

**COLLECTIVE AGREEMENT**

**BETWEEN**

**WHEATLAND and ADJACENT DISTRICTS  
EMERGENCY MEDICAL SERVICES  
ASSOCIATION  
(Hereinafter referred to as the “Employer”)**

**- and -**

**THE HEALTH SCIENCES ASSOCIATION OF  
ALBERTA  
(Hereinafter referred to as “The Union”)**

**FOR THE PERIOD**

**April 1, 2018 to March 31, 2023**

## TABLE OF CONTENTS

PREAMBLE.....	7
ARTICLE 1: TERM OF COLLECTIVE AGREEMENT .....	7
ARTICLE 2: DEFINITIONS .....	8
ARTICLE 3: MANAGEMENT RIGHTS .....	10
ARTICLE 4: RECOGNITION .....	10
ARTICLE 5: NON-DISCRIMINATION .....	11
ARTICLE 6: UNION SECURITY AND CHECKOFF OF UNION DUES .....	12
ARTICLE 7: NO STRIKE OR LOCK OUT.....	12
ARTICLE 8: GRIEVANCE PROCEDURE.....	12
ARTICLE 9: ARBITRATION.....	16
ARTICLE 10: BULLETIN BOARDS .....	16
ARTICLE 11: PROBATIONARY PERIOD .....	17
ARTICLE 12: HOURS OF WORK.....	17
ARTICLE 13: OVERTIME .....	20
ARTICLE 14: NOT ALLOCATED .....	21
ARTICLE 15: PREMIUMS.....	21
ARTICLE 16: SENIORITY.....	22
ARTICLE 17: LAYOFF AND RECALL .....	23
ARTICLE 18: PROMOTIONS, TRANSFERS AND VACANCIES.....	24
ARTICLE 19: NAMED HOLIDAYS.....	26
ARTICLE 20: ANNUAL VACATION.....	28
ARTICLE 21: LEAVES OF ABSENCE.....	30
ARTICLE 22: JOB CLASSIFICATIONS.....	36
ARTICLE 23: JOB DESCRIPTIONS.....	37
ARTICLE 24: SICK LEAVE .....	37
ARTICLE 25: DISCIPLINE AND DISMISSAL .....	38
ARTICLE 26: RESIGNATION/TERMINATION .....	39
ARTICLE 27: SALARIES .....	40
ARTICLE 28: RECOGNITION OF PREVIOUS EXPERIENCE .....	41
ARTICLE 29: UNIFORM AND CLOTHING ISSUE .....	42
ARTICLE 30: DUTY INCURRED EXPENSES .....	43
ARTICLE 31: TEMPORARY ASSIGNMENTS.....	44
ARTICLE 32: CRITICAL INCIDENT STRESS MANAGEMENT .....	44
ARTICLE 33: WORKERS' COMPENSATION .....	44
ARTICLE 34: EMPLOYEE BENEFIT PLANS.....	45

ARTICLE 35: PENSION PLAN .....	46
ARTICLE 36: OVER/UNDER PAYMENTS .....	47
ARTICLE 37: CONTRACTING OUT .....	47
ARTICLE 38: EMPLOYEE- MANAGEMENT ADVISORY COMMITTEE .....	47
ARTICLE 39: COURT APPEARANCE .....	47
ARTICLE 40: EVALUATION AND PERSONNEL FILES .....	48
ARTICLE 41: OCCUPATIONAL HEALTH AND SAFETY .....	49
ARTICLE 42: PROTECTIVE CLOTHING .....	49
ARTICLE 44 - COPIES OF COLLECTIVE AGREEMENT.....	50
LETTER OF UNDERSTANDING # 1 .....	51
<i>RE: JOB SHARING</i> .....	
LETTER OF UNDERSTANDING # 2 .....	52
<i>RE: SEVERANCE</i> .....	
LETTER OF UNDERSTANDING #3 .....	54
<i>RE: FLEXIBLE SPENDING ACCOUNT (FSA)</i> .....	
LETTER OF UNDERSTANDING #4 .....	57
<i>RE: PROVISION OF EFAP AND CRITICAL INCIDENT STRESS MANAGEMENT (CISM)</i> .....	
LETTER OF UNDERSTANDING #5 .....	59
<i>RE: JOB CLASSIFICATIONS – PAY GRADE FOR COMMUNICATION SUPERVISOR</i> .....	
WAGE APPENDIX – ALL EMPLOYEEES.....	60

**ALPHABETICAL TABLE OF CONTENTS**

ANNUAL VACATION  
*Article 20* ..... 28

ARBITRATION  
*Article 9* ..... 16

BULLETIN BOARDS  
*Article 10* ..... 16

CONTRACTING OUT  
*Article 37* ..... 47

COPIES OF COLLECTIVE AGREEMENT  
*Article 44* ..... 50

COURT APPEARANCE  
*Article 39* ..... 47

CRITICAL INCIDENT STRESS MANAGEMENT  
*Article 32* ..... 44

DEFINITIONS  
*Article 2* ..... 8

DISCIPLINE AND DISMISSAL  
*Article 25* ..... 38

DUTY-INCURRED EXPENSES  
*Article 30* ..... 43

EMPLOYEE BENEFIT PLANS  
*Article 34* ..... 45

EMPLOYEE MANAGEMENT ADVISORY COMMITTEE  
*Article 38* ..... 47

EVALUATION AND PERSONNEL FILES  
*Article 40* ..... 48

FLEXIBLE SPENDING ACCOUNT (FSA)  
*Letter of Understanding #3* ..... 54

GRIEVANCE PROCEDURE  
*Article 8* ..... 12

HOURS OF WORK  
*Article 12* ..... 17

JOB CLASSIFICATIONS  
*Article 22* ..... 36

JOB CLASSIFICATIONS – PAY GRADE FOR COMMUNICATION SUPERVISOR  
*Letter of Understanding #6* ..... 59

JOB DESCRIPTIONS  
*Article 23* ..... 37

JOB SHARING  
*Letter of Understanding #1* ..... 51

LAYOFF AND RECALL  
*Article 17* ..... 23

LEAVES OF ABSENCE  
*Article 21* ..... 30

MANAGEMENT RIGHTS	
<i>Article 3</i> .....	10
NAMED HOLIDAYS	
<i>Article 19</i> .....	26
NO STRIKE OR LOCK OUT	
<i>Article 7</i> .....	12
NON-DISCRIMINATION	
<i>Article 5</i> .....	11
NOT ALLOCATED	
<i>Article 14</i> .....	21
OCCUPATIONAL HEALTH AND SAFETY	
<i>Article 41</i> .....	49
OVER/UNDER PAYMENTS	
<i>Article 36</i> .....	47
OVERTIME	
<i>Article 13</i> .....	20
PART-TIME, TEMPORARY AND CASUAL EMPLOYEES	
<i>Article 43</i> .....	50
PENSION PLAN	
<i>Article 35</i> .....	46
PREAMBLE .....	7
PREMIUMS	
<i>Article 15</i> .....	21
PROBATIONARY PERIOD	
<i>Article 11</i> .....	17
PROMOTIONS, TRANSFERS AND VACANCIES	
<i>Article 18</i> .....	24
PROTECTIVE CLOTHING	
<i>Article 42</i> .....	49
PROVISION OF EFAP AND CRITICAL INCIDENT STRESS MANAGEMENT (CISM)	
<i>Letter of Understanding #5</i> .....	57
RECOGNITION	
<i>Article 4</i> .....	10
RECOGNITION OF PREVIOUS EXPERIENCE	
<i>Article 28</i> .....	41
RESIGNATION/TERMINATION	
<i>Article 26</i> .....	39
SALARIES	
<i>Article 27</i> .....	40
SENIORITY	
<i>Article 16</i> .....	22
SEVERANCE	
<i>Letter of Understanding #2</i> .....	52
SICK LEAVE	
<i>Article 24</i> .....	37
TEMPORARY ASSIGNMENTS	
<i>Article 31</i> .....	44

TERM OF COLLECTIVE AGREEMENT	
<i>Article 1</i> .....	7
UNIFORM AND CLOTHING ISSUE	
<i>Article 29</i> .....	42
UNION SECURITY AND CHECKOFF OF UNION DUES	
<i>Article 6</i> .....	12
WAGE APPENDIX .....	60
WORKERS' COMPENSATION	
<i>Article 33</i> .....	44

THIS COLLECTIVE AGREEMENT made this 25<sup>th</sup> day of May 2022.

BETWEEN

**WHEATLAND and ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES ASSOCIATION**

(hereinafter referred to as the “Employer”)

OF THE FIRST PART

- and -

**THE HEALTH SCIENCES ASSOCIATION OF ALBERTA**

(hereinafter called the “Union”)

OF THE SECOND PART

**PREAMBLE**

**WHEREAS** the parties are mutually desirous of establishing terms and conditions of employment, an orderly method of resolving differences, and harmonious relations between the Employer and the Union:

**AND WHEREAS** the parties agree that the primary purpose of the Employer is to provide the Communities with efficient competent Emergency Communications/ Emergency Medical Services, it is the intent of the parties to:

1. Ensure the provisions of the best quality service and care at a Basic or Advanced Life Support Level (BLS) or (ALS).
2. Protect the interest of patients, employees and the community.
3. Maintain harmonious relations between the Employer and the Employees.
4. Recognize the mutual value of joint discussions and negotiations in all matters of mutual concern to the parties.
5. Ensure the provisions of capable and timely 911 Call Answer/Dispatch service.

**NOW THEREFORE** the parties agree as follows:

**ARTICLE 1: TERM OF COLLECTIVE AGREEMENT**

1.01 Except where specifically provided otherwise, the term of this Collective Agreement shall be effective from April 1, 2018 up to and including March 31, 2023, and from year to year thereafter unless notice in writing, is given by either party to the other not less than sixty (60) calendar days nor more than one hundred and twenty (120) calendar days prior to the expiration date of its desire to change or amend this Collective Agreement.

- 1.02 Where notice is served by either party to commence collective bargaining, this Collective Agreement shall continue in full force and effect until a new Collective has been executed.

## **ARTICLE 2: DEFINITIONS**

- 2.01 “Association” shall mean that group of persons appointed by the municipal councils as created under part 15.1 of the Municipal Government Act of Alberta.
- 2.02 “Employee” means any person employed in the bargaining unit referred to in Article 4.01 or who performs functions of an ambulance nature. It shall further include any person employed in any new classification added to the bargaining unit in the future pursuant to Article 22.
- 2.03 “Code” means the Labour Relations Code as amended from time to time.
- 2.04 “Arbitration” shall take meaning from the section of the Code dealing with the resolution of a difference.
- 2.05 HSAA means “The Union” (the Health Sciences Association of Alberta).
- 2.06 “Employer” shall mean Wheatland and Adjacent Districts Emergency Medical Services Association.
- 2.07 “Basic Rate of Pay” is the step in the salary scale applicable to the Employee as set out in the Salaries Appendix exclusive of all allowance and premium payments.
- 2.08 “Shift” means a daily work period exclusive of overtime hours.
- 2.09 “Month” is the period of time between the date in one month and the preceding date in the following month.
- 2.10 “Mediation” shall take meaning from the section of the Code dealing with resolution of a difference.
- 2.11 Where the masculine gender is used herein it shall mean and include the feminine gender and similarly the singular shall mean and include the plural as the context may require.
- 2.12 Registered Advanced Care Paramedic (ACP) is one who has successfully completed a course of studies in a recognized training institute and who is permanently registered with the Alberta College of Paramedics as per the Health Professions Act as an Advanced Care Paramedic (ACP).
- 2.13 Registered Primary Care Paramedic (PCP) is one who has successfully completed a course of studies in a recognized training institute and who is permanently registered with the Alberta College of Paramedics as per the Health Professions Act as a Primary Care Paramedic (PCP).
- 2.14 Communications Specialist
- (a) Communication Specialist (Level I) – is one who is a certified member with the National Academy of Emergency Medical Dispatch.



- (b) Communication Specialist (Level II) – is one who has successfully completed a course of studies in a recognized training institute and who is permanently registered with the Alberta College of Paramedics as per the Health Professions Act in the Emergency Medical Technician – Ambulance area of practice and is a certified member with the National Academy of Emergency Medical Dispatch.
  - (c) Communications Supervisor – is one maintains Quality Assurance Programs, liaise with outside organizations on IT issues, instates and trains staff including; new protocols, final training, signing off on in-house training, scheduling and assists upper management with various initiatives; Maintaining, tracking Continuing Education for Communication Specialists.
- 2.15 “Vacation” means annual vacation with pay.
- 2.16 “Vacation year” means the twelve (12) month period commencing on the first day of January in each calendar year and concluding on the 31st of December that calendar year.
- 2.17 All Employees shall be designated as follows:
- (a) A “Regular Employee” shall mean a person who is employed either to work on a Full Time or Part Time basis on regularly scheduled shifts of a continuing nature.
    - (i) A Full-time Employee is one who is hired to work the full specified hours in the Hours of Work Article of this Collective Agreement.
    - (ii) A Part-time Employee is one who works scheduled shifts whose hours of work are less than those specified in the Hours of Work Article of this Collective Agreement.
  - (b) Casual Employee is a person who:
    - (i) works on a call-in basis; or
    - (ii) is regularly scheduled for a period of three (3) months or less for a specific job; or
    - (iii) relieves for an absence the duration of which is three (3) months or less.
  - (c) Temporary Employee is one who is hired on a temporary basis for a full-time or part-time position;
    - (i) for a specific job of more than three (3) months or less than six (6) months; or
    - (ii) to replace a full-time or part-time Employee who is on an approved leave of absence for a period in excess of three (3) months; or
    - (iii) to replace a full-time or part-time Employee who is on a leave of absence due to an illness or injury where the Employee on leave has indicated to the Employer that the duration of such leave will be in excess of three (3) months.

- 2.18 “Job Steward” means an employee of the Employer designated by the Union to act as a local representative.
- 2.19 “Chief Administrative Officer” (CAO) means the person in charge of operations of WADEMSA.

### **ARTICLE 3: MANAGEMENT RIGHTS**

- 3.01 The Employer reserves all rights not specifically restricted or abrogated by the provisions of this Collective Agreement.
- 3.02 Without limiting the generality of the foregoing the Union acknowledges that it shall be the exclusive right of the Employer to operate and manage its business, including the right to:
- (a) maintain order, discipline and efficiency;
  - (b) make, alter, and enforce, from time to time, rules and regulations to be observed by an Employee which are not in conflict with any provision of this Collective Agreement;
  - (c) direct the working force and to create new classifications and work units and to determine the number of Employees, if any, needed from time to time in any work unit or classification and to determine whether or not a position, work unit, or classification will be continued or declared redundant,
  - (d) hire, promote, transfer, layoff and recall,
  - (e) demote, discipline, suspend or discharge for just cause.

### **ARTICLE 4: RECOGNITION**

- 4.01 The Employer recognizes the Union as the exclusive bargaining agent for all Employees employed in the unit as defined by the certificate issued by the Labour Relations Board as “All Employees” and any amendments thereto.
- 4.02 No Employee shall be required or permitted to make any written or verbal agreement which may be in conflict with the terms of this Collective Agreement.
- 4.03 Except as otherwise specified elsewhere in this Collective Agreement, all correspondence between the parties arising out of this Collective Agreement or incidental thereto shall pass to and from the Chief Administrative Officer or designate of the Employer and the union with a copy to the Chair of the local unit.
- 4.04 An Employee shall not engage Union business during working hours without the prior permission of the Employer.
- 4.05 Any duly accredited Officer employed by the Union may be permitted on the Employer’s premises for the purpose of transacting the Union’s business provided prior permission to do so has been granted by the Employer.

- 4.06 A representative of the Union shall have the right to make a presentation of up to thirty (30) minutes during the probationary period or at the orientation of new Employees with respect to the structure of the Union, as well as the rights, responsibilities and benefits under the Collective Agreement, provided, however, that attendance at the presentation shall not be compulsory and, further, that a representative of the Employer may be present at such presentation.
- 4.07 The name of the Local Unit Representative shall be supplied in writing by the Union to the Employer before he is recognized as the Union Local Unit Representative.
- 4.08 Job Steward
- (a) The name of a Job Steward shall be supplied to the employer before they are recognized as a Job Steward.
  - (b) A Job Steward may, at the request of an employee, accompany or represent them at formal investigations, disciplinary meetings or during the processing of a grievance including the grievance hearing.
  - (c) When it becomes necessary to leave work for these functions, a Job Steward shall obtain permission from their supervisor to leave work and agreement on the length of time of such leave. Such permission shall be requested with as much advance notice as possible and shall not be unreasonably denied. Stewards shall suffer no loss of regular earnings for leave under this Article.
  - (d) Upon request of the employer, the Union shall provide a list of all Job Stewards and their current level within the HSAA steward program.

#### **ARTICLE 5: NON-DISCRIMINATION**

- 5.01 There shall be no discrimination, restriction or coercion practiced by either party in respect of an Employee by reason of race, colour, creed, national origin, political or religious affiliation, sex, sexual preference, marital status, age, place of residence, nor by reason of membership or non-membership or lawful activity in the Union nor in respect of an Employee or Employer exercising any right conferred under this Agreement or any law of Canada or Alberta.

## **ARTICLE 6: UNION SECURITY AND CHECKOFF OF UNION DUES**

6.01 Membership in the Union is voluntary;

- (a) Notwithstanding the provisions of Article 6.01, the Employer will deduct from the gross earnings of each Employee covered by this Collective Agreement an amount equal to the dues as specified by the Union, provided the deduction formula is compatible with the accounting system of the Employer. Such deductions shall be forwarded to the Union, or its authorized representative, not later than the fifteenth (15th) day of the month following and shall be accompanied by a list showing the name and classification of the Employees from whom deductions have been taken and the amount of the deductions. Such list shall indicate newly hired and terminated Employees, and, where the existing computer system is capable, status of Employees, the increment level and Employees reclassified, promoted or transferred outside the scope of this Collective Agreement.
- (b) For the purposes of this article, "gross earnings" shall mean all monies paid by the Employer and earned by an Employee under the terms of this Collective Agreement.

6.02 Dues will be deducted from an Employee during sick leave with pay and during a leave of absence with pay.

6.03 The Union shall give not less than thirty (30) days notice of any change in the rate at which dues are to be deducted. The Employer will record the amount of the Union dues deducted on the T4 forms issued to an Employee for income tax purposes.

## **ARTICLE 7: NO STRIKE OR LOCK OUT**

7.01 There shall be no strike, lockout or slowdown during the life of this Collective Agreement.

7.02 If an Employee engages in a strike, slow down, stoppage of work, picketing of an Employer's premises, or refusal to perform work, during the life of this Collective Agreement, the Union shall instruct him to return to work immediately and perform his duties faithfully and resort to the grievance procedure established herein for the settlement of the difference or grievance. If the Employee does not return and comply immediately with such direction, he shall be deemed to have terminated his employment.

## **ARTICLE 8: GRIEVANCE PROCEDURE**

8.01 **Definition of Time Periods**

- (a) For the purpose of this Article and Article 9, periods of time referred to in days shall be deemed to mean such periods of time calculated on consecutive calendar days exclusive of Saturdays, Sundays and Named Holidays specified in Article 19.
- (b) Time limits may be extended by mutual agreement, in writing, between the Union and the Employer.

## 8.02 Resolution of a Difference between an Employee and the Employer

### (a) Formal Discussion

If a difference arises between one or more Employees and the Employer regarding the interpretation, application, operation or alleged contravention of this Collective Agreement, the Employee(s) shall first seek to settle the difference through discussion with his immediate supervisor. If it is not resolved in this manner, the Employee(s) shall seek the advice and help of a Union representative. If it becomes a grievance, it will be submitted in writing and delivered to Wheatland and Adjacent Districts Emergency Medical Services Association through the Union.

Grievances will indicate:

- (i) the nature of the grievance;
- (ii) the clause or clauses claimed to have been violated;
- (iii) the redress sought.
  - (A) However, the mandatory formal discussion stage set out in Article 8.02(a)(i), shall be bypassed when the Employee has been given a letter of discipline pursuant to Article 25.
  - (B) In the event that the difference is of a general nature affecting two or more Employees, the Employer and the Union may agree that the grievances shall be batched and dealt with as a group grievance commencing at Step 1.

### (b) Step 1

The grievance shall be submitted, in writing, and signed by the Employee, indicating the nature of the grievance, the clause or clauses claimed to have been violated, and the redress sought to the Chief Administrative Officer or employer designate within ten (10) days of the act causing the grievance, or within ten (10) days of the time that the Employee could reasonably have become aware that a violation of this Collective Agreement had occurred. The decision of the Chief Administrative Officer shall be made known to the Employee and the Union within seven (7) days of receipt of the written statement of grievance.

### (c) Step 2

Within seven (7) days of receipt of the decision of the Chief Administrative Officer or employer designate, the grievance may be advanced to Step 2 by submitting to the Chairman of the Association, or his designate, a copy of the original grievance with a letter indicating that the grievance has not been resolved. Upon receipt of the grievance a meeting, which may be arranged by either party, shall occur.

The Chairman of the Association or his designate shall render a decision, in writing, to be forwarded to the Union and the grievor within seven (7) days of the date of the meeting.

(d) **Step 3**

Should a grievance not be resolved at Step 2, the Union may elect to submit the grievance to Mediation. In this case, the Union shall notify the Employer in writing within seven (7) days of receipt of the decision of the Chairman of the Association or his designate, that the Union wishes to proceed to Mediation. By mutual agreement between the parties, a mediator may be appointed who shall endeavor to mediate a settlement. If the parties cannot agree upon a mediator the grievance shall be forwarded to Step 4.

If the Mediator provides written recommendations, each party shall notify the other of their acceptance or rejection of the recommendations. Cost of the Mediator shall be shared by the parties.

(e) **Step 4**

Should a grievance not be resolved through Mediation, if chosen, at Step 3 the Union may elect to submit the grievance to Arbitration. In this case, the Union shall notify the Employer in writing within seven (7) days of receipt of the decision of the Chairman of the Association or his designate, that the Union wishes to proceed to Arbitration, and at the same time the Union shall name its appointee to the Arbitration Board. Within seven (7) days of the Chairman of the Association receiving such written notice, the Chairman of the Association shall notify the Union in writing of the Employer's appointee to the Arbitration Board. By mutual agreement between the parties in writing, a single Arbitrator may be appointed.

(f) **Default**

- (i) Should the grievor fail to comply with any time limit in this grievance procedure, the grievance will be considered conceded and shall be abandoned unless the parties to the difference have mutually agreed, in writing, to extend the time limit.
- (ii) Should the Employer fail to respond within the time limit set out in this grievance procedure, the grievance shall automatically move to the next step or be advanced to Arbitration on the day following the expiry of the particular time limit unless the parties have mutually agreed, in writing, to extend the time limit.

8.03 (a) Neither the Employee nor a representative of the local unit of the Union who may attend a meeting with the Employer respecting a grievance shall suffer any loss of regular earnings calculated at the basic rate of pay for the time spent at such a meeting.

(b) An Employee shall be entitled to have a member of the local unit Executive or any duly accredited officer employed by the Union present during any meeting pursuant to this grievance procedure.

8.04 Either party may initiate a meeting for the purpose of resolving a difference prior to the filing of a formal grievance or prior to or during grievance or arbitration proceedings.

8.05 **Resolution of a Difference between the Union and the Employer:**

(a) **Formal Discussion**

In the event that a difference of a general nature arises regarding interpretation, application, operation or alleged contravention of this Collective Agreement, the Union shall first attempt to resolve the difference through discussion with the or with Chief Administrative Officer the Chairman of the Association, or his designate, as appropriate. If the difference is not resolved in this manner, it may become a policy grievance.

(b) **Step 1**

A policy grievance shall be submitted, in writing, to the Chairman of the Association, or his designate, and shall indicate the nature of the grievance, the clause or clauses claimed to have been violated, and the redress sought. Such grievance shall be submitted to the Chairman of the Association, or his designate, within twenty (20) days of the occurrence of the act causing the grievance or within twenty (20) days of the time that the Union could reasonably have become aware that a violation of this Collective Agreement had occurred. The decision of the Chairman of the Association, or his designate, shall be made known to the Union, in writing, within seven (7) days of the receipt of the written statement of the grievance.

(c) **Step 2**

Should a grievance not be resolved at Step 1, the Union may elect to submit the grievance to Mediation. In this case, the Union shall notify the Employer in writing within seven (7) days of receipt of the decision of the Chairman of the Association or his designate, that the Union wishes to proceed to Mediation. By mutual agreement between the parties, a mediator may be appointed who shall endeavor to mediate a settlement. If the parties cannot agree upon a Mediator the grievance shall be forwarded to Arbitration.

If the Mediator provides written recommendations, each party shall notify the other of their acceptance or rejection of the recommendations. Cost of the Mediator shall be shared by the parties.

(d) **Step 3**

Should a grievance not be resolved through Mediation, if chosen, at Step 3, the Union may elect to submit the grievance to Arbitration. In this case, the Union shall notify the Employer in writing within seven (7) days of receipt of the decision of the Chairman of the Association or his designate, that the Union wishes to proceed to Arbitration, and at the same time the Union shall name its appointee to the Arbitration Board. Within seven (7) days of the Chairman of the Association receiving such written notice, the Chairman of the Association shall notify the Union in writing of the Employers appointee to the Arbitration Board. By mutual agreement between the parties in writing, a single Arbitrator may be appointed.

## **ARTICLE 9: ARBITRATION**

- 9.01 The party requesting Arbitration shall notify the other party of the name of their appointee to an Arbitration Board. Within seven (7) calendar days of receipt of such written notice, the party so notified will notify the other party of his appointee to the Arbitration Board. The two appointees shall meet as soon as practical; but unless otherwise agreed between the Employer and the Union, within a period of seven (7) calendar days after the appointment of the second of them and jointly select a Chairman.
- 9.02 Where the parties have agreed to have a single Arbitrator act in the place of an Arbitration Board, the party requesting Arbitration shall notify the other party of the name of their proposed Arbitrator. Within seven (7) calendar days of receipt of such written notice, the party so notified will respond and attempt to agree upon an Arbitrator.
- 9.03 If the appointees cannot agree upon a Chairman or the parties cannot agree to a single Arbitrator, or fail to do so, they shall jointly request the Minister of Human Resources and Employment to appoint a qualified person to act as Chairman of the Arbitration Board, or single Arbitrator.
- 9.04 The Arbitration Board or single Arbitrator shall not have jurisdiction to alter, add to, subtract from this Agreement or to substitute any new provisions in lieu thereof or to give any decision inconsistent with the terms of this Agreement or to deal with any matter not covered by this Agreement. In the event that the Arbitration Board or an Arbitrator, by way of an award, determines that an Employee has been discharged or otherwise disciplined by an Employer for just cause and the Collective Agreement does not contain a specific penalty for the infraction that is the subject matter of the Arbitration, the Arbitrator may substitute any penalty for the discharge or discipline that to him seems just and reasonable in all circumstances.
- 9.05 The decision of the Arbitration Board or single Arbitrator shall be final and binding on both parties. Each party shall bear the expenses of its Appointee and the Employer and the Union shall equally bear the fee and expense of the Chairman.
- 9.06 The Arbitration Board or the single Arbitrator shall hold a hearing of the grievance to determine the difference and shall render an award in writing as soon as possible after the hearing. The Chairman of the Arbitration Board shall have the authority to render an award with or without the concurrence of either of the other members. Any of the time limits herein contained in Arbitration proceedings may be extended if mutually agreed to in writing by the parties.

## **ARTICLE 10: BULLETIN BOARDS**

- 10.01 The Employer shall provide a bulletin board for ambulance employees which shall be placed in a reasonably accessible location in the Communications Center for the exclusive use of the Union's business. In addition and where requested by the Union, space may be provided on other existing bulletin boards.

The Union may post on such bulletin boards notices of meetings and other notices which may be of interest to employees.



The Employer reserves the right to require that posted material objectionable to the Employer be removed from bulletin boards.

#### **ARTICLE 11: PROBATIONARY PERIOD**

- 11.01 A newly hired regular or temporary Employee shall serve a probationary period of one thousand ninety five (1,095) hours worked, exclusive of overtime, immediately following the date on which the current period of continuous employment commences.
- 11.02 A newly hired casual Employee shall be considered as contributing up to five hundred and forty seven point five (547.5) hours of time worked as a casual, excluding overtime, towards the completion of the one thousand ninety five (1,095) hours worked, exclusive of overtime, when hired as, or promoted to, a regular Employee position in the same classification. This clause shall apply providing no more than three (3) months have elapsed since he has worked for the Employer.
- 11.03 If, in the opinion of the Employer, the Employee is found to be unsatisfactory, the Employee's probationary period may be extended if mutually agreed upon by the Union and the Employer. During the extended period, the Employee shall be given monthly feedback regarding his performance; however, if in the opinion of the Employer, the Employee is found to be unsatisfactory, he may be terminated without notice and without recourse to the grievance procedure.
- 11.04 If, in the opinion of the Employer, the Employee is found to be unsatisfactory, he may be terminated without notice and without recourse to the grievance procedure during the probationary period.
- 11.05 The Employer shall provide a written evaluation to each probationary Employee prior to the completion of this probationary period.
- 11.06 An Employee who has completed his probationary period and remains in the Employer's employ shall not subsequently be placed on probation.
- 11.07 Further to Article 11.01, part-time Employees will have completed their probationary period after one thousand ninety five (1,095) hours or one (1) year of employment, whichever is the lesser.

#### **ARTICLE 12: HOURS OF WORK**

- 12.01 Hours of work shall consist of the following shift structures and shift rotations:
  - (a) ACP Shift Structure
    - (i) ALPHA shift rotation
  - (b) PCP Shift Structure
    - (i) ALPHA & BRAVO shift rotation
    - (ii) DELTA (Peak) shift rotation

(c) Dispatch Shift Structure

(i) Dispatch Shift rotation

12.02 ACP Shift Structure shall:

- (a) Operate on the basis of two (2) twelve (12) hour day shifts followed by two (2) twelve (12) hour night shifts, followed by four (4) days off.
- (b) Consist of an average of forty-two (42) hours per week over one (1) complete cycle of the shift.
- (c) Annual Hours of Work for an ACP shall consist of two thousand one hundred ninety (2190) in each year of full time employment.

12.03 PCP Shift Structure shall consist of ALPHA & BRAVO Shift Rotation and Delta (Peak) Shift Rotation.

(a) The ALPHA & BRAVO Shift Rotation shall consist of:

- (i) Two (2) twelve (12) hour day shifts followed by two (2) twelve (12) hour night shifts, followed by four (4) days off.
- (ii) Consist of an average of forty-two (42) hours per week over one (1) complete cycle of the shift schedule.

(b) The DELTA (Peak) Shift Rotation shall consist of a continuous rotation of five (5) eight hour 24 minute (8:24) shifts followed by two 2 days off.

(c) A full time PCP shall work two thousand one hundred ninety (2190) hours of work in each year of full time employment.

12.04 Dispatch Shift Rotation shall consist of:

(a) A shifting schedule set by the employer that is compliant with Article 12.

(b) Consist of an average of forty-eight (48) hours per week over one (1) complete cycle of the shift.

(c) Annual Hours of Work for a Dispatcher shall consist of two thousand one hundred ninety (2190) in each year of full time employment.

12.05 Employees may exchange shifts, partial shifts and/or days off with Employees in the same classification and the same employment status (i.e. regular Employee to regular Employee, or casual Employee to casual Employee) provided that:

- (a) both affected Employees submit the request in writing, giving reasonable notice and;
- (b) the Employer approves the exchange; and
- (c) operational efficiency is not disrupted; and

- (d) there is no increased cost to the Employer; and
- (e) the shift schedule shall be amended by the Employer to reflect the shifts being exchanged.
- (f) partial shift exchanges shall be limited to personal exchange of shift that does not require any change in pay administration

Such approval shall not be unreasonably withheld.

12.06 Employees called in to work and not required to commence work and/or who work two (2) hours or less shall receive a minimum of three (3) hours at their Basic Rate of Pay.

**12.07 Hours of Work for a Casual Employee**

- (a) A casual Employee may work any of the work shifts and rotations as described above at the applicable rates of pay for casual Employees.
- (b) Overtime rates of pay shall apply to a casual Employee as applicable to the shift structure worked by the casual Employee when the overtime occurs.
- (c) On-call rates of pay shall apply to casual Employees when applicable to the shift structure being worked by the casual Employee.

**12.08 Schedule Posting and Schedule Changes (not applicable to Casual employees)**

- (a) Unless otherwise agreed between the Association and the Employer, shift schedules shall be posted four (4) weeks in advance. If a shift schedule is changed after being posted, the affected Employees shall be provided with fourteen (14) days notice of the new schedule. In the event that an Employee's schedule is changed in the new shift schedule and he is not provided with fourteen (14) calendar days notice, he shall be entitled to premium payment subject to the provisions of Article 12.08 (b), (c), and (d).
- (b) Unless an Employee is given at least fourteen (14) calendar days notice of a change of his scheduled days off he shall be paid two times (2.0X) his basic rate of pay for all hours worked on such day(s) unless such change is at the Employee's request.
- (c) If, in the course of a posted schedule, the Employer changes the Employee's scheduled shift (i.e. days to evenings, days to nights or evenings to nights) but not his day off he shall be paid at the rate of two times (2.0X) his basic rate of pay for all hours worked on the first shift of the changed schedule unless fourteen (14) calendar days notice of such change has been provided.
- (d) If, in the course of a posted schedule, the Employer changes the Employee's shift start time by two (2) hours or more he shall be paid at the rate of two times (2.0X) his basic rate of pay for those hours which constitute the change in the shift start time unless fourteen (14) calendar days notice of such change has been given.

- 12.09 In the event that an Employee reports for work as scheduled and be required by the Employer not to commence work but to return to duty at a later hour, he shall be compensated for that inconvenience by receiving three (3) hours pay at his basic rate of pay.
- 12.10 Should an Employee report and commence work as scheduled and be required by the Employer to cease work prior to the completion of his scheduled shift and return to work at a later hour, he shall receive his basic hourly rate of pay for all hours worked with an addition of three (3) hours at his basic rate of pay for that inconvenience.

**12.11 Voluntary Additional Shifts**

- (a) A "Voluntary List" shall be maintained of regular Employees who are available to perform such assignments which may consist of coverage for regular shifts, relief shifts, standbys or public relations work. Employees from the Voluntary list will be offered this work at their applicable rate of pay. Where the assignment of the additional shift results in the Employee exceeding sixty (60) hours of work in a week, averaged over a four week shift cycle, the overtime rate of pay shall apply.
- (b) The following functions are examples of standby and public relations work:

Municipal Parades	Local School Events
Teaching	Trade/Education Fairs
Committee Work	Concerts
Mall Displays	Rodeos/Equestrian Events
Auto Races	Car Seat Clinic

**ARTICLE 13: OVERTIME**

- 13.01 (a) Overtime is all time authorized by the employer and worked by an employee in excess of his regularly scheduled shift, either immediately following or immediately preceding the normally scheduled shift. such hours shall be paid at two times (2x) the employee's basic rate of pay, for all hours worked. this overtime payment will cease and the employee's basic rate of pay will apply at the start of his next regularly scheduled shift.
- (b) In addition to overtime as described above, overtime rates of pay shall apply to hours worked in excess of the hours as described in Article 12.03 (b) (iii).
- 13.02 Unless given fourteen (14) calendar days notice of the change, an Employee required by the Employer to work a scheduled day off will receive two times (2.0X) his basic rate of pay for all hours worked. This payment will cease and the Employee's basic rate of pay will apply at the start of his next regularly scheduled shift.

- 13.03 An Employee shall be allowed to bank overtime, to be taken as time off in lieu of payment for overtime. One (1) hour of overtime shall equal two (2) hours lieu time. This time off shall be taken at a time mutually agreed between the Employer and Employee. Banked overtime may be taken in conjunction with scheduled vacation. The hours banked would be reviewed on an annual basis and if not used, the banked lieu time would be paid out at the applicable rate of pay. Overtime banking shall be subject to a maximum of forty eight (48) hours. If an Employee already has forty eight (48) hours in their bank, any additional overtime shall be paid in accordance with 13.01 (a). If an Employee has less than forty eight (48) hours in their overtime bank, they may bank overtime up to the forty eight (48) hour maximum.
- 13.04 Notwithstanding the provisions of Article 13.03 the Employer requires fifteen (15) days notice when an Employee is requesting to use banked overtime hours as time off. This time off shall be taken at a time mutually agreed between the Employer and Employee. Employee requests received with less than fifteen (15) days notice shall be considered at the discretion of the Chief Administrative Officer.

#### **ARTICLE 14: NOT ALLOCATED**

#### **ARTICLE 15: PREMIUMS**

##### **15.01 WEEKEND PREMIUM**

- (a) A weekend premium of three dollars and twenty five cents (\$3.25) per hour shall be paid effective date of ratification to Employees working any hours between twenty hundred (2000) hours on Friday to eight hundred (0800) hours on Monday morning.
- (b) Effective date of ratification, Weekend Premium will apply to:
- (i) All hours worked in accordance with Article 12.02 (a), 12.03 (a) (i), and 12.04(a)
  - (ii) All Overtime Hours in accordance with Article 13.01 (a) and (b)
  - (iii) All Hours worked in accordance with Article 14.05

##### **15.02 NIGHT SHIFT PREMIUM**

Effective date of ratification, a night shift premium of five (\$5.00) dollars per hour shall be paid to:

- (i) Employees on an ALPHA Shift Rotation for all hours between twenty-hundred (2000) and zero eight hundred (0800) during a scheduled shift.
- (ii) Employees on a Dispatch Shift Rotation for all hours between twenty-hundred (2000) and zero eight hundred (0800) during a scheduled shift.
- (iii) Employees on a BRAVO/DELTA Shift Rotation for all hours between twenty-hundred (2000) and zero eight hundred (0800) during a scheduled shift.

- (iv) Employees working overtime hours which fall between twenty-hundred (2000) hours to zero eight hundred (0800) hours.
- 15.03 (a) Night Shift and Weekend Premium shall not be considered part of the basic hourly rate of pay.
- (b) Night Shift and Weekend Premium shall be paid in addition to the overtime rate.
- (c) Where applicable, Night Shift Premium and Weekend Premium will be stacked.

## **ARTICLE 16: SENIORITY**

- 16.01 (a) The Employer shall provide the Union, within two months of the signing of this Collective Agreement, and in January and July of each year thereafter, a listing of Employees in order of seniority. For the purposes of this first Collective Agreement this list will be established based on the Employee's original date of hire with WADEMSA, or its successor organizations, as a regular Employee.
- (b) For newly hired regular or temporary Employees, seniority with the Employer starts on the date on which the Employee commences employment in the bargaining unit.
- (c) For casual Employees whose status changes to regular or temporary or someone subsequently determined by the Labour Relations Board or agreed to by the parties as being in the bargaining unit, the "seniority date" shall be established by dividing their continuous hours worked with the Employer by two thousand one hundred ninety (2,190).
- 16.02 Seniority shall not apply during the probationary period; however, once the probationary period has been completed seniority shall be credited as provided in Article 16.01.
- 16.03 Seniority shall be the determining factor in:
- (a) preference of vacation time;
  - (b) layoffs and recalls, subject to the qualifications specified in Article 17;
  - (c) promotions and transfers within the bargaining unit subject to the qualifications specified in Article 18.
- 16.04 Seniority shall be considered broken, all rights forfeited, and there shall be no obligation to rehire:
- (a) when an Employee resigns or is terminated from his position with the Employer; or
  - (b) upon the expiry of twelve (12) months following layoff during which time the Employee has not been recalled to work; or
  - (c) if an Employee does not return to work on recall to his former classification and full-time equivalency.

## ARTICLE 17: LAYOFF AND RECALL

17.01 (a) In case it becomes necessary to reduce the work force by

- (i) reduction in the number of Employees; or
- (ii) reduction in the number of regularly scheduled hours available to one (1) or more Employees,

the Employer will notify the Union and all Employees who are to be laid off at least fourteen (14) calendar days prior to layoff, except that the fourteen (14) calendar days notice shall not apply where the layoff results from an Act of God, fire, or flood. If the Employee laid off has not been provided with an opportunity to work his regularly scheduled hours during fourteen (14) calendar days after notice of layoff, the Employee shall be paid in lieu of such work for that portion of the fourteen (14) calendar days during which work was not made available.

- (b) If the Employer proposes to layoff an Employee while he is on leave of absence, Workers' Compensation or absent due to illness or injury he shall not be served with notice under sub-article 17.01(a) until he has advised the Employer of his readiness to return to work.
- (c) When notice of layoff is delivered to an Employee in person, the Employee may be accompanied by a representative of the Union, if one is available.

17.02 (a) Layoff shall be in reverse order of seniority, however the Employer shall have the right to retain Employees who would otherwise be laid off when layoff in accordance with this Article would result in retaining Employees who are not capable and qualified of performing the work required.

- (b) The parties shall discuss the appropriate application of the above clause.

### 17.03 **Recall**

- (a) When increasing the work force, recalls shall be carried out in order of seniority provided the Employee is capable and qualified of performing the work required.
- (b) The method of recall shall be by telephone and, if such is not possible, by double registered letter sent to the Employee's last known place of residence. The Employee so notified will return to work as soon as possible but, in any event, not later than five (5) days following either the date of the telephone call or the date the letter was registered.
- (c) (i) The Employer shall endeavor to offer opportunities for casual work to laid off Employees in order of their seniority before assigning the work to a casual Employee, providing the laid off Employee is qualified and capable of performing the work required.  
  
(ii) Notwithstanding the provisions of Article 17.03(c)(i), where the Employer has a multi-site facility, casual work shall first be made available to laid off Employees of the specific location from which the Employee was laid off.

- (iii) A laid off Employee may refuse an offer of casual work without adversely affecting his recall status.
  - (iv) An Employee who accepts an offer of casual work shall be governed by the Collective Agreement provisions applicable to a casual Employee, however, such Employee's recall status and seniority standing upon recall shall not be affected by the period of casual employment.
- (d) For the purpose of this clause "Casual Work" shall mean:
- (i) work on a call-basis which is not regularly scheduled;
  - (ii) regularly scheduled work for a period of three (3) months or less for a specific job; or
  - (iii) work to relieve for an absence the duration of which is anticipated to be three (3) months or less.
- (e) Notwithstanding the provisions of Article 16.04, if an Employee is recalled for any length of time, other than for Casual Work, then that Employee's period of recall rights starts anew.

17.04 No new regular or temporary Employees will be hired while there are other Employees within the local unit on layoff as long as laid off Employees are qualified and capable of performing the work required.

17.05 In the case of layoff, the Employee shall accrue sick leave and earned vacation for the first (1<sup>st</sup>) month. The Employee's increment date shall also be adjusted by the same amount of time as the layoff and the new increment date shall prevail thereafter. Employees shall not be entitled to Named Holidays with pay which may fall during the period of layoff.

## **ARTICLE 18: PROMOTIONS, TRANSFERS AND VACANCIES**

18.01 Where the employer decides to fill a vacant bargaining unit position on a permanent basis, such a vacancy shall be posted a minimum of eight (8) calendar days prior to filling the position.

18.02 Where circumstances require the Employer to fill a posted vacancy before the expiry of the eight (8) calendar days, the appointment shall be made on a temporary or relief basis only.

18.03 Promotion and the filling of vacancies within the bargaining unit shall be based upon qualifications established by the Employer. Employees shall be entitled to bid for posted vacancies by means of written application submitted as directed before the deadline date and time.

18.04 (a) In making promotions and transfers, experience, performance and qualifications applicable to the position shall be the primary consideration. Where these factors are adjudged by the Employer to be relatively equal, seniority shall be the deciding factor.



- (b) First consideration in filling vacancies shall be given to Employees who are already members of the bargaining unit, provided the employee is capable and qualified of performing the work required.
- 18.05 Where, in the Employer's opinion, there is no bargaining unit applicant who satisfactorily meets the level of qualifications established for the position, the Employer may hire from any source.
- 18.06 The notice of posting referred to in Article 18.01 shall contain the following information:
- (a) duties of the position;
  - (b) qualifications required;
  - (c) hours of work;
  - (d) status of position, and expected term if a temporary position; and
- 18.07 (a) Where a vacancy for a temporary position has been filled by the appointment of a regular full-time or part-time Employee, and where, at the completion of the expected term of the temporary position, the Employer decides that the Employee is no longer required in that position, he shall be reinstated in his former position. If such reinstatement is not possible, the Employee shall be placed in another suitable position. Such reinstatement or placement shall be without loss of seniority and at not less than the same rate of pay to which the Employee would be entitled had he remained in his former position.
- The reinstatement or placement of an Employee in accordance with this article or with Article 18.08 shall not be construed as a violation of the posting provisions of Article 18.01.
- (b) Where a vacancy for a temporary position has been filled by the appointment of a casual Employee, and, where, at the completion of the expected term of the temporary position, the Employer decides that the Employee is no longer required in that position, he shall be reinstated to casual status.
- 18.08 All transfers and promotions shall be on a trial basis. The transferred or promoted Employee will be given a trial period of up to one thousand and ninety five (1,095) hours in which to demonstrate his ability to perform the new tasks to the satisfaction of the Employer. Should such an Employee fail to succeed or request a transfer back to her former position during the aforementioned trial period, the Employer will make sincere efforts to reinstate the Employee into his former position, or, if such reinstatement is not possible shall attempt to place the Employee in another suitable position. Such reinstatement or placement shall be without loss of seniority, and at not less than the same rate of pay to which the Employee would be entitled had he remained in his former position.

- 18.09 When, because of inability to perform the functions of a position or because of ill health, an Employee is transferred to a classification to which is assigned a lower salary scale, his rate will be adjusted immediately to the step in the lower scale that will result in the recognition of service from the date the current period of continuous employment commenced.
- 18.10 When an Employee is promoted to a classification to which is assigned a higher salary scale, the salary of such promoted employee shall be advanced to that step in the new scale which is next higher than his current rate or to the step which is next higher again if such salary increase is less than the Employee's next normal increment on the former salary scale. In the event that a promoted Employee is at the last increment in the scale for the classification held prior to the promotion, his salary shall be advanced to that step in the scale which is next higher than his current rate, or if such salary increase is less than the Employee's last normal annual increase, he shall be advanced to the step which is next higher again in the scale.
- 18.11 An Employee's anniversary date for the purpose of qualifying for an annual increment shall not be changed as a result of a promotion.
- 18.12 The Employer shall forward copies of the posting of vacancies of all positions within the bargaining unit as outlined in Article 18.01 to the Union local unit Chair within seven (7) calendar days of the posting.
- 18.13 The Union's Local Unit Chair and the Labour Relations Officer responsible for servicing the bargaining unit shall be advised of the name of the successful applicant of a posting for a position in the bargaining unit within seven (7) calendar days of the appointment. Where an Employee in the bargaining unit has applied on the posting, the name of the successful applicant shall be communicated in writing to the applicants in the bargaining unit within seven (7) calendar days of the appointment.

**ARTICLE 19: NAMED HOLIDAYS**

19.01 Full-time Employees shall be entitled to a day off with pay on or for the following Named Holidays:

- |                      |  |
|----------------------|--|
| New Year's Day       | Labour Day                               |
| Alberta Family Day   | National Day of Truth and Reconciliation |
| Good Friday          | Thanksgiving Day                         |
| Victoria Day         | Remembrance Day                          |
| Canada Day           | Christmas Day                            |
| August Civic Holiday | Boxing Day                               |

and all general holidays proclaimed to be a statutory holiday by any of the following:

- (a) the Province of Alberta; or
- (b) the Government of Canada.

- 19.02 To qualify for a Named Holiday with pay the Employee must:
- (a) work the scheduled shift immediately prior to and immediately following each holiday, except where the Employee is absent due to illness or other reasons acceptable to the Employer;
  - (b) work on the Named Holiday when scheduled or required to do so.
- 19.03 "Day" as referenced in this article shall be defined as the applicable hours paid at the regular rate of pay for the shift worked on the Named Holiday.
- 19.04 An Employee obliged, in the course of duty to work on a Named Holiday shall be paid for all hours worked on a Named Holiday at two and one-half times (2 ½ X) his basic rate of pay.
- 19.05 An Employee obliged, in the course of duty to work on Christmas and the August Civic Holiday shall be paid for all hours worked on the Named Holiday at two and one half (2 1/2 X) at his basic rate of pay plus an alternate day to be taken as follows:
- (i) one (1) days' pay; or
  - (ii) an alternate day off at a mutually agreed time; or
  - (iii) by mutual agreement, a day added to her next annual vacation; or
  - (iv) failing mutual agreement within thirty (30) calendar days as to the option to be applied, it shall be deemed that payment of one (1) days' pay at the basic rate of pay is desired;
- 19.06 When a Named Holiday falls during an Employee's annual vacation, the Employee shall receive:
- (a) at the written request of the Employee, payment of one (1) day's pay; or
  - (b) an alternate day off at a mutually agreed time, to be booked within thirty (30) calendar days of each named holiday's accrual; or
  - (c) by mutual agreement, a day added to his annual vacation; or
- 19.07 (a) No payment shall be due for a Named Holiday which occurs during
- (i) a layoff, or
  - (ii) all forms of leave during which an Employee is not paid.
- (b) No additional payment shall be due for a Named Holiday which occurs during a period when an Employee is receiving Long Term Disability or Workers' Compensation benefits.

## ARTICLE 20: ANNUAL VACATION

20.01 "Date of Employment" shall mean;

- (a) in the case of an Employee whose employment commenced between the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) days inclusive of any month, the first day of that calendar month; or
- (b) in the case of an Employee whose employment commenced between the sixteenth (16<sup>th</sup>) and the last day inclusive of any calendar month the first (1<sup>st</sup>) day of the following calendar month.
- (c) Subject to Article 21.01(e), during each year of continuous service in the employ of the Employer, an Employee shall earn vacation with pay in proportion to the number of months worked during the vacation year, to be taken in the following vacation year except as provided in Article 20.06. For Part-time Employees "months worked" shall be based on hours compensated at the regular rate of pay. The rate at which vacation is earned shall be governed by the total length of employment as follows:

20.02 **Vacation Entitlements:**

- (a) during the first year of continuous full-time employment, an Employee shall earn entitlement to vacation based on one hundred and forty four (144) hours
- (b) during each of the second (2<sup>nd</sup>) to ninth (9<sup>th</sup>) years of continuous full-time employment an Employee shall earn entitlement to vacation based on one hundred and ninety-two (192) hours.
- (c) during each of the tenth (10<sup>th</sup>) to nineteenth (19<sup>th</sup>) years of continuous full-time employment an Employee shall earn vacation based on two hundred and forty (240) hours
- (d) during each of the twentieth (20<sup>th</sup>) and subsequent years of full-time employment an Employee shall earn vacation based on two hundred and forty (240) hours.
- (e) for the purpose of determining compensation for vacation taken on ALPHA work shifts, a full ALPHA work shift is treated as twelve (12) hours of vacation time from the Employee's vacation bank which shall be compensated at the Employee's basic rate of pay.
- (f) for the purpose of determining compensation for vacation taken on the BRAVO/DELTA Shift Rotation is treated as eight point four (8.4) hours of vacation time from the Employee's vacation bank which shall be compensated based on eight point four (8.4) hours paid at the Employee's basic rate of pay.

20.03 An Employee leaving the service of the Employer at any time before he has exhausted the vacation credits to which he is entitled, shall receive a proportionate payment of salary in lieu of such earned vacation.

- 20.04 All Employees shall submit their vacation requests to the Employer prior to April 1, and prior to October 1, of each year and approval of vacation time requested shall be made or denied by the Chief Administrative Officer no later than thirty days after the deadline date of request.
- (a) Seniority shall be considered when there is a dispute regarding a preference for the time that vacation is to be taken. Employees failing to exercise seniority rights within two (2) weeks of the deadline dates that Employees are asked to choose a vacation time shall not be entitled to exercise their seniority rights in respect to any vacation time previously selected by an Employee with less seniority.
  - (b) An Employee may submit a vacation request after the deadline dates. Approval or denial shall be based on a first come, first served basis and shall be subject to approval of the Chief Administrative Officer based on operational feasibility.
- 20.05 No Employee may continue to work and draw vacation pay in lieu of taking their vacation.
- 20.06 All vacation earned in one vacation year shall be taken during the next year following, at a mutually agreeable time, except that an Employee may be permitted to carry forward a portion of vacation entitlement to the next vacation year.
- 20.07 Notwithstanding Article 20.06 above an Employee shall have the right to utilize vacation credits during the vacation year in which they are earned provided the following conditions are met;
- (a) such utilization does not exceed the total credits earned by an Employee at the time of taking vacation; and
  - (b) such vacation is taken at a mutually agreeable time
- 20.08 An Employee may request vacation leave during any period of the year.
- 20.09 Upon the request of the Employee earned vacation credits may be divided into more than one vacation period if approved by the Chief Administrative Officer. The periods may be divided into blocks as small as one day at a time unless otherwise mutually agreed.
- 20.10 Unless given four (4) weeks notice of an alteration to his scheduled vacation period, an Employee required by the Employer to work during his vacation period will receive the applicable overtime rate of pay for all hours worked. This premium payment will cease and the Employee's basic rate of pay will apply at the start of his next regularly scheduled shift. The time so worked will be rescheduled as vacation leave with pay to be added to the vacation period, when possible, or the Employee will be granted equivalent time off in lieu thereof at a mutually agreed later date. With the approval of the Employer, an Employee may elect to receive payment at the basic rate of pay in lieu of the aforementioned time off.

#### **20.11 Vacation for Casual Employees:**

- (a) A Casual Employee shall be paid, in addition to his basic rate of pay, six percent (6%), eight percent (8%), ten percent (10%) or twelve percent (12%) of his regular earnings in lieu of vacation, whichever is applicable to years of service as per Article 20.02.
- (b) A Casual Employee shall not be scheduled to work or be placed on call for three (3) weeks during each vacation year. Such vacation may be applied for during any period of the year, but shall be taken at a mutually agreeable time. Additional leave will be granted during each vacation year as applicable depending on vacation entitlements.
- (c) Only those regularly scheduled hours and additional hours paid at the basic rate of pay and on a Named Holiday, and periods of sick leave with pay will be recognized as regular earnings for the purpose of determining vacation pay.

### **ARTICLE 21: LEAVES OF ABSENCE**

#### **21.01 General Policies Covering Leaves of Absence**

- (a) An application for leave of absence shall be made, in writing, to the Employer as early as possible. The application shall indicate the desired dates for departure and return from the leave of absence.
- (b) The Employer will respond to such request no later than 30 days from the date the request was received.
- (c) An Employee who has been granted leave of absence of any kind and who overstays such leave without permission of the Employer shall be deemed to have terminated his employment unless a justifiable reason can be established by the Employee.
- (d) Except as provided in Article 21.01(d), where an Employee is granted a leave of absence of more than a month's duration, and that Employee is covered by any or all of the plans specified in Article 34, that Employee may, subject to the Insurer's requirements, make prior arrangement for the prepayment of the full premiums for the applicable plans at least one (1) pay period in advance. The time limits as provided for in this Article may be waived in extenuating circumstances.
- (e) For the portion of Maternity Leave during which an Employee has a valid health-related reason for being absent from work and who is in receipt of sick leave or LTD, benefit plan premium payments shall be administered in the same fashion as an Employee absent due to illness.
- (f) The Employee shall continue to accrue sick leave and vacation entitlement during the first thirty (30) days of the leave of absence.
- (g) Leave of absence without pay may be granted to an employee at the discretion of the Employer and the Employee shall not work for gain during the period of leave of absence except with the express consent of the Employer. Where approval is denied, the Employer will respond in writing and reasons shall be given.

- (h) An Employee's anniversary date for salary increment purposes shall not change unless the duration of the leave exceeds thirty (30) days.

**21.02 Special Personal Leave**

- (a) If an Employee is unable to report to work as the result of:
  - (i) illness or appointments in the immediate family requiring the Employee's personal attention, or;
  - (ii) immediate or urgent family circumstances, not foreseeable by or beyond the control of the Employee, that can only be resolved by the Employee's personal attention, or;
  - (iii) providing palliative care to a member of the immediate family who requires it.
- (b) The Employer shall approve Special Personal Leave in such circumstances to a maximum of four (4) days without loss of pay in each calendar year; any requests for additional leave shall be subject to the provisions of Article 21.01. The Employee may be required to submit satisfactory proof of the illness, appointment or important family circumstance, and the family relationship. For the purpose of this article, immediate family shall be as per Article 21.08 (a) (i).

**21.03 Union Business**

- (a) Insofar as the regular operation of the Employer will permit, Employees may, upon not less than fourteen (14) calendar days notice, be granted a leave of absence without pay, to attend business meetings, schools, seminars and conventions in connection with the Union's affairs.
- (b) A maximum of two representatives of the Union shall be granted time off without pay in order to participate in Collective Bargaining with the Employer or its Bargaining Agent.
- (c) The local unit representative or his alternate shall, subject to operational requirements, be allowed time away from assigned duties without loss of regular pay to carry out his functions as provided in this Collective Agreement. The local unit representative shall obtain permission for such leave from the Chief Administrative Officer or his designate.
- (d) The Union agrees to reimburse WADEMSA for actual salary paid to the employee while on leave plus an administrative charge of fifteen percent (15%).

#### 21.04 **Parental Leave**

- (a) An Employee who has completed her probationary period shall, upon her written request, be granted Maternity Leave to become effective thirteen (13) weeks immediately preceding the date of delivery or such shorter period as may be requested by the Employee, provided that she commences Maternity Leave no later than the date of delivery. Maternity Leave shall be without pay and benefits except for the portion of Maternity Leave during which the Employee has a valid health-related reason for being absent from work and is also in receipt of sick leave or LTD (see Article 21.04(e)). Maternity Leave shall not exceed eighteen (18) months unless an extension is granted by the Employer. Request for an extension due to ill health of the mother or the child shall not be unreasonably denied. Such extension, when granted, shall not exceed an additional six (6) months.
- (b) A pregnant Employee, whose continued employment in her position may be hazardous to herself or to her unborn child in the written opinion of her physician, may request a transfer to a more suitable position if one is available. Where no suitable position is available, the Employee may request Maternity Leave as provided by Article 21.04(a) if the Employee is eligible for such leave. In the event that such Maternity Leave must commence in the early stages of pregnancy which results in the need for an absence from work longer than nine (9) months, the Employee may request further leave without pay as provided by Article 21.01.
- (c) A parent to be who has completed his probationary period shall, upon his written request, be granted an unpaid leave to commence two (2) weeks prior to the delivery or such shorter period as may be mutually agreed between the Employee and the Employer. Such leave shall be without pay and benefits and shall not exceed eighteen (18) months.
- (d) An Employee absent on Parental Leave shall provide the Employer with six (6) weeks written advance notice of her readiness to return to work following which the Employer will reinstate her in the same position held by her immediately prior to taking such leave and at the same step in the salary scale or provide her with alternate work of a comparable nature at not less than the same step in the salary scale and other benefits that accrued to her up to the date she commenced the leave.
- (e) Notwithstanding the provisions of Article 21.04(a) an Employee may make prior arrangements with the Employer to prepay the full cost of benefits premiums (Employer and Employee portion) as per Article 21.01(c) of the Collective Agreement.

#### 21.05 **Adoptive Parent Leave**

An Employee who has completed the probationary period shall be granted leave of absence without pay and benefits for a period of up to twelve (12) months in duration for the purpose of adopting a child provided that:

- (a) he makes written request for such leave at the time the application for adoption is approved and keeps the Employer advised of the status of such application; and



- (b) he provides the Employer with at least one (1) day's notice that such leave is to commence.

**21.06 Non-Birthing Parent**

Paternity leave of two (2) working days with pay shall be granted upon the written request of a male employee to enable such Employee to attend to matters directly related to the birth of his child. In extenuating circumstances, additional paternity leave may be granted.

**21.07 Educational Leave**

All educational leave granted with pay by the Employer must demonstrate a benefit to the organization.

- (a) The parties to this Collective Agreement recognize the value of continuing education for each Employee and recognize that continuing education may be deemed necessary for Employees covered by this Collective Agreement and recognize that the responsibility for such continuing education lies not only with the individual but also with the Employer.
- (b) A paid leave of absence and/or reasonable expenses may be granted to an Employee at the discretion of the Employer to enable the Employee to participate in education programs.
- (c) Should the Employer direct an Employee to participate in a specific program, such Employee shall be compensated in accordance with the following:
  - (i) For program attendance on regularly scheduled working days, the Employee shall suffer no loss of regular earnings.
  - (ii) For hours in attendance at such program on regularly scheduled days off, the Employee shall be paid at his basic rate of pay to a maximum of twelve (12) hours per day.

The Employer will pay the cost of the course including tuition fees, reasonable travel and subsistence expenses subject to prior approval.

- (d) While on educational leave without pay:
  - (i) an Employee shall not accrue sick leave or vacation credits unless such leave is less than thirty (30) days;
  - (ii) an Employee's anniversary date for salary increment purposes shall not change unless the duration of the leave exceeds twelve (12) months, in which case the anniversary date shall be delayed by the amount of time by which the leave exceeds twelve (12) months, and the newly established anniversary date shall prevail thereafter.

- (iii) An Employee absent on approved education leave shall be reinstated by the Employer in the same position and classification held by him immediately prior to taking such leave or be provided with alternate work of a comparable nature.

#### 21.08 **Bereavement Leave**

- (a) Bereavement leave with pay of:
  - (i) seven (7) consecutive calendar days shall be granted in the event of the death of a member of the Employee's immediate family. Upon request, the Employee may be granted additional leave of absence without pay. Immediate family of the Employee is defined as spouse, parent, child, brother, sister, fiancé. Step-parent, step-children, step-brother and step-sister shall be considered as members of the Employee's immediate family. Include common-law or same sex relationship and shall be deemed to mean a man or woman who resided with the Employee and who was held out publicly as his/her spouse for a period of at least one year before the death.
  - (ii) seven (7) consecutive calendar days shall be granted in the event of the death of the following members of the Employee's family (i.e.: mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, legal guardian, grandparent, and grandchild).
- (b) In extenuating circumstances Bereavement Leave may be extended upon written request by the Employee to the Employer, and it shall be at the Employer's discretion to grant additional Bereavement Leave.
- (c) Notwithstanding the provisions of Article 21.08(a) and (b), where special circumstances exist, an Employee may request that bereavement leave be divided into two periods. Such request is subject to the approval of the Employer. In no circumstances however shall an Employee be eligible for more days off with pay than he would have been eligible to receive had the bereavement leave been taken in one undivided period.
- (d) In the event of the death of another relative or friend, the Employer may grant time off with pay to attend the funeral service.

#### 21.09 **Bereavement Leave - Part-Time Employees**

In calculating paid bereavement leave entitlement for part-time Employees, the provisions of Article 21.08 shall apply only to regularly scheduled working days which fall during a seven (7) calendar day period, commencing with the date of death.

#### 21.10 Professional Development Leave

- (a) Upon written application to the Employer, a regular Employee may request a leave of absence without pay for reasons of professional development which the Employer views as beneficial to the organization. A regular Employee shall be eligible for consideration of professional development leave after completing two (2) years of continuous full-time service, or equivalent hours based on two thousand one hundred and ninety (2,190) hours per year exclusive of overtime hours worked. Such leave shall not exceed twelve (12) consecutive calendar months in an unbroken manner.
- (b) Where a regular Employee has received a professional development leave, such a regular Employee will not be eligible for another professional development leave until they have completed three (3) consecutive years of full-time employment from the date they returned from the previous professional development leave.
- (c) During such professional leave the Employee shall be accountable for both Employer and Employee portions of all benefits should the employee choose to continue his benefits. Sick time and vacation shall not be accrued during the approved professional leave of absence.
- (d) An Employee absent on approved professional development leave shall be reinstated by the Employer in the same position and classification held by him immediately prior to taking such leave or be provided with alternate work of a comparable nature.

#### 21.11 Military Leave

- (a) The Employer shall grant unpaid leave to an Employee to participate in required military training, or active military duty. Such leave will be governed by Article 21.01, except that pay associated with military duty shall not be seen as a violation of Article 21.01 (g).

#### 21.12 Public Office Leave

- (a) The Employer recognizes the right of an Employee to participate in public affairs. Therefore, upon written request, the Employer shall allow a leave of absence without pay so that an Employee may be a candidate in federal, provincial or municipal elections. Such leave will be governed by Article 21.01.
- (b) Employees who successfully attain public office shall be granted a further leave of absence without pay to permit them to fulfill the duties of that office.
- (c) An Employee who has been on public office leave shall be reinstated by the Employer in the same position and classification held by her immediately prior to taking such leave or be provided with alternate work of a comparable nature.

### 21.13 **Personal Day**

Full-time employees who are in the employ of the Employer on April 1<sup>st</sup> shall be granted one (1) Personal Day in that year. The Personal Day shall be scheduled at a time mutually agreed upon between the Employer and the employee. If the Personal Day is not taken by the last day of March in the following year, it shall be paid out at the employee's basic rate of pay.

### 21.14 **All other leaves not listed**

The Employer recognizes leaves in accordance with Employment Standards and current legislation.

## **ARTICLE 22: JOB CLASSIFICATIONS**

### 22.01 **New Classifications**

If the Employer creates a new classification within the scope of the bargaining unit, or if an existing classification is added to the bargaining unit, the following shall apply:

- (a) The Employer shall provide written notice to the Union of the classification title and proposed pay rates for the classification.
- (b) If the Union does not agree with the proposed pay rates the parties shall, within thirty (30) days of the creation or inclusion of the classification, meet and attempt to agree upon a pay scale for the classification.
- (c) If the parties are unable to agree upon a pay scale, the Union may refer the matter to mediation/arbitration at Step 3/4 of the Grievance Procedure.
- (d) During the conduct of the processes described above, the Employer may establish an interim rate of pay and fill positions within the classification pending the outcome of the processes, on the understanding that the ultimate pay rate shall be retroactive to the date of creation of the classification

### 22.02 **Position Classification Review**

- (a) An Employee who feels his position is improperly classified may apply to the Chief Administrative Officer to have the classification reviewed.
- (b)
  - (i) Where the review concerns an Employee-initiated request for reclassification, the Chief Administrative Officer's decision is final.
  - (ii) Chief Administrative Officer's decision shall be rendered within thirty (30) days of the request.
  - (iii) An Employee who initiates a request under this clause is entitled to the assistance of a Union Representative.

- (iv) Where the review concerns an Employer-initiated downgrading of classification, the affected Employee may appeal the Chief Administrative Officer's decision within thirty (30) days through the Grievance Procedure, including Arbitration, if necessary.

## **ARTICLE 23: JOB DESCRIPTIONS**

- 23.01 The Employer agrees to draw up job descriptions for all classifications within the scope of this Agreement. These job descriptions and any changes thereto shall be provided to the Union and to the Employee.

## **ARTICLE 24: SICK LEAVE**

- 24.01 (a) Sick leave is provided by the Employer for any illness, quarantine by a Medical Officer of Health, or because of an accident for which compensation is not payable under The Workers' Compensation Act.  
  
(b) The Employer recognizes that alcoholism, drug addiction and mental illness are illnesses which can respond to therapy and treatment, and that absence from work due to such therapy shall be considered sick leave.
- 24.02 An Employee shall be allowed a credit for sick leave computed from the date of employment at the rate of twelve (12) hours for each full month of employment up to a maximum credit of four hundred and thirty two hours (432) hours.
- 24.03 An Employee granted sick leave shall be paid for the period of such leave at his basic rate of pay, and the number of hours thus paid shall be deducted from his accumulated sick leave credits up to the total amount of the Employee's accumulated credits at the time sick leave commenced.
- 24.04 Employees may be required to submit satisfactory proof to the Employer of any illness, non-occupational accident, or quarantine.
- 24.05 When an Employee has accrued the maximum sick leave credits of four hundred thirty-two (432) hours, he shall no longer accrue sick leave credits until such time as his total accumulation is reduced below the maximum. At that time he shall recommence accumulating sick leave credits.
- 24.06 Except as otherwise specifically provided in this Collective Agreement sick leave pay shall not be granted during any leave of absence.
- 24.07 Sick leave credits shall accrue for the first 30 days during periods of illness, injury, layoff, and/or leaves of absence in excess of 30 days.
- 24.08 (a) No sick leave shall be granted for any illness which is incurred once an employee commences his vacation; in this event, the Employee will be receiving vacation pay. For the purpose of this Article, vacation is deemed to have commenced on the completion of the last regularly scheduled shift worked prior to the vacation period inclusive of

scheduled days off.

(b) Sick leave shall be granted:

- (i) if an Employee becomes ill during his vacation as stated in Article 24.08(a) above, only after the expiry of the Employee's vacation and provided the illness continues beyond his vacation;
- (ii) for the period of sick time falling within a scheduled vacation period provided that the Employee becomes ill prior to the commencement of the scheduled vacation. If the Employee so wishes, the number of sick hours paid within the scheduled vacation period shall be considered as vacation hours not taken and may be rescheduled to a later date.

(c) Notwithstanding the provision of Article 24.08(a), should an Employee demonstrate to the satisfaction of the Employer that he was admitted to hospital as an "in patient" during the course of his vacation, he shall be considered to be on sick leave for the period of hospitalization and subsequent period of recovery provided he notifies his Employer upon return from vacation and provides satisfactory proof of his hospitalization. Vacation time not taken as a result of such stay in the hospital shall be rescheduled to a mutually agreeable time.

24.09 An Employee may request in writing once a year the status of his sick leave entitlement.

24.10 **Sick Leave – Part-Time and Temporary Employees**

Amend Article 24.02 to read:

Part-time and Temporary Employees shall be allowed a credit for sick leave computed from the date of employment at the rate of twelve (12) hours for each full month of employment, pro-rated to the regularly scheduled hours he works each month, up to a maximum credit of four hundred and thirty two hours (432) hours.

**ARTICLE 25: DISCIPLINE AND DISMISSAL**

25.01 Except for the dismissal of an Employee serving a probationary period, there shall be no dismissal or discipline except for just cause.

25.02 Unsatisfactory conduct by an Employee which is not considered by the Employer to be serious enough to warrant suspension or dismissal may result in a written warning to the Employee with a fax or e-mail copy, where possible, to the Union's office within two (2) working days, and a copy of the original letter to the Union office within five (5) working days of the disciplinary action. The written warning shall indicate that it is disciplinary action.

25.03 Unsatisfactory performance by an Employee which is considered by the Employer to be serious enough to be entered on the Employee's record, but not serious enough to warrant suspension or dismissal, may result in a written warning to the Employee with a fax or e-mail copy, where possible, to the Union's office within two (2) working days, and a copy of the original letter to the Union's office within five (5) working days of the disciplinary action. The written warning shall indicate that it is disciplinary action. It shall state a definite period

in which improvement or correction is expected and, at the conclusion of such time, the Employee's performance shall be reviewed with respect to the discipline. The Employee shall be informed in writing of the results of the review. The assignment of an improvement or correction period shall not act to restrict the Employer's right to take further action during said period should the Employee's performance so warrant.

- 25.04 The procedures stated in Articles 25.02, 25.03 and 25.10 do not prevent immediate suspension or dismissal for just cause.
- 25.05 An Employee who has been suspended or dismissed shall receive from the Employer, in writing, the reason(s) for suspension or dismissal, and a copy of the letter shall be sent to the Union within two (2) working days.
- 25.06 Any written documents pertaining to disciplinary action or dismissal shall be removed from the Employee's file when such disciplinary action or dismissal has been grieved and determined to be unjustified.
- 25.07 An Employee, who has been subject to disciplinary action, shall after two (2) years from the date the disciplinary measure was initiated, request in writing that his record be cleared of that disciplinary action. The Employer shall confirm in writing to the Employee that such action has been effected, subject to the Employee having no further instances of similar conduct during the two year period.
- 25.08 An Employee who is dismissed shall receive his termination entitlements at the time he leaves, subject to return of Employer property within seven (7) days of date of termination.
- 25.09 For purposes of this Article, a working day shall mean consecutive calendar days exclusive of Saturdays, Sundays and Named Holidays specified in Article 19.
- 25.10 When circumstances permit, the Employer shall provide at least twenty four (24) hours advance notice to an Employee required to meet with the Employer for the purposes of discussing or issuing discipline. The Employer shall advise the employee of the nature of the meeting and that the Employee may be accompanied by a representative of the Union at such meeting. The employee shall be compensated at their applicable rate of pay for the duration of such meeting.

## **ARTICLE 26: RESIGNATION/TERMINATION**

- 26.01 An Employee shall provide to the Employer twenty eight (28) calendar days notice, where possible, and at any rate shall, provide the Employer with a minimum of fourteen (14) calendar-days notice of his desire to terminate his employment under any circumstance.
- 26.02 If the required notice of termination is given, an Employee who voluntarily leaves the employ of the Employer shall receive the wages and vacation pay to which he is entitled on the day on which he terminates his employment, subject to return of Employer property within seven (7) days of the date of termination.
- 26.03 Pro rata vacation pay on termination of employment will be paid in accordance with service rendered if proper notification is given. If proper notification (minimum fourteen (14) days) is not given, the Employee will be paid in accordance with the *Employment Standards Code*.

- 26.04 An Employee shall be deemed to have terminated his employment when:
- (a) he is absent from work without good and proper reason and/or the approval of the Employer; or
  - (b) he does not return from leave of absence or vacation as scheduled; or
  - (c) he does not return from layoff as required, or upon the expiry of twelve (12) months following layoff during which time the Employee has not been recalled to work.
- 26.05 If the required notice of termination is given, an exit interview with the Employer shall be granted at the Employee's request prior to termination.

**ARTICLE 27: SALARIES**

- 27.01 Basic salary scales and increments shall be as set out in the Salaries Appendix and shall:
- (a) be effective on the dates specified therein;
  - (b) be applicable to an Employee employed in a designated classification only when such classification has been created within the work force of the Employer and falls within the scope of this bargaining unit;
  - (c) form a part of this Collective Agreement.
- 27.02 (a) Unless otherwise changed by the operation of this Collective Agreement, salary increments for regular full-time Employees shall be applied on the appropriate anniversary of the date the Employee commenced employment with the Wheatland and Adjacent Districts Emergency Medical Service Association as a regular full-time Employee.
- (b) Unless otherwise changed by the operation of this Collective Agreement, a regular part-time Employee who has had a change in status to a regular full-time Employee shall have his anniversary date established based on hours paid at the basic rate of pay with the Employer at the increment level such Employee was entitled to receive immediately prior to his change in status.
- 27.03 When determining the equivalent monthly rate, the following equation shall be used:

$$\frac{\text{Basic Hourly Rate} \times 2,190}{12} = \text{Monthly Salary}$$

**27.04 Part-time, Temporary and Casual - Increment**

Notwithstanding the time periods stated for increment advancement in the Salaries Appendix, Regular Part-time, Temporary and Casual Employees to whom these provisions apply shall be entitled to an increment on the satisfactory completion of two thousand one hundred and ninety (2,190) hours of work and further increments on the satisfactory completion of each period of two thousand one hundred and ninety (2,190) regular hours of work thereafter until the maximum rate is attained.



**27.05 Temporary and Casual Employees - Change of Status**

- (a) A temporary or casual Employee who transfers to regular full-time or regular part-time employment with the Employer shall be credited with the following entitlements earned during his period of employment, provided not more than six (6) months have elapsed since he last worked for the Employer:
  - (i) salary increments;
  - (ii) vacation entitlements; and
  - (iii) seniority.
- (c) A temporary Employee shall also be credited with sick leave earned and not taken during his period of temporary employment.

**27.06 Regular Employees – Change of Status**

- (a) A Regular Employee who transfers to casual employment with the Employer shall remain at his current pay step and shall maintain all hours worked towards his next increment.
- (b) A Regular Employee who transfers to casual employment will remain at his allotted rate of vacation applicable to his years of service.

27.07 Pay days shall be established by the Employer who shall endeavor to pay Employees no less frequently than monthly, by direct bank deposit.

27.08 Any Employee whose employment has terminated prior to the date upon this Agreement is signed by the Parties, would be eligible to receive retroactively, any increase in salary which he would have received but for the termination of employment, only upon submitting to the Employer during the period between the start date of the term of this Collective Agreement and ninety (90) calendar days after the signing of this Collective Agreement, a written application for such retroactive salary.

27.09 When an Employee is assigned to a job on a temporary basis, at a lower rate of pay, the Employee shall be paid at the rate of the classification of their permanent position. This shall only apply to the Advanced Care Paramedic and the Primary Care Paramedic classifications.

**ARTICLE 28: RECOGNITION OF PREVIOUS EXPERIENCE**

28.01 Salary recognition shall be granted for all regular Employees' work experience satisfactory to the Employer, (including experience in the private sector) provided not more than two (2) years have elapsed since such experience was obtained as outlined in the following guidelines:

- (a) one (1) annual increment for one (1) years experience within the last three (3) years;
- (b) two (2) annual increments for two (2) years experience within the last four (4) years;

- (c) three (3) annual increments for three (3) years experience within the last five (5) years;
  - (d) four (4) annual increments for four (4) years experience within the last six (6) years;
  - (e) five (5) annual increments for five (5) years experience within the last seven (7) years;
  - (f) six (6) annual increments for six (6) years experience within the last eight (8) years;
  - (g) seven (7) annual increments for seven (7) years experience within the last nine (9) years;
  - (h) eight (8) annual increments for eight (8) years experience within the last ten (10) years;
  - (i) nine (9) annual increments for nine (9) years experience within the last eleven (11) years;
- 28.02 Additional time worked, measured in monthly units, and not credited for purposes of initial placement on the salary scale shall be applied towards the calculation of the next increment.
- 28.03 The Employer shall advise all Employees in writing at the time of hire as to the pay grade and step in the Salaries Appendix.
- 28.04 This Article shall be applicable only to Employees whose date of hire is on or after the date of exchange of ratification of this Collective Agreement.
- 28.05 A casual Employee who subsequently achieves a regular full-time or regular part-time position shall be granted salary recognition in accordance with Article 28.01 at that time.
- (i) Casual Employees shall be entitled to wage increments based on the satisfactory completion of two thousand one hundred and ninety (2190) regular hours of service with WADEMSA. This calculation is based on hours of work beginning January 1, 2009.
  - (ii) All casual Employees will be placed at Step 1 of the wage grid appropriate for their classification at date of hire. No prior outside service will be considered at time of hire.

## **ARTICLE 29: UNIFORM AND CLOTHING ISSUE**

- 29.01 All regular Employees shall be issued the following at the time of hire:
- (a) 4 blue uniform shirts
  - (b) 2 pairs of uniform pants
  - (c) 1 patrol coat
  - (d) 1 winter parka
  - (e) crests as required
  - (f) 1 white dress shirt and tie

- (g) 1 pair of gloves
- (h) 1 winter hat
- (i) 1 pair of boots, with prior approval of the Chief Administrative Officer
- (j) 1 rain coat
- (k) 4 T-shirts
- (l) 1 sweater
- (m) Belt
- (n) Duffle bag - Wademsa logo
- (o) Safety glasses, with prior approval of the Chief Administrative Officer

**29.02 Uniform Issue - Casual Employees**

- (a) 2 navy shirts with crests (either long sleeved or short sleeved).
- (b) 2 navy blue pants
- (c) 1 pair Boots, with prior approval of the Chief Administrative Officer
- (d) 1 sweater
- (e) 2 T-Shirts
- (f) 1 winter hat
- (g) 1 pair of gloves
- (h) 1 pair safety glasses, with prior approval of the Chief Administrative Officer

**29.03 Clothing Issue Conditions**

- (a) After receiving an initial Uniform Issue, clothing shall be issued "as required", but only at the discretion of the Chief Administrative Officer, and upon return of the previously issued items.
- (b) When an Employee resigns or is dismissed, all uniform issue shall be returned to the Association in good order.
- (c) Repairs, alterations and creasing as applicable to uniform issue shall be paid for by the Association, provided damages occur while in the course of duty on behalf of the Association. Requests for such repairs shall be submitted to the Chief Administrative Officer.
- (d) Requests for additional uniform issue shall be made to the Chief Administrative Officer.
- (e) Personal clothing must be appropriate and fall within uniform standards.

**ARTICLE 30: DUTY INCURRED EXPENSES**

- 30.01 When an Employee is required to travel for employment reasons, he shall be reimbursed for all reasonable expenses supported by receipts.
- 30.02 When an Employee is required by the Employer to drive a motor vehicle other than a motor vehicle supplied by the Employer for the purposes of attending meetings, educational sessions, or other such Employer business, a transportation allowance

equivalent to the Association's current Travel and Subsistence Policy shall be paid.

### **ARTICLE 31: TEMPORARY ASSIGNMENTS**

31.01 Where an Employee is directed to substitute on another job outside the scope of the bargaining unit, the Employee shall receive no less than the starting rate of pay for the out-of-scope position. If the start rate of the out-of-scope position is less than the Employee's current Basic Rate of Pay the Employee shall receive an increase in pay no less than a normal increment advance on his wage scale. An Employee so assigned shall continue to be covered by the Terms and Conditions of this Collective Agreement.

31.02 During periods of Temporary Assignment an Employee so assigned will receive overtime and call-back premiums based on the Temporary Assignment hourly rate.

### **ARTICLE 32: CRITICAL INCIDENT STRESS MANAGEMENT**

32.01 When critical incident stress debriefing is requested by an employee, then the employee will suffer no loss of earnings for the duration of the shift.

### **ARTICLE 33: WORKERS' COMPENSATION**

33.01 (a) An Employee who is incapacitated and unable to work as a result of an accident sustained while on duty in the service of the Employer within the meaning of the Worker's Compensation Act shall apply for Worker's Compensation benefits.

(b) An Employee in receipt of such benefits shall keep the Employer informed regarding the status of his WCB claim and shall provide any medical or claim information that may be required by the Employer.

(c) An Employee in receipt of Worker's Compensation Benefits shall be deemed to be on a leave of absence without pay.

(d) An Employee in receipt of Worker's Compensation Benefits shall:

(i) be deemed to remain in the continuous service of the Employer for purposes of prepaid health benefits and salary increments.

(iii) accrue vacation credits and sick leave for the first thirty (30) days of such absence.

33.02 (a) An Employee who has been on Worker's Compensation and who is certified by the Worker's Compensation Board to be fit to return to work and who is:

(i) capable of performing the duties of his former position shall provide the Employer with two (2) weeks written notice, when possible, of readiness to return to work. The Employer shall reinstate the Employee in the same classification held by him immediately prior to the disability with benefits that accrued to him prior to the disability.

(ii) incapable of performing the duties of his former position, shall be entitled to benefits he is eligible for under Sick Leave or Short Term Disability or Long

Term Disability, in accordance with Article 24 or Article 34.

**ARTICLE 34: EMPLOYEE BENEFIT PLANS**

34.01 The Employer shall continue the following group plans for all eligible Employees where such plans are currently in effect or shall implement the following group plans where enrollments and other requirements of the insurer has been met.

**Prepaid Health Benefits**

(a) The Employer shall provide the following group plans to eligible employees:

(i) Wheatland EMS Benefit Plan.

(b) The Wheatland EMS Benefit Plan includes:

(i) Group Insurance – two (2) times annual earnings, maximum coverage is \$350,000,

(ii) Accidental Death and Dismemberments – two (2) times annual earnings, maximum coverage is \$350,000.

(iii) Dependent Life Insurance

Spouse \$10,000

Dependent Children \$ 5,000

(A) Short Term Disability (weekly indemnity) – income replacement for a period of up to thirteen (13) weeks in the event that a prolonged illness or injury prevents an Employee from working, provided at seventy percent (70%) of weekly pre-disability earnings.

(B) Long Term Disability (income replacement during a qualifying disability equal to sixty-six point seven percent (66.7%) of basic monthly earning to the established maximum following a ninety (90) day elimination period.

(iv) Extended Health Benefits – Reimbursed at one hundred percent (100%).

(v) Dental Care – Reimbursed at one hundred percent (100%) for Basic and Diagnostic Services, reimbursed at fifty percent (50%) for Major Restorative and Orthodontics. Maximum of one thousand five hundred dollars (\$1,500) per insured per calendar year with the exception of orthodontics for which there is a lifetime maximum of two thousand dollars (\$2,000).

34.02 Where the benefits specified in Article 34.01 are provided through insurance obtained by the Employer, the administration of such plans shall be subject to and governed by the terms and conditions of the applicable benefits policies or contracts.

- 34.03 (a) Premiums shall be cost shared by the Employer and Employees as follows:
- (i) The Employer shall pay premiums for Extended Health Care, Dental and Vision.
  - (ii) The Employees shall pay premiums for Short Term Disability, Long Term Disability and Life Insurance.
  - (iii) On April 1<sup>st</sup> each year the Employer will pay seventy-five (75%) percent of a benefits eligible employee's previous year's Life Insurance premiums into a Registered Retirement Savings Plan to off-set the cost of the Life Insurance Premiums.
- (b) When an Employee is in receipt of STD the Employer agrees to pay one hundred percent (100%) of health benefits premiums.
- 34.04 An Employee shall cease to earn sick leave and vacation credits while on STD or LTD.
- 34.05 The Employer shall distribute to all Employees brochures and other relevant information concerning the above plans upon hiring, or at the specific request of the Union, and when there are changes to the plan.
- 34.06 (a) Such coverage shall be provided to:
- (i) a regular full time Employee
  - (ii) regular Employees scheduled to work a minimum of 0.5 F.T.E. averaged over one (1) complete cycle of the shift schedule.
  - (iv) a Temporary Employee who is hired to work for a 0.5 F.T.E. or greater for a position of six (6) months duration or longer.
- (b) Temporary Employees hired for a position of less than six (6) months duration, and casual Employees, are not eligible to participate in the Employee Benefits Plan. However, such individuals covered by the Collective Agreement who were enrolled for such benefits on the day prior to the commencement date of this Collective Agreement shall not have benefits discontinued solely due to the application of this provision.
- 34.07 (a) The Employer shall provide one (1) copy of each of the plans to the Union.
- (b) The Employer shall advise, as applicable, the Union of all premium rate changes pursuant to Article 34.

#### **ARTICLE 35: PENSION PLAN**

- 35.01 The Employer shall contribute to the Local Authorities Pension Plan, or an alternate plan agreed to by the Employer and, the Union to provide benefits for participating Employees, and in accordance with the terms and conditions of the applicable plan. Eligible Employees shall be as referenced in Article 34.6 of this Collective Agreement.

## **ARTICLE 36: OVER/UNDER PAYMENTS**

- 36.01 In the event that an Employee is over or under compensated by error on the part of the Employer by reason of salary payment for:
- (a) vacation benefits; or
  - (b) sick leave benefits; or
  - (c) salary;
- 36.02 The Employer shall correct such compensation error not later than the second following pay day. If an under payment is not corrected by the second following pay day, the Employee shall have ten (10) days to file a grievance as outlined in Article 8.
- 36.03 In the case of an overpayment, the Employer shall notify the Employee in writing that an overpayment has been made and discuss repayment options. By mutual agreement between the Employer and the Employee, repayment arrangements shall be made. In the event mutual agreement cannot be reached, the Employer shall recover the overpayment by deducting up to twenty percent (20%) of the Employee's gross earnings per pay period.

## **ARTICLE 37: CONTRACTING OUT**

- 37.01 Where the Employer finds it becomes necessary to transfer, assign, sub-contract or contract out any work or functions performed by regular Employees covered by this Collective Agreement, the Employer shall notify the Union two (2) months in advance of such change, and will meet and discuss reasonable measures to protect the interests of affected Employees.

## **ARTICLE 38: EMPLOYEE- MANAGEMENT ADVISORY COMMITTEE**

- 38.01 The Parties to this Collective Agreement agree to establish an Employee - Management Advisory Committee or the equivalent for promoting harmonious relationships and discussing topics of mutual concern between the Employees and the Employer

## **ARTICLE 39: COURT APPEARANCE**

- 39.01 (a) An Employee required by law to appear in court, as a witness, as a direct result of his regular duties, shall not suffer any loss in earnings from the Employer. The Employee shall sign over to the Employer, on the proper forms, any and all monies paid to him from the courts for witness duty
- (b) It is agreed that when an Employee is subpoenaed as a witness as a direct result of his regular duties, he shall not suffer any loss of pay while so serving when the witness duty coincides with a regularly scheduled on-duty shift. Should an Employee be required to serve as a witness in any case arising as a result of his regular duties on his scheduled day(s) off, he shall be paid in accordance with the provisions of Article 13.01.

- 39.02 (a) In the event that an Employee is scheduled to work on a night shift before or after a day that he is called as a witness in matters arising as a direct result of his regular duties with the Employer, he shall be granted a leave of absence with pay for a period of eight (8) hours on the night shift immediately prior to, or immediately after, each court appearance day. Should the Employee's required court time each day exceed greater than the eight (8) hours leave of absence provided, the difference shall be paid to the Employee according to other provisions of the Collective Agreement.
- (b) No Employee shall suffer a loss in regular earnings for a court appearance, regardless of the amount of time required to be in court.
- 39.03 Where an Employee is required by law to appear before a Court of Law for reasons other than those stated above, he shall be granted a leave of absence without pay.

#### **ARTICLE 40: EVALUATION AND PERSONNEL FILES**

- 40.01 (a) The parties to this Collective Agreement recognize the desirability of Employee evaluations. Evaluations shall be conducted at least on an annual basis.
- (b) Evaluations shall be for the constructive review of the performance of the Employee.
- 40.02 All such evaluations shall be in writing.
- 40.03 (a) Meetings for the purpose of the evaluation interview shall be scheduled by the Employer with reasonable advance notice, which shall not be less than forty eight (48) hours. The Employee may review his personnel file prior to the interview upon his written request.
- (b) The Employee shall be given a copy of his completed evaluation at the conclusion of the interview or no later than seven (7) calendar days from the interview date. The Employee shall sign the completed evaluation document upon receipt for the sole purpose of indicating that he is aware of the evaluation. He shall have the right to respond in writing within seven (7) calendar days of receipt of the evaluation document, and his reply shall be placed in his file.
- (c) If an evaluation interview is scheduled on an Employee's off duty hours or on days of rest, the Employee shall be compensated according to the provisions of Article 13.
- 40.04 An Employee's evaluation shall be considered confidential and shall not be released by the Employer to any person, except a Board of Arbitration, the Employer's counsel, or as required by law, without the written consent of the Employee.
- 40.05 By appointment made in writing at least one (1) working day in advance, an Employee may view his personnel file. Upon request, an Employee shall be given a copy of requested documents from his file.



## **ARTICLE 41: OCCUPATIONAL HEALTH AND SAFETY**

- 41.01 The parties to this Collective Agreement will cooperate to the fullest extent in the matter of occupational health, safety and accident prevention. Required safety equipment and devices will be provided where necessary by the Employer.
- 41.02 Required safety equipment, devices and training will be provided where necessary by the Employer.
- 41.03 Wheatland and Adjacent Emergency Medical Services Association shall establish a Health and Safety Committee which shall be composed of representatives of the Employer and at least one (1) Employee representative of the Union and may include representatives of other Employee groups. This Committee shall meet at least once per quarter.
- 41.04 The basic rate of pay shall be paid to an Employee representative for time spent in attendance at a meeting of this Committee.
- 41.05 The Committee shall consider such matters as occupational health and safety.
- 41.06 The Health and Safety Committee shall also consider measures necessary to protect the security of each Employee on the Employer's premises and may make recommendations to the Employer in that regard. Should the recommendations not be implemented and adequate steps taken towards implementation within two (2) months from the date the recommendation is made, the Health and Safety Committee may request and shall have the right to have their recommendations presented to the Association Board. The Board will reply in writing to the Health and Safety Committee within thirty (30) days of the receipt of the recommendation.
- 41.07 Where the Employer requires that the Employee receive specific immunization and titre, as a result of or related to his work, it shall be provided at no cost.
- 41.08 No Employee shall be expected to operate equipment, administer drugs or use any new technique until trained in that particular procedure or technique. An Employee may, during the training period, administer, use or operate as stated above under direct supervision of a qualified Employee.
- 41.09 The Employer shall pay for the medical fee on behalf of all Employees when such medical examination is requested by the Employer. Such examinations shall be arranged through the Chief Administrative Officer, and shall be on the form presented by the Employer.
- 41.10 The employer agrees to comply with current Legislation and Employment Standards on OHS.

## **ARTICLE 42: PROTECTIVE CLOTHING**

- 42.01 When an Employee is required to wear protective clothing in the course of duty, it shall be the responsibility of the Employer to provide and launder such clothing.

42.02 Employees who desire a ballistic vest may make arrangements with Employer to purchase one through the Employer and pay the full cost in equal monthly installments over a period of twelve (12) months.

#### **ARTICLE 43: PART-TIME, TEMPORARY AND CASUAL EMPLOYEES**

43.01 Except as modified by this Article, all provisions of this Collective Agreement apply to part-time, temporary and casual Employees, except that casual Employees shall not be entitled to benefits provided for in:

Article 11	Probationary Period
Article 16	Seniority
Article 17	Layoff and Recalls
Article 21	Leaves of Absence
Article 24	Sick Leave
Article 26	Resignation/Termination
Article 34	Employee Benefit Plans

43.02 (a) A temporary full-time or temporary part-time Employee shall be covered by the terms and conditions of this Collective Agreement, applicable to full-time or part-time Employees as the case may be.

(b) At the time of hire, the Employer shall state in writing the expected term of employment.

(c) A temporary Employee shall not have the right to grieve the termination of his employment when no longer required in that position or on completion of the expected term of the position nor placement pursuant to Article 18.07(b).

#### **ARTICLE 44 - COPIES OF COLLECTIVE AGREEMENT**

44.01 The Employer shall provide a copy of the Collective Agreement to each new Employee upon appointment.

44.02 The Collective Agreement shall be printed in pocket size form by the Union, and the cost shall be shared equally between the parties.

**LETTER OF UNDERSTANDING # 1**

**BETWEEN**

**WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES  
ASSOCIATION**

**-and-**

**HEALTH SCIENCES ASSOCIATION OF ALBERTA**

**RE: JOB SHARING**

The Employee or Employer may request a “job-share” arrangement. When a request for a “job-share” has been mutually agreed upon between the Employees and the Employer, the terms and conditions shall be confirmed in a written agreement and signed by the Employer and the Association. Such terms and conditions shall include the applicable eligibility for Employee benefits as found in Article 34 of the Collective Agreement.

For the purpose of calculating the Flexible Spending Account, Employees who have entered a “job-share” arrangement shall receive a pro-rated amount based on their specific FTE.

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNION

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\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LETTER OF UNDERSTANDING # 2**

**BETWEEN**

**WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES  
ASSOCIATION**

**- and -**

**HEALTH SCIENCES ASSOCIATION OF ALBERTA**

**RE: SEVERANCE**

1. Severance will be offered as a result of organizational changes that result in the permanent reduction in the number of regular employees in the bargaining unit.
2.
  - (a) A Regular Full-Time Employee shall be eligible for severance pay in the amount of two (2) weeks regular pay for each full year of continuous employment to a maximum of forty (40) weeks pay.
  - (b) A Regular Part-Time Employee shall be eligible for severance pay in the amount of two (2) week's full-time pay for each full period of two thousand one hundred ninety (2,190) hours worked at the basic rate of pay to a maximum of forty (40) weeks pay.
  - (c) Regular pay shall be defined as regularly scheduled hours of work as at the date on which notice of layoff is issued (which for the purpose of clarity means regularly scheduled hours of work exclusive of overtime hours, call back hours and additional hours for part-time employees) X Basic Rate of Pay (which for the purpose of clarity means Basic Rate of Pay exclusive of overtime payments and premium payments).
  - (d) For purposes of severance, continuous employment will be calculated from the last date of hire recognized with the Employee's current Employer.
3. A Regular Employee who has received layoff notice in accordance with Article 17 and for whom no alternate vacant position is available, shall have the option to select either:
  - (a) Layoff with recall rights as specified in Article 17 of the Collective Agreement; or
  - (b) Severance as offered by the Employer in accordance with this Letter of Understanding.
4. A Regular Employee who accepts severance pay, shall have terminated their employment, with no further rights to recall.
5. An Employee who has been terminated for just cause or who has resigned or retired shall not be eligible for severance.

6. A Regular Employee who receives notice of layoff shall have fourteen (14) calendar days from the date the notice of layoff is issued to advise the Employer, in writing, that the Employee wishes to take the Severance Option offered by the Employer. Any Employee who does not advise the Employer, in writing of the Employee's decision to accept severance shall be deemed to have selected layoff in accordance with Article 17 of this Collective Agreement.
  
7. (a) Employees who select severance will not be eligible for rehire by any Employer who is a party to a Collective Agreement containing this provision, or any Employer or agency funded directly or indirectly by the Employer paying the severance, for the period of the severance (which for the purpose of clarity means the period of time equal to the number of weeks of severance paid to the Employee).
  
- (b) The Employee may be considered for hire by an Employer referred to in (a) provided they repay the Employer from whom severance was received, the difference, if any, between the time they were unemployed and the length of time for which the severance was paid.
  
8. Severance pay provided under this Letter of Understanding shall be deemed to be inclusive of any and all legislative requirements for termination notice.

This Letter of Understanding shall apply over a period of time beginning the date on which the Parties exchange notice of ratification for this Collective Agreement and March 31, 2023, or upon the date of ratification of the next Collective Agreement, whichever is later.

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNION

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\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LETTER OF UNDERSTANDING #3**

**BETWEEN**

**WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES  
ASSOCIATION**

**-and-**

**HEALTH SCIENCES ASSOCIATION OF ALBERTA**

**RE: FLEXIBLE SPENDING ACCOUNT (FSA)**

**1. Establishment of Flexible Spending Account (FSA)**

The Employer agrees to establish an FSA effective January 1, 2011. Such account replaces the current provisions of Article 34.08, 34.09 and 34.10 effective January 1, 2011.

**2. Eligibility**

- (a) An FSA shall be implemented for all employees eligible for benefits in accordance with Article 34.06 (a) (i) and (ii).
- (b) A Regular Employee who is employed in more than one (1) position with the Employer will receive one (1) FSA based upon the combined total of their full-time equivalencies. (FTE's)
- (c) The FSA shall be pro-rated for each eligible employee, except that there will be no pro-rating of the FSA for absences due to WCB or Accident/Illness or Maternity Leave. Employees will earn their FSA based on two thousand one hundred ninety (2190) hours worked in the calendar year January 1<sup>st</sup> to December 31<sup>st</sup>.

**3. Calculation**

The FSA will be calculated as follows:

- (a) Two thousand seven hundred and fifty dollars (\$2,750) to be allocated to each eligible regular full-time Employee.
- (b) Two thousand seven hundred and fifty dollars (\$2,750), prorated based on full-time equivalency, to be allocated to each eligible regular part-time Employee.
- (c) Employees who commence employment part way through a calendar year, or who becomes benefits-eligible part way through a calendar year, shall have their FSA calculated based on 3 (a) and (b) above, pro-rated based on the number of months in the year that remain in the year at the time of benefits-eligibility.

#### 4. **Utilization**

The FSA may be used for the following purposes:

- (a) Reimbursement for expenses associated with professional development including:
  - (i) tuition costs or course registration fees;
  - (ii) travel costs associated with course attendance;
  - (iii) professional journals;
  - (iv) books or publications; and
  - (v) software
- (b) Reimbursement for the cost of professional registration or voluntary association fees related to the employee's discipline.
- (c) Reimbursement for health and dental expenses that are eligible medical expenses in accordance with the Income Tax Act and are not covered by the benefit plans specified in 34.01 (a) and 34.01 (b) of the Collective Agreement.
- (d) Contribution to a Registered Retirement Savings Plan or Tax Free Savings Account.
- (e) Expenses for health, fitness or recreation, as approved by the Chief Administrative Officer.
- (f) Family care, including day care and elder care.

#### 5. **Allocation**

- (a) By December 1<sup>st</sup> (allocation date) of each year, employees who are eligible for the FSA will make an allocation for utilization of their FSA for the subsequent calendar year between three (3) available categories:
  - (i) Section 4(c);
  - (ii) Section 4(d); and
  - (iii) Sections 4(a), (b), (e) and (f).
- (b) Reimbursement will be provided by the Employer upon submission of an original receipt and on approval by the Chief Administrative Officer.
- (c) Employees may carry over FSA for one (1) calendar year. This request must be made in writing to the Employer by Dec 1st.

#### 6. **Implementation**

- (a) Where the Employer is the administrator of the account, it shall determine the terms and conditions governing the FSA. A copy of these terms and conditions shall be provided to the Association.

- (b) Where the Employer chooses to contract with an insurer for the administration of the FSA, the administration of the Account shall be subject to and governed by the terms and conditions of the applicable contract. A copy of this contract shall be provided to the Association.
- (c) The FSA shall be implemented and administered in accordance with the Income Tax Act and applicable Regulations in effect at the time of implementation and during the course of operation of the FSA.

7. It is understood that an Employee shall only have one (1) FSA allocation per year.

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNION

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\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



**LETTER OF UNDERSTANDING #4**

**BETWEEN**

**WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES  
ASSOCIATION**

**-and-**

**HEALTH SCIENCES ASSOCIATION OF ALBERTA**

**RE: PROVISION OF EFAP AND CRITICAL INCIDENT STRESS MANAGEMENT (CISM)**

Whereas the parties have a shared concern for the health and welfare of members of the bargaining unit and recognizing the need to ensure resources are available to maintain that health and welfare:

And whereas the parties recognize that employees in the bargaining unit are more susceptible to mental illness than the population at large:

It is agreed that it is necessary to establish a working committee to investigate what resources can be provided to members to ensure the maintenance of good mental health.

The terms of reference of the committee will be established at the first meeting of the committee which will take place not more than 60 days after the ratification of this agreement. The initial committee, which may be expended under the terms of reference, will consist of at least two representatives from management, two representatives from the Union and the Labour Relations Officer responsible for the bargaining unit.

The committee will have particular reference to the Canadian Standard for Mental Health (2013) in order to establish the most effective method of providing critical incident stress management and the establishment of an Employee Assistance Program.

The committee shall have specific, but not exclusive regard to:

- i. Training of members in CISM.
- ii. Use of outside resources.
- iii. Maintaining training of members in CISM.
- iv. Education of all members of the bargaining unit and management in the resources available arising from the work of the committee.
- v. Steps to be taken in restoring employees to work after an absence.

Such other matters which appear relevant.

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNION

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DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LETTER OF UNDERSTANDING #5**

**BETWEEN**

**WHEATLAND AND ADJACENT DISTRICTS EMERGENCY MEDICAL SERVICES  
ASSOCIATION**

**-and-**

**HEALTH SCIENCES ASSOCIATION OF ALBERTA**

**RE: JOB CLASSIFICATIONS – PAY GRADE FOR COMMUNICATION SUPERVISOR**

The Parties agree to meet within 90 days of the ratification of this agreement to discuss a New Pay Grade for Communication Supervisor as per the Article 22.01 – New Classifications of the Collective Agreement.

The Parties agree that this Letter of Understanding will continue for the life of this Collective Agreement or upon ratification of the next Collective Agreement.

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNION

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DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

## WAGE APPENDIX – ALL EMPLOYEEES

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
<b>Advanced Care Paramedic (ACP)</b>									
April 1, 2017 (0%)	\$34.75	\$35.98	\$37.27	\$38.60	\$39.95	\$41.37	\$42.85	\$44.21	\$45.75
April 1, 2018 (0%)	\$34.75	\$35.98	\$37.27	\$38.60	\$39.95	\$41.37	\$42.85	\$44.21	\$45.75
April 1, 2019 (0%)	\$34.75	\$35.98	\$37.27	\$38.60	\$39.95	\$41.37	\$42.85	\$44.21	\$45.75
April 1, 2020 (0%)	\$34.75	\$35.98	\$37.27	\$38.60	\$39.95	\$41.37	\$42.85	\$44.21	\$45.75
April 1, 2021* (1%)	\$35.10	\$36.34	\$37.64	\$38.99	\$40.35	\$41.78	\$43.28	\$44.65	\$46.21
April 1, 2022* (1.25%)	\$35.54	\$36.79	\$38.11	\$39.48	\$40.85	\$42.30	\$43.82	\$45.21	\$46.79
<b>Registered Primary Care Paramedic (PCP)</b>									
April 1, 2017 (0%)	\$27.85	\$28.59	\$29.58	\$30.63	\$31.77	\$32.83	\$33.98	\$35.17	
April 1, 2018 (0%)	\$27.85	\$28.59	\$29.58	\$30.63	\$31.77	\$32.83	\$33.98	\$35.17	
April 1, 2019 (0%)	\$27.85	\$28.59	\$29.58	\$30.63	\$31.77	\$32.83	\$33.98	\$35.17	
April 1, 2020 (0%)	\$27.85	\$28.59	\$29.58	\$30.63	\$31.77	\$32.83	\$33.98	\$35.17	
April 1, 2021* (1%)	\$28.13	\$28.88	\$29.88	\$30.94	\$32.09	\$33.16	\$34.32	\$35.52	
April 1, 2022* (1.25%)	\$28.48	\$29.24	\$30.25	\$31.33	\$32.49	\$33.57	\$34.75	\$35.96	
<b>Communications Specialist II</b>									
April 1, 2017 (0%)	\$27.85	\$28.59	\$29.58	\$30.63	\$31.77	\$32.83	\$33.98	\$35.17	
April 1, 2018 (0%)	\$27.85	\$28.59	\$29.58	\$30.63	\$31.77	\$32.83	\$33.98	\$35.17	
April 1, 2019 (0%)	\$27.85	\$28.59	\$29.58	\$30.63	\$31.77	\$32.83	\$33.98	\$35.17	
April 1, 2020 (0%)	\$27.85	\$28.59	\$29.58	\$30.63	\$31.77	\$32.83	\$33.98	\$35.17	
April 1, 2021* (1%)	\$28.13	\$28.88	\$29.88	\$30.94	\$32.09	\$33.16	\$34.32	\$35.52	
April 1, 2022* (1.25%)	\$28.48	\$29.24	\$30.25	\$31.33	\$32.49	\$33.57	\$34.75	\$35.96	
<b>Communications Specialist I</b>									
April 1, 2017 (0%)	\$19.23	\$19.66	\$20.19	\$20.80	\$21.28	\$21.84	\$22.41	\$23.08	
April 1, 2018 (0%)	\$19.23	\$19.66	\$20.19	\$20.80	\$21.28	\$21.84	\$22.41	\$23.08	
April 1, 2019 (0%)	\$19.23	\$19.66	\$20.19	\$20.80	\$21.28	\$21.84	\$22.41	\$23.08	
April 1, 2020 (0%)	\$19.23	\$19.66	\$20.19	\$20.80	\$21.28	\$21.84	\$22.41	\$23.08	
April 1, 2021* (1%)	\$19.42	\$19.86	\$20.39	\$21.01	\$21.49	\$22.06	\$22.63	\$23.31	
April 1, 2022* (1.25%)	\$19.66	\$20.11	\$20.64	\$21.27	\$21.76	\$22.34	\$22.91	\$23.60	

\* Effective April 1, 2021, and April 1, 2022, the salaries shall be adjusted by the same percentage as negotiated by Alberta Health Services and HSAA.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS COLLECTIVE AGREEMENT BY AFFIXING HERETO THE SIGNATURES OF THEIR PROPER OFFICERS IN THAT BEHALF.

ON BEHALF OF THE EMPLOYER

ON BEHALF OF THE UNION

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