be agreed upon by the employee, the local Union and the Employer.
- d) Written application will be reviewed by the Employer, Supervisor or designate. Leaves requested for the purpose of pursuing further formal education will be given priority. Applications for leaves requested for other purposes will be given the next level of priority on the basis of seniority.
- e) During the four (4) years of salary deferral, 20% of the employee's gross annual earnings will be deducted and held for the employee and will not be accessible to her or him until the year of the leave or upon withdrawal from the plan.
- f) The manner in which the deferral salary is held shall be at the discretion of the Employer.
- g) All deferred salary, plus accrued interest, if any, shall be paid to the employee at the commencement of the leave or in accordance with such other payment schedule as may be agreed upon between the Employer and employee.
- h) All benefits shall be kept whole during the four (4) years of salary deferral. During the year of the leave, seniority will accumulate. Service for the purpose of vacation and salary progression and other benefits will be retained but will not accumulate during the period of leave. Full-time employees shall become responsible for the full payment of premiums

for any health and welfare benefits in which they are participating and or purchase their own plan for the LOA. Contributions to the Pension Plan will be in accordance with the Plan. Full-time employees will not be eligible to participate in the disability income plan during the year of leave.

- i) An employee may withdraw from the plan at any time during the deferral portion provided three (3) months' notice is given to the Employer or Supervisor. Deferred salary, plus accrued interest, if any, will be returned to the employee, within a reasonable period of time.
- j) If the employee terminates employment, the deferred salary held by the Employer plus accrued interest, if any, will be returned to the employee within a reasonable period of time. In case of the employee's death, the funds will be paid to the employee's estate.
- k) The Employer will endeavour to find a temporary replacement for the employee as far in advance as practicable. If the Employer is unable to find a suitable replacement, it may postpone the leave. The Employer will give the employee as much notice as is reasonably possible. The employee will have the option of remaining in the Plan and rearranging the leave at a mutually agreeable time or of withdrawing from the Plan and having the deferred salary, plus accrued interest, if any, paid out to the employee within a reasonable period of time.
- l) The employee will be reinstated to her or his former position unless the position has been discontinued, in which case the employee shall be given a comparable job.
- m) Final approval for entry into the pre-paid leave program will be subject to the employee entering into a formal agreement with the Employer in order to authorize the Employer to make the appropriate deductions from the employee's pay. Such agreement will include:
 - (i) A Statement that the employee is entering the pre-paid leave program in accordance with Article 21.11 of the Collective Agreement.
 - (ii) The period of salary deferral and the period for which the leave is requested.
 - (iii) The manner in which the deferred salary is to be held.
- n) Article 21.11 supersedes article 14.04f, 14.04g of the Collective Agreement.

The letter of application from the employee to the Employer to enter pre-paid leave program will be appended to and form part of the written agreement.

ARTICLE 22 - PAID HOLIDAYS

22.01 Paid Holidays

Employees on the active payroll shall be entitled to the following paid holidays in accordance with the qualifying and entitlement provisions of the Employment Standards Act:

New Year's Day
Victoria Day
Labour Day
Easter Monday
Canada Day
Family Day

Good Friday
Thanksgiving Day
Christmas Day
Boxing Day
Civic (August) Holiday
Truth and Reconciliation Day

And any other day proclaimed as a holiday by the Federal or Provincial Government.

In addition each full-time employee shall be entitled to three (3) floater days at regular hours of work. Employees who work a seven (7) hour shift will be entitled to three (3) days at seven (7) hours per day, employees who work an eight (8) hour shift will be entitled to three (3) days at eight (8) hours per day, and employees who work a twelve (12) hour shift will be paid three (3) days at twelve (12) hours per day. When any floater is requested it shall be mutually agreed upon between the employer and the employee. At any time during the calendar year where more than one (1) person from the same section requests a floater(s) for the same date, the person with the most seniority shall receive the day off with pay.

22.02 Compensation For Holidays Falling On Saturday

When any of the above noted holidays falls on a Saturday and is not proclaimed as being observed on some other day, the following Monday shall be deemed to be the holiday for the administration staff for the purpose of this Agreement.

22.03 Compensation For Holidays Falling On Sunday

When any of the above noted holidays falls on a Sunday and is not proclaimed as being observed on some other day, the Employer shall declare the following Monday as the holiday for the purpose of this Agreement. Where the preceding already applies to the Monday, the Employer shall declare the previous Friday or the Tuesday to be the holiday for the purpose of this Agreement.

22.04 Work On Paid Holidays

If scheduled to work on any of the above-mentioned days, the employee shall receive one and one half (1 ½ X) times his rate of pay for such work performed plus his regular holiday pay (8 hours).

The Employer shall create a Paid Holiday bank for paramedic staff and shall credit that bank on January 1st, for all paid holidays occurring between January 1st and June 30th, and shall credit that bank on July 1st, for all paid holiday entitlements between July 1st and December 31st.

Should an employee work a Paid Holiday, his Paid Holiday Bank will be credited additionally for the Paid Holiday premium pay unless the employee chooses to be paid for that day immediately.

Any employees who utilize the Paid Holiday credits and leaves the employ of the Employer shall repay any and all unearned credits and the Employer shall reduce that Employee's final pay accordingly.

If required to work overtime on any of the above-mentioned days, the employee shall receive two (2 X) times his rate of pay for such work performed.

22.05 Christmas or New Years Off

The holiday schedule may provide that every employee shall have at least Christmas or New Years Day off. An employee who works Christmas Day the one year shall work New Years Day the following year, except at times where there are no conflicts in scheduling. Where conflicts exist, reference shall be made to the prior years schedule.

ARTICLE 23 - VACATIONS WITH PAY – FULL TIME EMPLOYEES

23.01 Vacation Entitlement

A full-time employee who has completed one (1) year of service but less than three (3) years of service shall be entitled to two (2) weeks annual vacation, with pay.

A full-time employee who has completed three (3) years of service but less than seven (7) years of service shall be entitled to three (3) weeks annual vacation, with pay.

A full-time employee who has completed seven (7) years of service but less than eleven (11) years of service shall be entitled to four (4) weeks annual vacation, with pay.

A full-time employee who has completed eleven (11) years or more of service shall be entitled to five (5) weeks annual vacation, with pay.

A full-time employee who has completed twenty (20) years or more of service shall be entitled to six (6) weeks annual vacation, with pay.

A full-time employee who has completed twenty-seven (27) years or more of service shall be entitled to seven (7) weeks annual vacation, with pay.

23.02 Compensation For Holidays Falling Within Vacation Schedule

Should any of the paid holidays provided for in this Agreement under Article 22.01, fall within the employee's vacation period, the Employer shall grant such an employee an extra vacation day with pay.

23.03 Vacation Pay On Termination

An employee terminating his employment at any time in his vacation year before he has had his vacation shall be entitled to a proportionate payment of salary or wages in lieu of such vacation. Upon termination, employees will be required to repay unearned vacation days taken on the final cheque.

23.04 Vacation Schedule

The employees shall submit a vacation request form upon which they shall indicate by February 15th of each year, the vacation dates they prefer. Dates will be awarded by seniority. After February 15th of that vacation year, employees who have not submitted their requests for vacation will be required to take their vacations in available time allocations, based on mutual agreement.

Staff returning from parental leave must use, or have paid out, any previous year's vacation entitlement prior to returning to active duty.

23.05 Vacation Schedules

The Prime Vacation schedules shall be posted by April 1st of each year for all Full-Time and Part-Time Employees and shall not be changed unless mutually agreed upon by the employee and the Employer. This shall include the Christmas Vacation Schedule for all staff.

The posting of these schedules shall be deemed as notice to all staff.

23.06 Unbroken Vacation Period

An employee shall be entitled to receive his vacation in an unbroken period not greater than three continuous weeks during the Prime Vacation Period, unless otherwise mutually agreed upon between the employee and the Employer.

The prime vacation period shall fall between June 15th and September 15th each and every year.

The primetime for Christmas vacation shall fall between December 15th to January 5th.

23.07 Approved Leave Of Absence During Vacation

Where an employee qualifies for bereavement or qualifies for certified sick leave during the vacation period, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, as mutually agreed upon between the employee and the Employer.

ARTICLE 24 - SICK LEAVE

24.01 Sick Leave Defined

Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled or because of an accident for which compensation is not payable under the Workers' Compensation Act.

24.02 Amount of Sick Leave

- a) Employees on twelve (12) hour shifts will be credited with twelve (12) hours sick leave per month. Employees on eight (8) hour shifts will be credited with twelve (12) hours sick leave per month. In the event an employee is ill, for each hour of paid sick leave credits shall be deducted one (1) hour. Maximum accrued credit five hundred and twenty (520) hours.
- b) An employee shall be entitled to an accrual of all the unused portion of the sick leave subject to the stated maximum hours limitation for his future benefits. Upon termination of employment, an employee shall receive fifty percent (50%) of the unused portion of sick leave standing to his credit, which shall be computed at the number of hours standing times the current hourly rate of pay. In the event of death before severance, any accrued sick leave credit (to a maximum of five hundred and twenty (520) hours) shall be paid according to the foregoing formula, to the specified beneficiary of the employee.
- c) The Employer shall permit an accumulation up to one hundred and ninety-four (194) sick leave hours for use only in the event of illness and shall not be tabulated for sick leave pay out purposes on termination. This clause is over and above accumulation and pay out conditions stated in clause 24.02 a).

24.03 Illness in the Family

In case of illness of an immediate member of the family of an employee where no one is at home, other than the employee, can provide for the needs of the ill person, the employee shall be entitled, after notifying his superior, to use a maximum of ten (10) accumulated sick leave days for this purpose.

24.04 Proof of Illness

An employee shall be required to produce a certificate from a qualified medical practitioner for any illness of more than two (2) days, certifying that such employee is unable to carry out his duties due to illness. For illnesses of less than two (2) full days, the employee will be required to complete a sick absence report which shall be supplied by the Employer.

24.05 Sick Leave During Leave of Absence

When an employee is given a leave of absence without pay for any reason or is laid off on account of lack of work and returns to work upon expiration of such leave of absence, etc., he shall not receive sick leave credit for the period of such absence, but shall retain his cumulative credit if any, existing at the time of such leave or lay-off.

24.06 Sick Leave Records

A record of all unused sick leave will be kept by the Employer for the purpose of termination credits. Any employee is to be advised on application, of the amount of sick leave accrued to his credit.

24.07 Quarantine

Time lost by a paramedic as a result of being quarantined by any official authorized to do so in accordance with the applicable legislation because of a job-related incident shall be treated as a leave of absence with pay for the duration of the quarantine.

ARTICLE 25 – PENSION BENEFITS

25.01 Pension Benefits

- (a) Full-time employees shall participate in the OMERS pension plan Agreement.
- (b) Employees shall be retired in accordance with the normal retirement age specified in the OMERS pension plan agreement, and which is applicable to employees covered by this Collective Agreement.
- (c) Part-time employees who choose to participate in the pension plan, shall have their percentage in lieu reduced by the Employers contribution to the Pension Plan.

ARTICLE 26 – HEALTH AND WELFARE BENEFITS

26.01 Health and Welfare Benefits

The Employer shall pay one hundred percent (100%) of the premiums for full-time employees and their dependents as defined by the plan for the following plans:

- a) Ontario Health Insurance Plan.
- b) Extended Health Care Plan, which does not include semi-private hospital care. However, in the event of an occupational injury or illness, which requires hospitalization, or for five (5) days of hospitalization in a calendar year per employee's family, the employer shall pay one hundred percent (100%) of the cost between standard ward care and semi-private hospital care, unless otherwise covered by another plan.
- c) A drug prescription plan, which provides for payment of those drugs which legally require a prescription in writing by a qualified medical practitioner. The Employer or its Carrier will pay up to the greater of the lowest dispensing fee from a pharmacy in the community or the first twelve (\$12.00) Dollars for any dispensing fee for an approved prescription. The drug plan requires generic substitution for drugs covered by the plan unless otherwise prescribed by the employee's physician.

The Employer also agrees to provide drug plan coverage and optical plan coverage to those employees who retire at age fifty-five (55) whose normal retirement age is sixty-five (65) and who have completed twenty-five (25) years service, provided they do not have coverage through an alternate plan. The Employer further agrees to provide drug plan coverage and optical plan coverage to those employees who retire at age sixty-one (61) whose normal retirement age is sixty-five (65), provided they do not have coverage through an alternate plan.

- d) Drugs that are covered under the benefit plan and prescribed by other qualified health professionals will be reimbursed in the same manner as those prescribed by a physician or dentist; provided that the relevant provincial legislation allows these professionals to prescribe the drugs, and that the employer's benefit provider or insurer acknowledges these professionals are as eligible for coverage.
- d) A group life insurance policy shall provide for coverage in the amount of two-times annual salary. In addition, the coverage will include Ten Thousand Dollars (\$10,000) spousal coverage and Four Thousand Dollars (\$4,000) coverage for dependents under the age of eighteen (18). In the event an employee is in receipt of long term disability benefits, then the life insurance benefit will be the same amount of coverage as the employee was eligible for while the employee was working immediately prior to when he became eligible for LTD benefits.
- e) The Employer shall institute and pay for an Optical Plan that an employee and/or his dependents may obtain eye glasses etc., up to a cost not to exceed Four Hundred and Twenty-Five Dollars (\$425.00) in a two year period.

The Employer agrees to maintain the present benefit package. If the Carrier changes in future, the package must be equal to or superior to the present coverage.

26.02 Dental Plan

The Employer shall arrange for the current dental plan coverage, with a carrier of its choice, and the Employer pay 100 percent of the current premiums of said plan. Dental recall examinations are once every twelve (12) months, except for children twelve (12) years of age and under, who shall be entitled to recall examinations every six (6) months. Orthodontics 50/50 co-insurance with Two Thousand Dollars (\$2,000.00) maximum per individual covered on the benefit plan.

26.03 Long Term Disability Plan

- a) The Employer shall arrange a long term disability plan which shall provide for a payment of Five Thousand Five Hundred (\$5,500) on a monthly basis.
- b) The Employer shall pay one hundred percent (100%) of the cost of all benefits to full time employees outlined in Clauses 26.01(a), (b) except Out of Country Coverage, (c), (d), (e) and 26.02 and 26.03 for the first two (2) years a member is in receipt of LTD benefits.

26.04 Mental Health

The Employer shall pay up to a maximum of \$3,000.00 per year for the employee effective within thirty (30) days of the date of ratification for active members and \$1,500 for dependents, to cover mental health professional services as provided by a certified mental health professional such as a psychologist and social worker with clinical counselling orientation.

ARTICLE 27 UNIFORM ISSUE

27.01 Uniform While On Duty

All employees shall wear the uniform provided by the Employer at all times when on duty or as otherwise directed by the Employer.

27.02 Staff Uniform Issue

All full-time employees shall receive the following uniform items on an annual basis:

- 4 Shirts (short or long as preferred by employee)
- 1 Zippered Sweater
- 3 Pants
- 3 T-Shirts
- 1 Safety Boots (pr)

All part-time employees shall receive the following uniform items at point of hire and on an annual basis:

- 2 Shirts
- 1 Zippered Sweater
- 2 T-Shirts
- 2 Pants
- 1 Safety Boots (pr)

All employees shall receive the following uniform items on an as **needed** basis:

- 1 Winter Parka/Spring Jacket (or combination thereof)
- 1 Winter Boots (pr)
- 1 Belt
- 1 Tool Pouch
- 1 Winter Hat and Mitts (pr)
- 1 Rain Suit

Part-time employees are required to be available to work for sixty (60) shifts in the previous year in order to be entitled to receive the part-time annual uniform allowance.

27.03 Additional Items

Additional uniform items, as approved by the Employer may be purchased by employees at their own expense.

27.04 Soiled Items

The employee shall report for duty neat in appearance wearing a clean uniform. Where undue soiling occurs during the performance of duties, the Employer shall pay for the soiled item to be cleaned or replaced as required. The employee must ensure a clean replacement uniform is readily available. The Employer shall ensure that replacement winter parkas are available on a temporary basis.

27.05 Uniform Return On Termination

Upon termination of employment, all employees must promptly return to the Employer, all uniform items issued. For clarity purposes, within a one-month period to the Employer.

27.06 Identification Card

All employees are required to carry on their person at all times when on duty, their Ambulance Identification Card as issued by the Employer.

27.07 Identification Card Return On Termination

Upon termination of employment, all employees must return their Ambulance Identification Card to the Employer.

27.08 Uniform Dry Cleaning

The Employer shall be responsible for the cost of dry-cleaning of Paramedic uniform shirts and pants. The Employer shall be responsible for the cost of dry-cleaning of Paramedic winter parkas on an as needed basis or once annually as required.

The Employer shall not be responsible for the cost of dry-cleaning of Paramedic uniforms where alternative arrangements have been made including the provision of washers and dryers at station locations with the exception of stations zero (0) and zero-one (01).

ARTICLE 28 – GENERAL

28.01 Bulletin Boards

The Employer shall provide bulletin boards which shall be placed so that all employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

28.02 Mutually Agreed Changes

Any mutually agreed changes to this Collective Agreement shall form part of this Collective Agreement and are subject to the Grievance and Arbitration Procedure.

28.03 Base Hospital and Employer provided Training

28.03(a) Educational Allowances

Where the Ministry of Health does not pay the cost, the Employer shall pay the full cost of any course of instruction required by the Employer for an employee to better qualify himself to perform his job. Payment shall be made on successful completion of the course.

28.03(b) Continuing Medical Education

Whereas, in accordance with Base Hospital Directives, all Paramedics must successfully complete eight (8) hours of Continuing Medical Education (CME), on an annual basis, to remain certified to perform delegated medical acts.

The parties agree that:

- a) The employer shall deposit up to eight (8) hours, at the regular rate of pay, into the compensating bank of each full-time employee on January 1st of each year;
- b) Full time staff that cease employment in year, shall only be compensated for CME hours completed and any overpayment shall reduce the employees final pay amount;
- c) The employer shall deposit up to eight (8) hours, at the regular rate of pay, into the compensating bank of each part-time employee in the period for which it was earned;
- d) All staff shall assume full responsibility for scheduling, attending and requesting time off to fulfil their CME requirements;
- e) All staff are expected to attend or participate in CME in their home communities; however if required courses are not available in the home community, and upon approval from the employer, the employer will pay travel costs pursuant to the Collective Agreement;
- f) To avoid pyramiding of payments, completion of CME when on duty, shall reduce the number of hours deposited into an employee's bank (for example, if a Paramedic completed 4 hours of CME while on duty, only the remaining 4 hours would be deposited into the compensating bank);
- g) If the BH increases the CME hour requirements, the employer shall increase the number of hours compensated accordingly.
- h) For employees who choose not to attend employer provided training (non-base hospital), the employer will schedule such training while the employee is on shift, at the applicable rate of pay. Should employee attend employer provided training when the employee would be on a scheduled day off, such training will be compensated at overtime rates if applicable

28.04 Current Addresses/Telephone Numbers

It is the responsibility of the employee to ensure that her home address and telephone number that are on file with the Employer are current at all times. To avoid delays in emergency upstaffing, employees shall provide one (1) primary contact number which shall be used for emergency contact purposes. The Employer is not expected to use secondary contact numbers until primary contacts have been exhausted. If the employee fails to provide the aforementioned information, the Employer will not be responsible for any failure to notify or contact the employee.

28.05 Printing of the Collective Agreement

It is mutually agreed between the Employer and the Union that both parties shall share the expense of printing the collective agreement equally.

28.06 Employer Notification/Posting

Where the Employer is required under the terms of this collective agreement to post any information for the attention of the employees, the Employer at its sole discretion, may instead e-mail the information to the employees at their worksite e-mail address.

28.07 Fitness Membership

The Employer agrees to contribute one thousand dollars (\$1,000.00) per year towards membership at a health club.

28.08 CLASS F Licence Medical

The employer will pay medical fees, if any, required for a Class F Licence.

28.09 Proper Accommodations

Proper accommodations shall be provided for employees to have their meals and keep and change their clothes. The Employer shall provide one (1) locker for every employee.

28.10 REACTIVATION OR RE-CERTIFICATION

It is understood and agreed that the following clause applies as long as it does not contravene any legislation or regulations in force, and in no way replaces the normal disciplinary process.

Reactivation or re-certification must be completed as directed by the Base Hospital. The Base Hospital refers to the base hospital responsible for certification within the jurisdiction of the District of Cochrane.

A full-time Primary Care Paramedic who is deactivated and/or decertified pursuant to an investigation or patient care concern and who does not retain SAED and Symptom Relief skills will be assigned to non-patient care duties for a maximum of one (1) week, during which time said employee is expected to obtain reactivation and/or re-certification in SAED and Symptom Relief skills. Staff that fail to complete reactivation and/or re-certification within the one (1) week period will be suspended without pay for a maximum period of six (6) months during which time the employee must obtain reactivation and/or re-certification in SAED and Symptom Relief skills. If the employee has not obtained this reactivation and/or re-certification, the employee will be terminated. If the employee is successful in obtaining reactivation and/or re-certification during the six (6) month period, he or she will return to active duty as a Primary Care Paramedic.

A full-time Primary Care Paramedic who is deactivated and/or decertified pursuant to a failure to complete CME within the prescribed time periods will be suspended without pay for a maximum

period of six (6) months during which time the employee must obtain reactivation and/or re-certification in SAED and Symptom Relief skills. If the employee has not obtained this reactivation and/or re-certification, the employee will be terminated. If the employee is successful in obtaining reactivation and/or re-certification during the six (6) month period, he or she will return to active duty as a Primary Care Paramedic.

A part-time Primary Care Paramedic who is deactivated and/or decertified will be suspended without pay for a maximum period of six (6) months during which time the employee must obtain reactivation and/or re-certification in SAED and Symptom Relief skills. If the employee has not obtained this reactivation and/or re-certification, the employee will be terminated. If the employee is successful in obtaining reactivation and/or re-certification during the six (6) month period, he or she will return to active duty as a Primary Care Paramedic.

28.11 AMALGAMATION OR MERGER

- 1) In the event that the Employer should merge, amalgamate or combine any of its operations or functions with any other Municipality or organization, the Employer notify the Union Executive as soon as possible. At the time of notice, the Employer shall also provide the Union Executive with all relevant particulars pertaining to the merger.
- 2) Upon such notification, the Parties agree to meet to discuss potential impacts on the employees of the Bargaining Unit. These discussions shall include but are not limited to pertinent financial and staffing implications.
- 3) The Employer agrees that in the event the Employer merges, amalgamates or combines any of its operations or functions with any other Municipality or organization, that it shall endeavor to obtain an agreement that will preserve the following rights of its employees:
 - a) Credit for all accumulated seniority rights to be carried into employment with a new Employer;
 - b) Full service credits with respect to vacation with pay and all other negotiated benefits;
 - c) That the work and services performed by members of the Canadian Union of Public Employees Local 1484 shall continue to be performed by such members in the employ of the new Employer;
 - d) That employees shall receive the better of their conditions of employment and wage rates under this agreement or the conditions of employment and wage rates obtained or in effect with the new Employer;
 - e) That no employee shall suffer loss of employment as a result of such merger, amalgamation or combination of any of its operations or functions with any other Municipality or organization;
 - f) That preference in location of employment in the service of the new Employer shall be on the basis of seniority.

ARTICLE 29 – DISCIPLINARY ACTIONS

- a) Whenever the Employer deems it necessary to issue an infraction slip to an employee for censure or discipline for cause, a copy shall be supplied to the Union.

- b) No infraction slip shall be placed in an employee's personnel record until he has been given a copy thereof.
- c) Any employee, upon request and with 24 hours' notice to the Employer, shall be permitted to examine his personnel file or record in the presence of a Human Resources employee.
- d) Infractions of disciplinary nature shall be recorded and after twenty-four (24) months, they shall be removed if there are no recurrences.
- e) Notwithstanding clause d), contraventions of the Ambulance Act shall remain part of the permanent record.

ARTICLE 30 – HEALTH & SAFETY

30.01 Co-operation on Safety

The Union and the Employer shall co-operate in continuing and perfecting regulations which will afford adequate protection to the employees engaged in hazardous work.

30.02 Safety Measures

Employees working in any unsanitary or dangerous jobs shall be supplied with all the necessary tools, safety equipment and protective clothing when needed.

30.03 Refuse to Work

The Occupational Health and Safety Act will apply as it relates to an employee's right to refuse work.

30.04 Pay for Injured Employees

An employee who is injured during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of the shift at his regular rate of pay without deduction from sick leave, unless a doctor or nurse states that the employee is fit for further work on that shift.

30.05 Transportation of Accident Victims

During working hours, transportation to the nearest physician or hospital for employees requiring medical care as a result of an accident shall be at the expense of the Employer.

ARTICLE 31 - RENEWAL

31.01 Terminations and Renewal

This agreement shall remain in effect from January 1, 2024 to December 31, 2026 and shall remain in effect from year to year thereafter unless either party gives to the other party a written notice of termination, or of a desire to amend this Agreement.

31.02 Notice of Amendments to Agreements

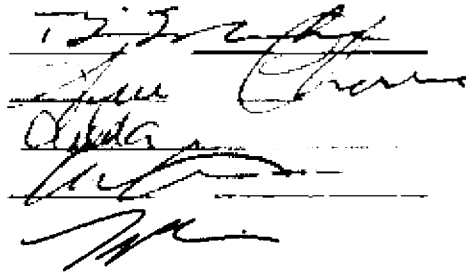
Notice that amendments are required or that either party intends to terminate this Agreement may only be given within a period of not more than ninety (90) days and not less than thirty (30) days prior to the expiration date of the Agreement or any anniversary date of such expiration date.

31.03 Extension

Both parties shall adhere fully to the terms of this Agreement during the period of bona fide collective bargaining and if negotiations extend beyond the anniversary date of the Agreement, any revision in terms mutually agreed upon, shall unless otherwise specified, apply retroactively to that date.

IN WITNESS THEREOF THE PARTIES HERETO HAVE HEREUNTO SET THEIR HANDS AND SEALS THIS 18 DAY OF MARCH, 2025.


FOR THE DISTRICT OF COCHRANE SOCIAL SERVICES ADMINISTRATION BOARD





FOR THE UNION


Suzanne Lefebvre
Suzanne Lefebvre Jun 3, 2025 13:17 EDT


Suzanne Lefebvre Jun 3, 2025 09:24 EDT


Suzanne Lefebvre Jun 3, 2025 14:01 EDT


Ardon Kennedy Jun 3, 2025 13:16 EDT


Bryanna Lyda Jun 3, 2025 13:17 EDT


Marissa Campbell Jun 3, 2025 13:37 EDT

Appendix "A" – Wage Rates

Appendix "A" – Hourly Wage Rates @ January 1, 2024

Position	Increase	Start	Year 1	Year 2	Year 3
Student	3.0%	35,060 19.26			
Clerk	3.0%	43,965 24.16	46,639 25.63	49,397 27.14	52,117 28.64
P1	3.0%	41.48	42.77	43.95	
Group Leader	3.0%	43.34	44.67	45.94	

Appendix "A" – Hourly Wage Rates @ January 1, 2025

Position	Increase	Start	Year 1	Year 2	Year 3
Student	4.0%	36,462 20.03			
Clerk	4.0%	45,724 25.12	48,505 26.65	51,373 28.23	54,202 29.78
P1	4.0%	43.14	44.48	45.71	
Group Leader	4.0%	45.07	46.46	47.78	

Appendix "A" – Hourly Wage Rates @ January 1, 2026

Position	Increase	Start	Year 1	Year 2	Year 3
Student	3.5%	37,738 20.74			
Clerk	3.5%	47,324 26.00	50,203 27.58	53,171 29.21	56,099 30.82
P1	3.5%	44.65	46.04	47.31	
Group Leader	3.5%	46.65	48.09	49.45	

Appendix "B" – Essential Services Agreement

Essential Services Agreement

Between

**Canadian Union of Public Employees
and its Local Union No. 1484
(Hereinafter referred to as the Union)**

And

**The Cochrane District Social Services Administration Board
(Hereinafter referred to as the Employer)**

Whereas, it is the obligation of the parties to negotiate an essential service agreement pursuant to the Ambulance Services Collective Bargaining Act; 2001, and

Whereas, the parties are interested in fulfilling their obligations under the Act and in ensuring that ambulance services are maintained in the District in the event of a bargaining impasse; and


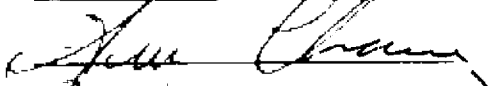
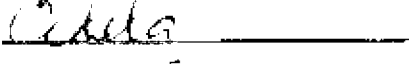
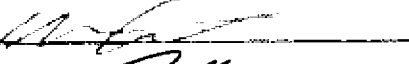

Therefore, the parties agree as follows:

1. For the purpose of this agreement, "bargaining impasse", means the point in time at which either party notifies the other party in writing that it wishes to discontinue bargaining.
2. In the event of a bargaining impasse, the parties agree to maintain normal ambulance services presently in place, both essential and non-essential, in accordance with those terms and conditions specified in the collective agreement between the parties.
3. In the event of a bargaining impasse, the number of paramedics required to provide ambulance services presently in place both essential and non-essential shall be the same number, which was required to provide ambulance services prior to the bargaining impasse.
4. The terms and conditions of employment of the paramedics in the bargaining unit and any rights, privileges or duties of the paramedics or the employer or trade union in relation to the paramedics continue in effect in accordance with those terms and conditions specified in the collective agreement between the parties until a new collective agreement is made unless the CDSSAB and the Union agree otherwise.

5. Where the parties reach impasse, or where either party notifies the other party that it wishes to discontinue bargaining, the parties shall appoint to a board of arbitration a member who has agreed to act. Such appointment shall be made within 30 to 60 days, but no later than 60 days from the date on which notice was given under this clause. Prior to the appointment of a member or members mentioned in this clause, the parties will meet and make a good faith effort to resolve the matters in dispute. By agreement, the parties may request that the Minister of Labour appoint a conciliation officer/mediator in order to affect a settlement.
6. Where, during the bargaining under this Act or during the proceedings before the board of arbitration, the parties have agreed upon some matters to be included in the collective agreement and have notified the board in writing of the matters agreed upon, the decision of the board shall be confined to the matters not agreed upon by the parties and to such other matters that appear to the board necessary to be decided to conclude a collective agreement between the parties.
7. The remuneration and expenses of the members of a board of arbitration shall be paid as follows:
 - i) A party shall pay the remuneration and expenses of a member appointed by or on behalf of the party.
 - ii) Each party shall pay one-half of the chair's remuneration and expenses.
8. The parties agree that this Agreement will be incorporated into and form part of the Collective Agreement between the parties.

Signed at Timmins, Ontario this 18 day of March, 2025.

For the Employer:

For the Union:

