

TENTATIVE AGREEMENT

Between

ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY
MOUNTAIN HOUSE AND WHITECOURT STATIONS

And

THE HEALTH SCIENCES ASSOCIATION OF ALBERTA

NOTE #1: This document addresses amendments, additions and deletions to the current collective agreement language **ONLY**. Any/all current language not specifically addressed in this document is to be considered unchanged.

~~RED~~ deleted language
BLUE new language

ARTICLES OF A COLLECTIVE AGREEMENT

BINDING

**ASSOCIATED AMBULANCE & SERVICES
(WHITECOURT), LTD., ATHABASCA, BARRHEAD,
BOYLE, EDSON, EVANSBURG, HINTON, JASPER,
NORDEGG, RIMBEY, ROCKY MOUNTAIN HOUSE AND
WHITECOURT STATIONS**

AND

**THE HEALTH SCIENCES ASSOCIATION OF ALBERTA
(ALL AMBULANCE ATTENDANTS)**

FOR THE PERIOD

APRIL 1, 2025 TO MARCH 31, 2029

LAND ACKNOWLEDGEMENT

The Parties respectfully acknowledge that Alberta is located on Treaty 4, 6, 7, and 8 Territory traditional lands - a traditional gathering place for diverse Indigenous peoples, including the Cree, Blackfoot, Métis, Dene, Stoney Nakota Sioux, Saulteaux, Siksika, the Piikuni, the Kainai, the Tsuut'ina, the Stoney Nakoda First Nations, and many others whose histories, languages and cultures continue to influence our vibrant community.

FOR RATIFICATION

ARTICLE 1: TERM OF COLLECTIVE AGREEMENT

- 1.01 Except where specifically provided otherwise, the terms of this Collective Agreement shall be effective from the date upon which the Health Sciences Association of Alberta and the Employer exchange notice of ratification by their principals of this Collective Agreement, up to and including March 31, ~~2025~~ 2029, 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 under the Labour Relations Code, provisions of the Collective Agreement shall continue until either:
- (a) a settlement is agreed upon and a new Collective Agreement is signed; or
 - (b) if a settlement is not agreed upon, a new Collective Agreement is signed as provided in the Labour Relations Code; or
 - (c) a settlement is reached via Interest Arbitration.
- 1.03 The Employer and the Union may agree to Letters of Understanding on specific issues throughout the life of the Collective Agreement.
- 1.04 Throughout the Collective agreement the following changes shall be understood:
- (a) When Emergency Medical Technician (EMT) was used, it shall now be called a Primary Care Paramedic (PCP); and
 - (b) When Emergency Medical Technologist - Paramedic was used, it shall now be changed Advanced Care Paramedic (ACP).
- 1.05 An Employee whose employment has terminated prior to the signing of this Collective Agreement is eligible to receive retroactively, any increase(s) to the basic rate of pay. To receive payment, former employees may request in writing to the Employer within sixty (60) days of ratification of this Collective Agreement.**

ARTICLE 2: DEFINITIONS

- 2.01 “ACoP” shall mean the Alberta College of Paramedics.
- 2.02 “Anniversary Date” means **the** date upon which an Employee was awarded to a **full-time regular** position. ~~or was promoted to a full-time position whichever date~~

~~is the most recent. Those Employees who do not have a full-time status will be assigned a modified date based on the annual hours of a full-time Employee.~~

- 2.03 “Union” shall mean the Health Sciences Association of Alberta.
- 2.04 “Basic rate of pay” is the wage applicable to an Employee exclusive of all allowances and premium payments.
- 2.05 A “Casual” is an individual who is ~~regularly scheduled for a period of three (3) months or less for a specific job and/or is hired to work on a nonscheduled basis throughout the year or and who reports to work when called according to the needs of the Employer, and the availability of the Employee. Casual Employees shall fall under the scope of this Collective Agreement, but only as expressly provided under Article 36 of this agreement.~~ **hired to work in an appointment or on a non-scheduled basis throughout the year who reports to work when called according to the needs of the Employer, and the availability of the Employee. Casual Employees shall fall under the scope of this Collective Agreement, but only as expressly provided under Article 35 of this agreement.**
- 2.06 “Code” means the Labour Relations Code as amended from time to time.
- 2.07 “Emergency Medical Responder” (EMR) means a ~~registered~~ member who is registered **as an** in the Emergency Medical Responder ~~area of practice, pursuant to the Health Professions Act and the Paramedic Regulations.~~ **with the Alberta College of Paramedics.**
- 2.08 “Primary Care Paramedic” (PCP) means a ~~registered~~ member who is registered ~~in the Emergency Medical Technician – Ambulance area of practice, pursuant to Health Professions Act and the Regulations.~~ **as a Primary Care Paramedic with the Alberta College of Paramedics.**
- 2.09 “Advanced Care Paramedic” (ACP) means a ~~registered~~ member who is registered ~~in the Emergency Medical Technologist – Paramedic area of practice, pursuant to Health Professions Act and the Paramedic Regulations.~~ **as an Advanced Care Paramedic with the Alberta College of Paramedics.**
- 2.10 “Employee” shall mean a person **hired by the Employer** who performs, ~~on a regular basis,~~ the job functions pertaining to any classification within this bargaining unit.
- 2.11 “Employer” shall mean Associated Ambulance & Services (Whitecourt), Ltd.
- 2.12 Singular shall include the plural and vice versa as applicable. Where a specific singular or plural is required, the Article(s) will so indicate.

2.13 ~~“Full-Time Employee” shall mean one who is regularly scheduled to work the full prescribed hours as specified in Article 9 of this Collective Agreement.~~

“Regular Employee” is one who works on a full-time or part-time basis on regularly scheduled shifts of a continuing nature:

(a) “Full-time Employee” is a Regular Employee who works the full specified hours in the Hours of Work Article of this Collective Agreement;

(b) “Part-time Employee” is a Regular Employee who works scheduled Shifts whose hours are less than those specified in Article 9.01 (a), (b) and (c) of this Collective Agreement.

2.14 “Gross Earnings” shall mean all monies earned by an Employee under the terms of the Collective Agreement.

2.15 A “month” for purpose of this Collective Agreement has been defined as the period of time between the date in one (1) month and the proceeding date in the following month.

2.16 “Seniority” is ~~the length of employment from the date the current period of continuous employment commenced.~~ **the length of time a regular employee has worked within a bargaining unit.**

2.17 ~~“Shift” is the 24hr period comprised of Core Hours, Flex Hours and On-Call Duty.~~ **shall mean the regularly scheduled hours within a twenty-four (24) hour time period in accordance with Article 9.**

2.18 “Temporary Position” shall mean ~~the appointment of an individual to a position:~~ **an Employee who is hired for a specific job of more than three (3) months and less than eighteen (18) months, except where extended by mutual agreement between Employer and Union.**

~~(i) for a specific job of more than three (3) months and less than twelve (12) 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 an approved leave due to illness or injury, or other leaves as set out in Article 20, where the Employee on leave has indicated to the Employer that the duration of such leave will be in excess of three (3) months. The Union will be notified of any leaves beyond twelve (12) months.~~

- 2.19 “Tour” shall mean a regular shift rotation.
- 2.20 “Cost-Sharing” refers to how health plan costs are shared between the Employer and Employees.
- 2.21 (a) “Active Duty” shall mean the hours that an Employee is required by the Employer to be at the station or site, or is dispatched or in the act of responding to, caring for, transporting a patient, or performing duties as required by the Employer.
- (b) Active Duty does not include:
- (i) When an Employee chooses to stay at the station or site to utilize the Employer provided accommodation; and
 - (ii) When an Employee is “on-call”;
 - (iii) Clean and maintain the communal living accommodations.
- 2.22 (a) “Shift Trade” shall mean a mutually agreed and approved exchange of shifts between two regularly scheduled Employees.
- (b) “Shift give-away” shall mean a mutually approved shift that is forfeited by the Employee and given to another Employee to Work.
- 2.23 “Steward” means an Employee of the Employer designated by the Union to act as an Employee representative in the administration of the Collective Agreement.
- 2.24 “Core duty” hour shall mean the hours of duty in which the Employee is required to be on-duty at the workplace in a twenty-four (24) hour period.
- 2.25 “Flex hours” shall mean the hours on duty in excess of the core duty hour.
- 2.26 “Dark Hours” shall mean active duty hours between 2300hrs to 0530hrs.
- 2.27 “Assembled shifts” are considered to be on active duty for the entire shift with no on-call or flex hours.**
- 2.28 “Core flex” shifts are made up of core hours, flex hours and on call hours and are usually 24 hours in duration.**
- 2.29 “Mandatory Training” shall mean training that employers are legally obligated to provide to their employees, or that employees are required to complete to meet industry regulations or company policies.**
- 2.30 “Permanent Employee” shall mean an Employee who has completed the**

probationary period in accordance with Article 8 and occupies an established position in which the Employee is required to work on a fulltime or part-time basis and is regularly scheduled with Article 9.

- 2.31 “Appointment” shall mean a Casual employee who is backfilling for a permanent or temporary full-time or part-time employee who is on an approved leave. This shall not exceed three (3) months in duration, without prior notification being given to the union. The provisions of this agreement shall apply to appointed Employees with the exception of 9.09, 13.08, 17, 19, 20, 26, 39, 42, 43.

ARTICLE 4: MEMBERSHIP AND DUES

- 4.01 Membership in the Union is voluntary.
- 4.02 Notwithstanding the provisions of Article 4.01, the Employer will deduct from the **Employees** gross earnings (~~Exclusive of short term and long term Disability~~) 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 amounts of the deductions. Such list shall be sent electronically as per HSAA format whenever possible and shall indicate newly hired and terminated Employees, and where the existing computer system is capable, the increment level.
- 4.03 Dues will be deducted from an Employee during sick leave with pay and during a leave of absence with pay.
- 4.04 The Union shall give not less than thirty (30) days’ notice of any change in the rate at which dues are to be deducted, or notice of a Special Assessment deduction.
- 4.05 The Employer will record the amount of Union dues deducted on the T-4 forms issued to an Employee for income tax purposes.

ARTICLE 5: MANAGEMENT RIGHTS

- 5.01 The Employer reserves all rights not specifically restricted or abrogated by the provisions of the Collective Agreement. The Employer and the Union will exercise their rights in a manner which is professional, fair and reasonable in the circumstances, and in accordance with the Collective Agreement.

- 5.02 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.
- 5.03 The Employer shall provide to the Union all amendments and updates to existing policies, procedures and standard operating procedures.

ARTICLE 8: PROBATIONARY PERIOD

- 8.01 (a) **A newly hired Regular** Employees shall serve a probationary period equivalent to six (6) months of regular hours of work, **exclusive of overtime**. The probationary period will be automatically extended for any leaves of absence in excess of thirty (30) days.
- (b) A Casual Employee who attains a regular position shall be credited with maximum hours equivalent to three (3) months of hours of work, exclusive of overtime, toward the completion of the probationary period.
- (c) If a new Employee is unsatisfactory in the opinion of the Employer, such Employee may be terminated at any time during the probationary period without notice and without recourse to the Arbitration procedure.
- 8.02 The probationary period may be extended by mutual agreement in writing between the Employer and the Union. A probationary period shall not be extended more than once. During the extended period, the Employee shall be given feedback monthly regarding their performance, and if in the opinion of the Employer, the Employee is found to be unsatisfactory, they may be terminated without notice and without recourse to the Arbitration procedure.
- 8.03 (a) The Employer **shall may** provide an evaluation to **each a** probationary Employee prior to the completion of their probationary period. If after fair

review, the Employee is found to be unsatisfactory, they may be terminated without notice and without recourse to the Arbitration procedure, provided the decision is made in good faith and is not arbitrary or discriminatory.

- (b) If no written evaluation is complete prior to the completion of the probationary period, the probation shall be deemed to have been successfully completed.

ARTICLE 9: HOURS OF WORK AND SHIFT SCHEDULES

9.01 Regular hours of work for full-time Employees shall be one of the following options as determined by the Employer, however, any changes to an Employee's annual or daily hours of work must be agreed upon by the Employer and the Union:

- (a) Core Flex Shift shall be one of the following:

- (i) Employees shall work a ten (10) hour shift consisting of a minimum one (1) core hour, nine (9) flex hours, and fourteen (14) on-call hours, with the Employee being available for immediate response from within the community during core, flex and on-call hours. An Employee shall be compensated for ten (10) hours at their basic rate of pay plus fourteen (14) hours on-call if less than ten (10) hours of active duty including the core hours in a twenty-four (24) hour period with annual hours of work for full-time Employees will be one thousand eight hundred and twenty-five (1825) hours; or,
- (ii) Employees shall work a twelve (12) hour shift consisting of a minimum one (1) core hour, eleven (11) flex hours, and twelve (12) on-call hours, with the Employee being available for immediate response from within the community during core, flex and on-call hours. An Employee shall be compensated for twelve (12) hours at their basic rate of pay plus twelve (12) hours on-call if less than twelve (12) hours of active duty including the core hours in a twenty-four (24) hour period with annual hours of work for full-time Employees will be two thousand one hundred and ninety (2190) hours
- (iii) Employees shall work a four (4) day on four (4) day off shift rotation

- (b) Regular Shift shall consist of the following:

- (i) Employees will work a twelve (12) hour, four (4) day on four (4) day off shift schedule that will be two thousand one hundred and ninety (2,190) hours per year;

- (c) Peak Hour Shifts consists of one of the following:
 - (i) Forty (40) hours per week averaged over one (1) complete cycle of the shift schedule of two thousand and eighty (2,080) hours per year;
 - (ii) Forty-two (42) hours per week averaged over one (1) complete cycle of the shift schedule of two thousand one hundred and ninety (2,190) hours per year;
- (d) Applicable overtime rates will be determined by the provisions outlined in Article 10.

9.02 Core duty hour shall mean the hours of duty in which the Employee is required to be on-duty at the work place in a twenty-four (24) hour period. Core hours shall be a minimum of one (1) hour and may be negated if it directly incurs overtime or will interfere with fatigue management.

9.03 Flex hours shall mean the hours on duty in excess of the core duty hour.

9.04 Paid hours of work will be compensated as set out in ~~the~~ Article 27 (Salaries) and the Salaries Appendix.

9.05 Employees may exchange shifts, and/or days off, providing that such Employees are qualified to do each other's duties; and

- (a) Employees submit the request, 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; and
- (f) such requests are not open ended; and
- (g) the exchange is completed within three (3) pay periods.

Such requests shall not be unreasonably denied, as mutually agreed. Should such request be denied, reasons in writing shall be provided upon request.

9.06 For the purpose of managing fatigue, where an Employee, in the act of responding to, caring for, transporting a patient, or performing routine duties required by the Employer, works fourteen (14) hours or more of Active Duty in a

twenty-four (24) hour period, and is timed out by the Employer, they shall be entitled to a minimum of eight (8) consecutive hours of rest, before recommencing Active Duty, without loss of earnings. A request for more than eight (8) consecutive hours of rest shall not be unreasonably denied provided discussion with Supervisor has occurred. After a minimum of eight (8) consecutive hours of rest, the twenty-four (24) hour period is reset. All hours worked above fourteen (14) hours of Active Duty, not already paid at the overtime rate, within that same twenty-four (24) hours period shall be paid at two times (2X) their basic rate of pay.

If an Employee is fatigued and away from their home base, the Employer will supply reasonable accommodation for a minimum of eight (8) hours if requested by the Employee.

In any event, the Employer shall endeavor to manage fatigue once an Employee has worked twelve (12) hours and has identified issues with their supervisor. The Employee shall actively participate in their fatigue management.

9.07 Schedule Posting and Schedule

- (a) Unless otherwise agreed between the Employer and the Union, shift schedules shall be posted a minimum of twelve (12) weeks in advance. If a shift schedule is changed after being posted, the affected Employees shall be provided with fourteen (14) calendar days' notice of the new schedule. The Employer shall provide the Union with a copy of a shift schedule upon request.
- (b) Except in cases of emergency or by mutual agreement between the Employer and the Employee:
 - (i) Unless an Employee is given at least fourteen (14) calendar days' notice of a change of their scheduled day(s) off, they shall be paid two times (2X) their basic rate of pay for all hours worked on such day(s) unless the change is at the Employee's request.
 - (ii) If, in the course of a posted schedule, the Employer changes the Employee's shift start time by two (2) hours or more, they shall be paid at the rate of two times (2X) their basic rate of pay for all hours worked on this shift unless fourteen (14) calendar days' notice has been given.

- 9.08 (a) In the event that a casual Employee reports for work as scheduled and is required by the Employer not to commence work, they shall be compensated for that inconvenience by receiving three (3) hours pay at their basic rate of pay.

- (b) Such Employee shall be reimbursed for the cost of reasonable, necessary and substantiated transportation expenses for a one-way trip of greater than fifty (50) kilometers paid in accordance with Article 31.02, to a maximum of one hundred dollars (\$100) per occurrence.

9.09 Shift Giveaways

- (a) Shift giveaways initiated by full time Employees may be approved provided that:
 - (i) There is no overtime cost to the Employer; and
 - (ii) The shift giveaway is within the same classification.
- (b) The Employee requesting the shift giveaway will provide the Employer with a minimum of forty-eight (48) hours' notice prior to the requested shift giveaway.
- (c) Employees shall be allowed two (2) shift giveaways per month and up to a maximum of twelve (12) shifts in a calendar year.
- (d) Shift giveaway can only be done once all vacation has been allocated or used and in compliance with Article 15.08.
- (e) Management reserves the right to approve or deny any request for shift giveaway based on operational requirements. Such request shall not be unreasonably denied. Should such request be denied, reasons in writing shall be provided upon request.
- (f) In the event of illness of the Employee who picks up the giveaway shift, Article 17.03 shall not apply.

9.10 Breaks

- (a) Employees are expected to take breaks during their shift.**
- (b) Where such an Employee has not received a thirty (30) minute break period following five (5) continuous hours of Active Duty they shall contact the duty operations supervisor or designate prior to clearing the attached event to make arrangements for a break period. Such request shall not be unreasonably denied.**
- (c) The Employer reserves the right to assign an employee's break period.**
- (d) If breaks are interrupted prior to completion, the entire break will be reassigned.**

- (e) **When a break request is denied, or interrupted and not reassigned, the Employee will be paid an additional thirty (30) minutes at their Basic Rate of Pay.**

ARTICLE 10: OVERTIME

- 10.01 **For core-flex schedules** overtime is all time authorized by the Employer and worked by an Employee in excess of their regularly scheduled hours in a twenty-four (24) hour shift. Calculation of overtime will be rounded up to the nearest fifteen (15) minutes. Authorization for overtime after the fact shall not be unreasonably denied.
- 10.02 **For assembled shifts and peak hour shifts overtime is all time authorized by the Employer and worked by an Employee in excess of their regularly scheduled hours of work. Calculation of overtime will be rounded up to the nearest fifteen (15) minutes. Authorization for overtime after the fact shall not be unreasonably denied.**
- 10.03 The use of fatigue shall not reset overtime.
- 10.04 Overtime will be paid at two times (2X) the Employee's basic hourly rate. This overtime payment will cease and the Employee's basic rate will apply at the start of their next regularly scheduled shift. If Active Duty starts prior to shift end and continues past new shift start, overtime will cease once the crew returns to the base station or once they are tasked to a new event.
- 10.05 Full-Time Employees may agree to work shifts outside their normal shift schedule at regular rate of pay. Casuals shall have first priority as per company policy.
- 10.06 Should a permanent or temporary Employee be mandated to report to work on a scheduled day off, excluding reasonable shift overrun.
 - (a) The Employee shall be paid two times (2X) their basic rate of pay.
 - (b) The Employer shall be responsible for all non-refundable costs related to vacation or travel. Employees making a claim may be required to provide proof of the loss and demonstrate attempts to mitigate their loss.
 - (c) If mandated time exceeds ten (10) hours, one (1) day off in lieu without pay shall be provided before the Employee's next scheduled shift.

ARTICLE 11: ON-CALL DUTY

- 11.01 **Core-Flex Ambulance** Employees shall be required to perform on-call duty.
- 11.02 The term "on-call duty" shall be deemed to mean any period during which an Employee is not on regular duty and during which the Employee is on-call and

must remain fit for duty and be available to respond without undue delay to any request to return to duty.

- 11.03 For the scheduled on-call as noted in Article 9.01, all Employees will be compensated at the rate of ~~three dollars a (\$3.50)~~ **seven dollars (\$7.00)** for each hour that they perform on-call duty.
- 11.04 An Employee who is called back to duty after completion of hours in accordance with Article 9.01, all hours worked during the call-back will be at two times (2X) the regular rate of pay, for a minimum two (2) hours or for the total hours worked, whichever is greater. Should the Employee receive another call-back within the time-frame of the first call-back, it shall be considered continuous with the first call-back. An Employee called back to duty shall be permitted to leave when normal conditions have been restored.
- (a) When the Employee is dispatched for immediate response, the call-back starts at the time of dispatch.
- (b) When the Employee is dispatched for a designated time in the future, the call-back starts at the time the ambulance is enroute to the call.
- 11.05 When a ~~n~~ **Core-Flex** Employee is supplied with a communication device by the Employer for the purpose of on-call duty, there shall be no cost to the Employee for the use of the communication device. It is expected that the Employees will hand over all necessary communication device(s) and/or equipment and supplies at the shift change and shall be ~~paid~~ **credited** a maximum of fifteen (15) minutes of active duty ~~at the applicable rate.~~
- 11.06 An Employee who is mandated by the Employer to report for duty on a scheduled day off shall be reimbursed for reasonable, necessary and substantiated transportation expenses and, if the Employee travels for such purpose by private motor vehicle, reimbursement shall be at the rate of at least sixty-one cents (\$0.61) or the kilometrage rate paid by ~~Alberta Health Services (AHS)~~ **Emergency Health Services (EHS)**, whichever is higher, per kilometer from the Employee's residence and return. In those situations where Employer policy requires that the Employee use a taxi for call-back purposes, should the Employee commence their regular shift during the call-back, the Employer will pay the taxi fare from the site to their place of residence upon completion of the shift providing the Employee uses this mode of transportation.

ARTICLE 12: SPECIAL ASSIGNMENTS

12.01 ~~The following functions shall be considered as straight time assignments:~~

~~Municipal Parades
Teaching
Committee Work~~

~~Local School Events
Trade/Education Fairs
Team Leader Meetings~~

~~Bike Squad
Mall Displays
Auto Races
Sporting Events~~

~~Concerts
Rodeos/Equestrian Events
Car Seat Clinics~~

An Employee, at the request of the Employer, may volunteer to work at any ~~of the above functions~~ **special assignment as approved by management**. An Employee ~~volunteering approved and scheduled~~ to work ~~at on such assignments any of the above functions~~ shall be compensated at their regular rate of pay, and the overtime Articles shall not apply. Should any Employee not wish to volunteer ~~to work at any of the above functions~~, such wishes shall not be held against them.

ARTICLE 13: PROMOTIONS, TRANSFERS AND VACANCIES

13.01 Vacancies

- (a) The Employer shall post all vacancies, including Temporary Positions as defined in Article 2.18, in a manner that is accessible to all Employees for not less than eight (8) calendar days, and not more than twelve (12) calendar days, **or until filled**.
- (b) When circumstances require the Employer to fill a vacancy before the expiration of eight (8) calendar days, the appointment shall always be made on a relief basis only.
- (c) Vacancies shall be filled through a single competition, and selection shall be made whenever possible from within the bargaining unit.
- (d) The notice of posting referred to in Article 13.01 (a) shall contain the following information:
 - (i) relevant duties of the position;
 - (ii) relevant qualifications required;
 - (iii) hours of work;
 - (iv) status of position, and expected term if a temporary position;
 - (v) station location.
- (e) The Employer shall ~~forward to the Local Unit Chair copies of~~ **provide access to all the** postings of vacancies ~~of all positions~~ within the bargaining unit **through their online portal** as outlined in Article 13.01 (a) within three (3) calendar days of the posting **or upon written request by the union**.

- (f) The name of the successful applicant shall **upon request** be given to the Local Unit Chair in writing within three (3) calendar days of the appointment.
- 13.02 All applications for transfer ~~or promotion~~ shall be made to the Employer in accordance with **the** established practices.
- 13.03 Applicants for transfer and/or promotion shall be informed in writing of their acceptance or rejection within ten (10) calendar days of the date of the appointment.
- 13.04 In ~~making promotions and~~ filling vacancies seniority within the Bargaining Unit shall be the determining factor providing that the following conditions are met:
- (a) the applicant has an employment record free of any discipline and;
 - (b) has an acceptable attendance record as per the Employer policy;
 - (c) has all the required and mandatory clinical competencies related to the position;
 - (d) has an acceptable driving record as per the Employer policy; and
 - (e) the applicant's performance for the previous 12 months has been adjudged satisfactory by the Employer.
- 13.05 Upon request, the Employer shall provide unsuccessful candidates the reasons why they were not successful.
- 13.06 (a) All ~~transfers and promotions~~ **awarded positions** shall be on a trial basis. ~~These transferred or promoted~~ **Employees** will be given a trial period equivalent to three (3) months of regular hours of work in which to demonstrate their ability to perform the new task to the satisfaction of the Employer. Should such Employee fail to succeed during the above-mentioned trial period, or choose to leave the new task, the Employer will make a sincere effort to reinstate the Employee in their former position without loss of seniority or, if such reinstatement is not possible, place the Employee in another suitable position at the same location, where possible, without loss of seniority and at a rate of pay equivalent to that of their former position.
- (b) When a permanent Full-time Employee is awarded a permanent full-time position in another station, the vacant position may be posted as a Temporary-to-Permanent position, for three (3) months, to provide the ability of the vacating Employee to revert to their original position during the trial period, in accordance with Article 13.06(a). Should the vacating

Employee not return to the original position within the Trial Period, then the Employee in the Temporary-to-Permanent position will have the right to accept the position as a permanent position without further posting.

- 13.07 When an Employee ~~is promoted to a~~ **has a change to their** 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 their 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, with a minimum move to Step 1. In the event that a promoted Employee is at the last increment in the scale for the classification held prior to the promotion, their salary shall be advanced to that step in the scale which is next higher than their current rate or, if such salary increase is less than the Employee's last normal annual increase, they shall be advanced to the step which is next higher again in the scale.~~ **the step in the new scale which is at least ten percent (10%) higher than the step on the scale for the classification held prior to the change.**
- 13.08 An Employee's anniversary date for the purpose of an annual increment shall not be changed as a result of a ~~promotion~~ **change in classification.**
- 13.09 When, because of inability to perform the functions of a position, or by request, an Employee is transferred to a lower-rated classification, their rate will be adjusted immediately to that step in the scale where they would have been positioned had they been retained in the lower-rated classification from commencement of employment.
- 13.10 When, because of inability to perform the functions of a position due to illness or injury, an Employee accommodated into a classification to which is assigned a lower salary scale, they shall move to the pay step of the lower salary scale that is closest to but not higher than their present Basic Rate of Pay.
- 13.11 Temporary Positions
- (a) When a full-time Employee accepts a temporary position, they will be eligible to return to their former position upon completion of the term appointment.
 - (b) Temporary positions may end before their initial anticipated end date. In such case, the incumbent will be eligible to return to their former position upon completion of the term. **appointment.**
 - (c) Temporary positions may be extended by mutual agreement between the Employer and the Union. Such agreement shall not be unreasonably withheld.

- (d) During the term of the temporary position, the incumbent Employee shall not be eligible to apply for other temporary positions that commence before the current temporary position ends unless otherwise mutually agreed between the Employee and the Employer.
- (e) Where a full-time or casual Employee is in a temporary position of twelve (12) months or greater and should this position become permanent, the permanent position shall be offered to the current incumbent without requirements under Article 13.01. If the incumbent refuses the position, it shall be posted and the incumbent shall return to their former position.

~~13.12 Notwithstanding Article 27.02(c), permanent Employees who resign their position in accordance with Article 24.01 shall be granted casual status upon written request. PCP's will remain at their current step, notwithstanding 27.02(b). ACPs shall be placed on the Casual ACP Salary Scale; should they already be above that pay step, their wage shall be Red Circled. Addressed in new 24.02~~

13.12 Notwithstanding Article 13.06, permanent Employees must remain a minimum of twelve (12) months in their current permanent position before they can obtain a lateral transfer into another position within the Bargaining Unit, unless mutually agreed.

13.13 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~~ **appointment**, the Employer decides that the Employee is no longer required in that position, they shall be reinstated to casual status and shall remain at their current step on the Salary Scale in accordance with Article 13.11 and 13.12.

~~13.15 Where a casual Advanced Care Paramedic accepts a Temporary position, they shall be put on the appropriate step of the Advanced Care Paramedic salary scale in accordance with Articles 27.02(b) and 27.04, for the duration of the temporary position.~~

ARTICLE 14: RESPONSIBILITY PAY, TEMPORARY ASSIGNMENTS AND PRECEPTOR PAY

14.01 When an Employee agrees to be assigned duties as Acting Supervisor the Employee shall be paid an additional two dollars (\$2.00) per hour.

Should any Employee not wish to work as Acting Supervisor, such wishes shall not be held against them.

14.02 When an Employee agrees to be assigned duties as Acting Supervisor, the Employee shall be provided with a Employer supplied cellular phone.

14.03 Should an Employee accept a Temporary out-of-scope position which requires them to perform the full extent of an out-of-scope position, including tasks related to Article 23, the Employee shall be paid as per the Employer's out-of-scope pay scale. While the Employee is out-of-scope, they shall not benefit from any terms and conditions of the Collective Agreement, including Seniority. Upon completion of the assignment, the Employee shall be returned to their former position. Upon return to former position a new seniority date will be calculated not inclusive of time served in out-of-scope position.

14.04 Temporary Out-of-Scope Assignments

- (a) Given that it is not the practice of the Employer to replace Out-of-Scope personnel with bargaining unit Employees, if an Employee is assigned to replace another person in management role for one (1) full shift or longer, but less than three (3) months, the Employer shall meet with the Union to discuss the placement, the duties, the rate of pay, benefit coverage and other relevant terms and conditions.
- (b) Employees covered by this ~~Letter of Understanding~~ Article will remain in scope and their seniority will remain intact.
- (c) Employees covered by this Article may take part in workplace investigations in accordance with Article 23. However, they shall not discipline, terminate or promote other In-Scope Employees.

14.05 Mentorship Pay

- (a) An Employee assigned by the Employer to act as a mentor for new employees shall receive an additional two dollars (\$2.00) per hour for such responsibility and approved hours.
- (b) The Employer will give consideration to those Employees who express interest in accepting assignments as a mentor.

14.06 Preceptor Pay

- (a) An Employee assigned by the Employer to act as a preceptor for students in:
 - i. a post-secondary program recognized by the Employer, or
 - ii. a specialized education, practice or training program recognized by the Employer, shall receive an additional two dollars (\$2.00) per hour for such responsibility and approved hours.

- (b) The Employer will give consideration to those Employees who express interest in accepting assignments as a preceptor.
- (c) “Preceptor” shall mean an Employee who is assigned to supervise, educate and evaluate students.
- (d) Only the Primary Preceptor will be eligible for Preceptor Pay.

ARTICLE 16: NAMED HOLIDAYS

16.01 (a) Permanent and Temporary Employees shall be compensated for the following Named Holidays based on basic rate of pay:

New Year’s Day	Labour Day
Family Day	National Day for Truth and Reconciliation
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
August Civic Day	Boxing Day

(b) And all general holidays proclaimed by any of the following: a Municipal Government, the Province of Alberta, or the Government of Canada.

16.02 To qualify for a Named Holiday with pay, the Employee must:

- (a) Work their scheduled shift immediately prior to and immediately following the holiday except where the Employee is absent due to illness or other reasons acceptable to the Employer; and
- (c) Work on the holiday when scheduled or required to do so.

16.03 An Employee obliged in the course of duty to **start a shift work** on a named holiday shall be paid for all ~~core and flex~~ **regular** hours on a named holiday at two times (2X) their basic rate in addition to Article 16.01 and subject to Article 16.02.

~~16.04 (a) Where the major portion of the shift falls within the named holiday the shift in its entirety will be deemed to be paid in accordance with Article 16.03.~~

~~(b) Where the shift starts at noon, the Named Holiday pay shall be paid on the day the shift starts.~~

16.04 When a named holiday falls during an Employee’s annual vacation:

- (a) Such holiday(s) shall be considered day(s) in lieu and such day(s) shall not be debited from the Employees vacation bank. **and;**

~~(b) Shall be used on the first scheduled shift preceding or following the vacation, or an alternate day off at a mutually agreeable time.~~

16.05 No payment shall be due for a Named Holiday which occurs during:

- (a) a layoff; or
- (b) all forms of leave during which an Employee is not paid; or
- (c) an Employee is receiving paid sick leave, Workers' Compensation benefits, short term disability, or long term disability income.

16.06 In addition to Named Holidays in Article 16.01 each Full-Time Employee shall have one (1) Floater Day that may be utilized as a day in lieu. The Floater Day will be made available January 1st of each year and if not used will be paid out after December 31 of that same year.

ARTICLE 17: SICK LEAVE

- 17.01 (a) Sick leave is provided by the Employer for any illness, quarantine by a Medical Officer, 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.
- 17.02 An Employee shall be allowed a credit for sick leave computed from the date of employment at the rate of one (1) day for each full month of employment up to a maximum credit of fourteen (14) days.
- 17.03 (a) An Employee granted sick leave shall be paid for the period of such leave at their basic rate of pay, and the number of hours thus paid shall be deducted from their accumulated sick leave credits up to the total amount of the Employee's accumulated credits at the time sick leave commenced.
- (b) When an Employee becomes ill during a shift, all worked hours shall be paid. The Employee shall receive sick leave credits for the remaining hours of the shift in accordance with Article 17.03.
- (c) When an Employee becomes ill shortly before or during their on-call period the Employer may request satisfactory proof of illness.
- 17.04 Subject to the requirement of the benefit provider, the eligibility for Short Term Benefits will be no less than (5) five calendar days. **Employees will be entitled**

to utilize their full sick bank prior to reverting to Short Term Disability, to a maximum of two (2) full tours.

- 17.05 In the event that a Short-Term Disability claim is denied despite the sick leave being supported by a Physician; the Employee shall be credited sick time for up to the maximum available within the Employee's sick bank as per Article 17.02.
- 17.06 Employees may be required to submit proof satisfactory to the Employer of any illness, non-occupational accident, quarantine or for valid reasons. Such reason shall be explained to the Employee at the time of the request. Such request shall be made as soon as reasonable after being notified of the illness. The Employer shall be responsible to reimburse the cost of such proof of illness.
- 17.07 When an Employee has accrued the maximum sick leave credit of fourteen (14) days, they shall no longer accrue sick leave credits until such time as their total accumulation is reduced below the maximum. At that time they shall recommence accumulating sick leave credits up to the maximum.
- 17.08 (a) Sick leave pay shall not be granted during any unpaid leave of absence, any period for which the Employee is entitled to short or long term disability coverage. Sick leave pay shall be granted for complications which may arise from a pregnancy before and after completion of maternity leave.
- (b) Notwithstanding the provisions of Article 17.06(a), should an Employee demonstrate to the satisfaction of the Employer that the Employee was admitted to hospital as an "in patient," during the course of their vacation, they shall be considered to be on sick leave for the period of hospitalization and subsequent period of recovery provided they notify their Employer upon return from vacation and provides satisfactory proof of their hospitalization. Vacation time not taken as a result of such stay in the hospital shall be rescheduled to a mutually agreeable time.
- (c) Should an Employee become eligible for short term or long term disability benefit and such leave encroaches upon the Employee's scheduled vacation, the Employee's vacation shall be rescheduled at a later mutually agreeable time.
- 17.09 Upon termination of employment or transfer to casual status, all sick leave credits shall be cancelled and no payment shall be due.
- 17.10 Sick leave credits shall not accrue during periods of illness, injury, and/or unpaid leaves of absence in excess of thirty (30) days.
- 17.11 (a) Employees are encouraged to schedule routine personal medical appointments outside of working hours. When this is not possible, the Employee shall obtain prior authorization at least twenty-four (24) hours in

advance of the appointment. Such request shall be granted when operationally feasible. Such absence shall be charged against their accumulated sick leave credits.

- (b) When an Employee must attend a non-routine, unforeseen and emergent qualifying appointment which include dental, chiropractic, or medical appointments which can't be booked on personal time, the Employee shall endeavor to obtain prior authorization at least twenty-four (24) hours in advance of the appointment. Requests for authorization to attend a qualifying appointment less than twenty-four (24) hours' notice shall not be unreasonably denied.

Such absence shall be neither charged against their accumulated sick leave, nor shall they suffer any loss of income provided such absence does not exceed two (2) hours during one (1) workday. If the absence is longer than two (2) hours, the whole period of absence shall be charged against their accumulated sick leave.

Employees may be required to submit satisfactory proof of such appointment. Where the Employee must pay a fee for such proof, the full fee shall be reimbursed by the Employer.

Personal Leave

17.12 Employees shall be entitled to two (2) days per calendar year.

17.13 Employees shall request such days as far in advance as possible. These days are for the purpose of attending to personal matters and family responsibilities, including, but not limited to attending appointments with family members.

In these circumstances, the Employer shall approve Personal Leave requests to the extent that operational requirements permit. Such requests shall not be unreasonably denied. Where approval is denied, the Employer will respond in writing and reasons shall be given.

Any request for leave that exceed what is available in the Employee sick bank shall be subject to the provisions of Article 20.01.

Personal Leave shall not be used for time off due to illness or workplace injuries. The extension of time off may be permitted if mutually agreed between the Employee and Employer. Requests for Personal Leave shall not be unreasonably denied, subject to operational requirements.

ARTICLE 18: WORKERS' COMPENSATION

18.01 (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 their 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~~ Employee will be responsible for the Employee portion of Benefit Premiums;
 - (ii) accrue vacation credits and sick leave for the first (1st) month of such absence.
- 18.02 (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 their 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 them immediately prior to the disability with benefits that accrued to them prior to the disability;
 - (ii) incapable of performing the duties of their former position, shall be entitled to benefits they are eligible for under Sick Leave or Short-Term Disability or Long Term Disability, in accordance with Article 17 or Article 19.

ARTICLE 19: EMPLOYEE BENEFIT PLANS

- 19.01 ~~Full-time or other eligible Employees, shall be entitled to the following benefits in this Article which shall be compulsory for all eligible Employees. Eligibility for benefits will commence once an Employee has completed three (3) months and have completed/submitted the paperwork.~~

Full-time or other eligible employees shall be entitled to the employee benefit plan provided by the employer. The employee benefit plan includes health, extended health, dental, life insurance, Employee Family Assistance Program, AD&D, dependent life insurance and STD/LTD coverage. Participation in the employee benefit plan is mandatory. Eligibility for benefits will commence once an employee has completed

three (3) months of employment. The employee will be required to submit the enrollment paperwork upon hire.

- 19.02 ~~In addition to the Canada Pension Plan,~~ Every **Permanent Regular** Employee is eligible to join the Group RRSP-DPSP Plan and the Employer shall make contributions to such Plan in accordance with the provisions of the Plan. Eligibility for the Group RRSP-DPSP Plan is completion of six (6) months. An Employee can choose one (1) of the following matching ratios:

- 2 % of regular base salary
- 3 % of regular base salary
- 4 % of regular base salary
- 6% of regular base salary— with service of six (6) years or greater**

Employees can contribute more than their percentage for RRSP contributions, but it is not matched by the Employer. The DPSP contributions are vested for one (1) year and the Employee has no access to the DPSP contributions as it is a pension.

Each anniversary date an Employee can move to anyone (1) of the matching ratios, once per year.

- 19.03 (a) The Employer shall pay one hundred (100%) percent of all premiums for the following benefits:

- (i) Dental Plan;
- (ii) Alberta Health Care Plan, where applicable – if the Plan should be reinstated, will be funded at the former rates of \$44 for single and \$88 for family;
- (iii) Group Life Insurance Plan;
- (iv) Extended Health Care Plan;
- (v) Employee Assistance Plan;
- (vi) Dependent Life Insurance Plan.
- (vii) Accidental Death and Dismemberment.

- (b) The Employee will pay one hundred percent (100%) of all premiums for the following benefits:

- (i) Short Term Disability (weekly indemnity) Benefit Plan; and
- (ii) Long Term Disability Plan.

- 19.04 The Employer reserves the right to change plans and insurers provided the level of coverage does not fall below current levels. HSAA shall be consulted before such changes are implemented.

19.05 The decision to extend coverage for any particular claim rests exclusively with the benefit provider and, where the Employer has complied with all of their requirements regarding a claim, such decision will not be the subject of the Grievance Arbitration process.

19.06 Long Service Program

- (a) A Regular Employee who has successfully completed their fifteenth (15th); twentieth (20th) and twenty-fifth (25th) year of full time employment shall be allotted a long service value in the amount of ten thousand dollars (\$10,000) on their first tour following their completion of their milestone. An Employee can assign the amount to one of the following:
- (i) Flexible Spending Account (FSA);
 - (ii) Value added to their group RRSP as outlined in Article 19.02;
 - (iii) Paid as a one-time lump sum payment.
- (b) A Employee who has successfully completed each additional five year term starting in their thirtieth (30th) year and following the same principles above shall receive fifteen thousand dollars (\$15,000) to be applied to the following:
- (i) Flexible Spending Account (FSA);
 - (ii) Value added to their group RRSP as outlined in Article 19.02;
 - (iv) Paid as a one-time lump sum payment.
- (c) Part time employees who reach a milestone as outlined in 19.06(a) and/or (b) shall be eligible for a prorated long service value.
- (d) Time off during an employer approved education leave of absence, pursuant to Article 20.06, and/or a legislated job-protected leave, will apply toward the long service program.
- (e) Employees who believe they have reached a long service milestone can send a request for review to Human Resources, or designate.

ARTICLE 20: LEAVES OF ABSENCE

20.01 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. The Employer will notify Employees within ten (10) business days from receipt of their application, as to the status of their request. Where approval is denied for

any Leave of Absence, the Employer will respond in writing and reasons shall be given.

- (b) 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 their employment unless a justifiable reason can be established by the Employee.
- (c) Except as provided in Article 20.01(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 19, that Employee may, subject to the Insurer's requirements, make prior arrangement for the prepayment of both the Employer and Employee 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.
- (d) 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, STD or LTD, benefit plan premium payments shall be administered in the same fashion as an Employee absent due to illness.
- (e) The Employee shall continue to accrue sick leave and vacation entitlement during the leave of absence to the end of the month in which the leave begins.
- (f) Leave of absence with or 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.
- (g) An Employee absent on any approved leave shall be reinstated by the Employer in the same position, classification, salary and location held immediately prior to taking such leave or be provided with alternate work of a comparable nature.

This Article does not apply to Employees changing their scope of practice such as from PCP to ACP. In such case, the Employee shall be offered a casual position in the new classification in accordance with Article 13.12.

- (h) Where any leave of absence including LTD, STD and WCB exceeds one (1) month, an Employee's increment date shall be adjusted by the amount of time that the leave of absence exceeds thirty (30) days, and the new increment date shall prevail thereafter.
- (i) An Employee who has been on any extended Leave of Absence for a period of six (6) months or longer shall be provided with a minimum of two (2) shifts

for re-orientation, and re-familiarization.

20.02 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 with pay as per Article 3.09, to attend business meetings, schools, seminars and conventions in connection with Union affairs.
- (b) A maximum of four (4) representatives of the Union shall be granted time off with pay as per Article 3.09 in order to participate in Collective Bargaining with the Employer or its Bargaining Agent. The Union shall give consideration to the Employer's operations when appointing bargaining committee members.
- (c) The local unit representative or their alternate shall, subject to operational requirements, be allowed time away from assigned duties without loss of regular pay to carry out their functions as provided in this Collective Agreement. The local unit representative shall obtain permission for such leave from the Operations Manager or their designate.

20.03 Maternity and Parental Leave

- (a) An Employee who has completed ninety (90) days of employment, shall, upon their 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 they commence Maternity Leave no later than the date of delivery.
- (b) The Employee shall provide the written request at least two (2) weeks prior to the requested commencement date of Maternity Leave. 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, STD, or LTD. Maternity Leave shall not exceed eighteen (18) months unless an extension is granted by the Employer. The Employee must declare prior to the start of their Maternity Leave if their desire the leave to be greater than twelve (12) months. Request for an extension shall not be unreasonably denied. Such extension, when granted, shall not exceed an additional six (6) months.
- (c) A pregnant Employee, whose continued employment in their position may be hazardous to them or to their unborn child in the written opinion of their 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 20.04(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 eighteen (18) months, the Employee may request further leave without pay as provided by Article 20.01.

- (d) A parent-to-be who has completed ninety (90) days of employment shall, upon their 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 thirty-seven (37) weeks. The parent -to-be shall provide the written request at least two (2) weeks prior to the requested date of commencement of the Leave of Absence.
- (e) An Employee absent on Parental Leave or Maternity Leave shall provide the Employer with four (4) weeks' written advance notice of their readiness to return to work following which the Employer will reinstate them in the same position held by their immediately prior to taking such leave and at the same step in the salary scale or provide their with alternate work of a comparable nature at not less than the same step in the salary scale and other benefits that accrued to their up to the date they commenced the leave.
- (f) Notwithstanding the provisions of Article 19.03(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 20.01(c) of the Collective Agreement.

20.04 Adoptive Parent Leave

- (a) An Employee who has completed ninety (90) days of employment shall be granted leave of absence without pay and benefits for a period of up to eighteen (18) months in duration for the purpose of adopting a child provided that:
 - (i) the Employee 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
 - (ii) the Employee provides the Employer with at least one (1) day's notice that such leave is to commence.
- (b) Notwithstanding the provisions of Article 19.03(a), an Employee on Adoptive Parent Leave may make prior arrangements with the Employer to prepay the full cost of benefits premiums (Employer and Employee portion) as per Article 20.01(c) of the Collective Agreement.

20.05 Paternity and Adoptive Paternity Leave

Paternity leave of up to two (2) consecutive working days with pay may be granted upon the written request of an Employee to enable such Employee to attend to matters directly related to the birth or adoption of their child. Additional paternity leave, without pay, may be granted.

20.06 Educational Leave

~~An Employee may request an educational leave with or without pay. 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.

(a) **Educational Leave is an unpaid leave available to Regular Employees who are enrolled in an approved paramedicine program. Upon commencement of the approved leave, the employee's employment status will change to casual and for the duration of the leave they will not qualify for any entitlements or benefits (with exception of a BECE).**

(b) **The Employee may return to their original regular position within twelve (12) months from the start date of their leave should they withdraw from the program.**

(c) **Upon successful completion of the paramedicine program the Employee may apply to a vacant position within the bargaining unit or remain casual in their new designation.**

(d) **While on educational leave without pay, an employee shall not accrue sick leave or vacation credits unless such leave is less than thirty (30) days.**

20.07 (b) ~~A paid leave of absence~~ **Time off with pay** 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.

(e) Should the Employer **direct mandate** 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 their basic rate of pay to a maximum of ten (10) hours per day.
- (iii) Travel time and mileage outside of normal travel to work, shall be paid at the applicable rate of pay, should the distance be greater than 50km one way.
- (iv) The Employer will pay the cost of the course including tuition fees, reasonable travel and subsistence expenses as per Article 31 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;~~

20.08 ~~(e)~~ The Employer may enter into a Return of Service Agreement with an Employee for the purposes of sponsoring educational opportunities in exchange for a defined period of return of service by the Employee. Such Agreement shall be approved **in consultation with** ~~by~~ the Union **and shall not be unreasonably denied. Unless specifically outlined in such agreement, Article 20.07 shall not apply.** ~~prior to Employee sign-off and the Union shall make all reasonable efforts to support these initiatives.~~

20.09 Bereavement Leave

(a) Bereavement leave with pay of:

- (i) five (5) consecutive working 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, grandparent, grandchild, fiancé, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent-in-law, brother-in-law, sister-in-law, legal guardian, niece and nephew, uncle and aunt. Step-parent, step-children, step-brother, and step-sister, shall be considered as members of the Employee's immediate family. "Spouse" shall 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 their spouse for a period of at least one (1) year before the death.

- (b) Bereavement leave (unpaid) shall be extended for travel at the following rate:

200 km to 500 km each way - 1 day
501 km and over each way - 2 days

- (c) Notwithstanding the provisions of Article 20.07 (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 they would have been eligible to receive had bereavement leave been taken in one undivided period.
- (d) In the event of the death of another relative or friend, the Employer shall grant one (1) day off with pay to attend the funeral service or celebration of life.

20.10 Compassionate Care Leave

- (a) An Employee with a qualified relative in the end stage of life shall be entitled to a leave of absence without pay but with benefits (in accordance with the provisions set forth by the benefit provider) at the normal cost sharing, for a period of up to twenty-seven (27) weeks. Qualified relative means a person in a relationship to the Employee for whom the Employee would be eligible for the compassionate care benefit under Employment Insurance legislation.

The term “cost-sharing” refers to how health plan costs are shared between Employer and Employees as per Article 19.03.

- (b) Employees may be required to submit to the Employer satisfactory proof demonstrating the need for compassionate care leave.

20.11 Critical Illness Leave (Adult or Child)

- (a) In the event of a critical illness to an Employee’s parent, spouse or child, a paid leave will be granted up to a maximum of four (4) days. These days would be in addition to the days available to the Employee under Article 17.12. The days available under Article 17.12 must be utilized prior to the Employee being granted access to extra Critical Illness Leave under this Article. Such request shall be approved to the extent of operational requirements permit and shall not be unreasonably denied however, the onus shall be on the Employee to provide sufficient justification to the Employer for access to these extra days prior to approval being granted. Should such request be denied, reasons in writing shall be provided upon request.

- (b) In addition to the paid leave above, the following unpaid leaves may be taken:
 - (i) For the parents of a critically ill or injured child, an additional thirty-six (36) weeks of leave without pay may be taken;
 - (ii) For a critically ill or injured adult family member, sixteen (16) weeks of leave without pay may be taken.
- (c) Where the Employee must pay a fee for such proof, the full fee shall be reimbursed by the Employer.

20.12 For Reservist Leave, after twenty-six (26) weeks of employment with the Employer, Employees are eligible for unpaid leave of up to twenty (20) days annually, and/or for as long as necessary if deployed.

20.13 Except as described above, Employees are eligible for any leaves as set out in the Alberta Employment Standards Code. Employees are eligible for these leaves after ninety (90) days of employment. Leaves of Absence are without pay. The Employer may require proof of eligibility for the leaves.

- (i) Personal and Family Responsibility Leave – up to five (5) days for personal illness, sickness or care of immediate family member.
- (ii) Long-term illness and injury leave – up to sixteen (16) weeks for personal illness or injury.
- (iii) Domestic Violence Leave – up to ten (10) days for addressing the situation of domestic violence.
- (iv) Citizenship Ceremony Leave – up to one half (1/2) day to attend a Citizenship Ceremony when receiving Citizenship.
- (v) Death or Disappearance of a Child – when a child of the Employee dies (up to 104 weeks) or disappears (up to 52 weeks) as a result of probable criminal act.

ARTICLE 24: RESIGNATION/TERMINATION

24.01 An Employee shall make every reasonable effort to provide the Employer twenty-eight (28) calendar days' notice, where possible, and shall, in any case, provide the Employer with fourteen (14) calendar days' notice of their desire to terminate their employment.

- (a) Such Employee cannot request or prebook paid time off (PTO) during the resignation period.
- (b) Pre-approved PTO will be allowed to be taken but will extend the resignation period by the same amount of time.

24.02 Permanent Employees who resign their position in accordance with Article 24.01 shall be granted casual status upon written request provided they have been in a FTE position for a minimum of twelve (12) months. Employees will remain at their current step rate of pay.

24.03 If the required notice is given, and Employee who voluntarily leaves ~~the employ~~ of the Employer shall receive wages and vacation pay to which they are entitled, **as per Employment Standards, within three (3) business days,** providing the Employee has ~~properly completed a final timesheet and has~~ returned all required company property.

If the Employee fails to return the required company property; in accordance with Employer policy, reasonable cost considering depreciation may be deducted from their last pay **with written authorization.**

24.04 Vacation Pay on termination

- (a) Unused vacation earned within the previous vacation year will be paid at the basic rate of pay, together with;
- (b) Vacation accrued at the Employees' applicable accrual rate for the current vacation year.

24.05 An Employee shall be deemed to have terminated their employment when:

- (a) The Employee is absent from work without good and proper reason and/or the approval of the Employer.
- (b) The Employee is on approved LTD and WCB leave in excess of twenty-four (24) months and is determined permanently disabled from their own occupation.**
- (c) The Employee does not return from layoff as required, or upon expiry of twelve (12) months following layoff during which time the Employee has not been recalled to work.
- (d) The Employee's practice permit has been suspended by the Alberta College of Paramedics, and all subsequent appeals have been exhausted. During the appeal process, the Employee will be placed on an unpaid leave of absence.

24.06 An Employee who commences employment within six (6) months of the date that they voluntarily terminate employment with the Employer, shall have their vacation entitlement reinstated at the level achieved at the date of termination.

ARTICLE 27: SALARIES & RECOGNITION OF PREVIOUS EXPERIENCE

27.01 Both parties to this Collective Agreement recognize that Employees normally improve in skill and ability relative to experience. To the extent practical, the Employer will offer a new Employee a wage that reflects the skill and experience the Employee brings to the position.

27.02 (a) All permanent and temporary Employees will be moved an additional step in the salary scale upon completion of the Employees regular hours of work per Article 9.01 (a), (b), (c); exclusive of overtime and extra shifts, in compliance with Article 20.01(h).

(b) All casual Employees will be moved an additional step in the salary scale upon completion of one hundred eighty-two (182) shifts.

~~(c) All casual ACPs shall be placed on the Casual ACP Salary Scale.~~

27.043 Upon hire a new Employee will have sixty (60) calendar days to submit proof of previous experience. The Employer upon verification that a new Employee has job specific and relevant experience of at least twenty-four (24) months immediately preceding employment with the Employer, they may be placed on the wage grid in relation to their experience.

27.034 Employees **appointed who are placed on the wage grid** at a rate higher than Step 1 will have to complete the prescribed probationary period and will be eligible for an increase ~~one year following their appointment date~~ subject to Article 27.02.

27.05 **Provisional ACP's will be paid on the applicable PCP salary scale and provisional PCP's will be paid at the applicable EMR salary scale until they provide a valid non-provisional practice permit.**

ARTICLE 29: UNIFORM AND CLOTHING

29.01 The Employer shall provide uniforms to each Employee as listed below

- a) four (4) Shirts with crests
- b) ~~three (3)~~ **four (4)** pair of uniform pants
- c) one (1) high visibility all season (3-in-1) jacket
- d) two (2) pairs of crests ~~or~~ **and** epaulette slip-ons
- e) safety glasses
- f) one (1) winter-weight toque upon request (shall cover ears)

g) one (1) ball cap upon request

h) one (1) radio belt clip

Casual staff – a minimum of:

a) two (2) shirts with crests

b) two (2) pairs of uniform pants

c) two (2) pairs of crests ~~or~~ and epaulette slip-ons

d) one (1) high visibility all season (3-in-1) jacket

e) safety glasses

f) one (1) winter-weight toque upon request (shall cover ears)

g) one (1) ball cap upon request

h) one (1) radio belt clip

i) one (1) soft shell high visible jacket

The following will also be provided ~~after to~~ a casual **upon request**: ~~Employee has completed 50 shifts:~~ **Employee**

j) Additional (1) shirt with crests and one pair of uniform pants

~~k) One (1) high visibility all season (3-in-1) jacket~~

29.02 The purchase of uniform clothing shall be **the** responsibility of the Employer. Initial crestring and hemming is covered by the Employer. Alterations are covered unless they are solely cosmetic. Employees shall obtain preapproval from the Employer.

29.03 Uniform clothing provided to Employees shall remain the property of the Employer.

29.04 Should the uniform be mutilated, destroyed, or damaged in the course of being on-duty or from excess wear, the same shall be replaced or repaired by the Employer after inspection and approval by the Employer.

29.05 Uniform clothing is to be worn only when Employees are on duty.

29.06 ~~The responsibility of~~ **M**aintaining and cleaning uniform clothing is the responsibility of the Employee.

ARTICLE 30: WORKPLACE HEALTH, SAFETY AND WELLNESS

30.01 The parties recognize that the Occupational Health and Safety Act will change from time to time and will work collaboratively to implement any changes. The parties will cooperate to the fullest extent in the matter of occupational health, safety and accident prevention for a safe and healthy workplace. Required safety equipment and devices will be provided where necessary by the Employer.

- 30.02 The Employer 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 representative of other Employee groups. This Committee shall meet at least once per quarter. HSAA Labour Relations Officers are permitted to attend such meetings providing they inform the Employer in advance. The committee shall be advised, and an investigation will be initiated within ten (10) days of receiving a written complaint regarding occupational health or safety.
- 30.03 The applicable rate of pay shall be paid to an Employee representative for time spent in attendance at a meeting of this Committee.
- 30.04 The Committee shall, **in collaboration with the unions**, develop their Terms of Reference including, but not limited to, discussions and making recommendations regarding:
- (a) Participation in investigations;
 - (b) Employee safety;
 - (c) Safety on the premises;
 - (d) Fatigue management;
 - (e) Harassment and violence in the workplace; and
 - (f) The right to refuse dangerous work.
- 30.05 Where the Employer requires that the Employee receive specific immunization and titre, as a result of or related to their work, it shall be provided at no cost.
- 30.06 No Employee shall 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.
- 30.07 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 Employer, and shall be on the form presented by the Employer.
- 30.08 The Employer shall have the right to obtain a current driver's abstract for each Employee. The Employer shall provide each Employee with a consent form authorizing the Employer to obtain the abstract at the Employer's cost. If an Employee chooses not to sign a consent form, the Employee shall be responsible for all cost related to obtaining the abstract and shall be obligated to submit a current copy to the Employer within (5) business days of the Employer's request.
- 30.09 (a) Workplace Health, Safety and Wellness education, training and instruction shall be provided to Employees, at the applicable rate of pay, to fulfill the

requirements for training, instruction or education set out in the Occupational Health and Safety Act, Regulation or Code.

- (b) The Employer shall provide training at no cost to all Employees on the Committee to assist them in performing their duties on the Committee. Such training shall be provided at the Employee's applicable rate of pay.

30.10 The Employer recognizes the importance of psychological health for its Employees and shall have procedures in place to support their mental health. ~~The Health and Safety Committee will review on an annual basis the programs and procedures in place and will provide recommendations to the Employer.~~ **A Steering Committee will be established with equal representation from all Employee groups and the Employer is committed to implementing a psychological health and safety plan consistent with the current CSA Psychological Health and Safety in the Workplace Standard. Aspects of this plan relevant to a particular workplace may be reviewed annually by the Health and Safety Committee.**

30.11 The parties recognize fatigue as a health and safety concern and will take meaningful measures to prevent fatigue from affecting all Employees in accordance with the OHS Act, Regulations and Code.

ARTICLE 31: DUTY INCURRED EXPENSES

31.01 An Employee who is tasked to an event which takes the Employee away from their site shall, upon request, **and if submitted within five (5) calendar days of the event**, receive a meal allowance as follows:

- (a) 5 hours to less than 6 hours – 1 meal ~~(\$11)~~ **\$15.00**
- 6 hours less than 10 hours – 2 meals ~~(\$22)~~ **\$30.00**
- 10 hours – 3 meals ~~(\$33)~~ **\$45.00**
- Daily maximum is ~~\$33~~ **\$45.00**
- No receipt required.

For the administration of Article 31.01, hours shall reset once the Employee is back at the station.

Expenses for sit down meals that extend time on task are disallowed.

31.02 The Employer shall endeavor to provide a fleet vehicle to Employees performing an authorized company business. When a fleet vehicle is not available, the Employer shall reimburse at the rate of sixty-one cents (\$0.61) per kilometer or the kilometrage rate paid by ~~Alberta Health Services~~ **Emergency Health Services**, whichever is higher.

31.03 Travel to another station:

- (a) When an Employee reports to their station and is mandated to travel to another station, there shall be no loss of pay and kilometrage shall be subject to Article 31.02. This shall be considered Active Duty.
- (b) When a permanent or temporary Employee is informed of a change of station prior to reporting to their station and should it cause a greater commute, Article 31.02 shall apply. Employees will be paid at the applicable rate of pay for the increased commute time and distance. Active Duty will commence at shift start time.
- (b) When an employee is redeployed, they will receive the daily maximum meal allowance outlined in 31.01. In the event this employee is tasked to an event during their redeployment that would result in a meal allowance, they shall not receive a second allowance as the daily maximum has already been applied.**
- (c) The Employer shall ensure that the Employee is returned to their regularly scheduled station by the end of their regularly scheduled tour. If this does not occur, the Employee shall receive the applicable rate of pay until they are back at the regularly scheduled station.

This Article does not apply to casuals. Casuals can refuse the new assignment without repercussions.

31.04 Where it is necessary to use taxis or other transportation for travel on Employer business, the incurred costs shall be reimbursed by the Employer upon submission of receipts.

31.05 Parking charges incurred while on Employer business shall be reimbursed upon submission of receipts.

31.06 Claims must be submitted on the proper forms as provided by the Employer.

ARTICLE 35: CASUAL EMPLOYEES

35.01 Employment of Casual Employees

- (a) Casual Employees will normally be hired to cover a full ~~twenty-four (24) hour~~ shift, except in cases where the Employer determines that a shorter period of time is appropriate.
- (b) Casual Employees will be paid for the actual hours worked if they are employed for a period of less than one (1) full shift.

- (c) Should a Casual Employee be required for a period of less than three (3) hours the Employee will be paid for a minimum of three (3) hours at their basic rate of pay.
- (d) In the event that a casual reports for work as scheduled and is required by the Employer not to commence work, or is required to cease work prior to completion of the end of their scheduled shift, they shall be compensated for that inconvenience for a minimum of three (3) hours pay at their basic rate of pay.
- (e) ~~If a Casual Employee's does not work on a named holiday, the Employee is entitled to their average daily wage. Average daily wage is calculated as five percent (5%) of the Employee's wages, general holiday pay and vacation pay earned in the four (4) weeks immediately preceding the general holiday.~~ **shall be paid, in addition to their basic rate of pay, five percent (5%) of their basic hourly rate of pay in lieu of the Named Holidays.**
- (f) If a casual Employee works on a named holiday, ~~Article 16 applies.~~ **in addition to Article 35.01(e) they shall be paid at two times (2X) their basic rate of pay**

35.02 Wages for Casual Employees

All Casual Employees shall be paid at the appropriate hourly rate of pay pursuant to Article 27.

- ~~(a) Advanced Care Paramedics as casual Employees shall be paid at a flat hourly rate as laid out in the salary scale.~~
- ~~(b) Primary Care Paramedics hired as casual Employees shall be paid at the appropriate hourly rate as laid out in the salary scale.~~
- ~~(c) Emergency Medical Responders hired as casual Employees shall be paid at Step 1 as laid out in the salary scale.~~

35.03 Vacation Pay

~~The rate at which vacation pay is earned shall be governed by the total number of regular hours the Employee has worked.~~

An Employee shall earn vacation pay calculated on the basis of Alberta Employment Standards, this will be paid out ~~bi-annually.~~ **on each pay.**

35.04 Seniority for Casual Employees

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 for the Employer by the yearly hours of work for the full time position.

35.05 Casual employees who are eligible and not employed full-time with another Employer may sign up for or may be scheduled for mandatory training. They will be paid at their applicable rate of pay and will not be eligible for a mileage claim.

35.06 Except as modified by this Article, all Articles of the collective agreement apply to casual Employees except for the following:

Article 9.05 Shift Exchange

Article 9.09 Shift Giveaways

Article 13.08 Anniversary Date

Article 17 Sick Leave

Article 19 Employee Benefit Plan

Article 20 Leaves of Absence

Article 26 Layoff and Recall

Article 39 ~~Taxable Spending Account (TSA)~~ **Flexible Spending Account (FSA)**

Article 42 Seniority

Article 43 Severance

Letter of Understanding #5 re: Mandatory Training

ARTICLE 38: PREMIUMS

38.01 Weekend Premium

~~Effective date of ratification~~ A weekend premium of ~~three dollars and fifteen cents (\$3.15)~~ **three dollars and fifty cents (\$3.50)** per hour shall be paid to an Employee for all paid hours, **inclusive of overtime** (exclusive of vacation leave, sick leave, bereavement leave, education leave and any other paid leave), to a maximum of ~~twenty (20)~~ **twenty-four (24)** hours. Weekend premium hours will only be applied to those shifts where the majority of scheduled hours fall between **seventeen hundred hours (1700)** on Friday to zero seven hundred (0700) hours Monday.

Shifts that are scheduled to begin at noon shall only be eligible for weekend premium when the shift begins on Friday, Saturday or Sunday.

38.02 Core-Flex Night Shift Premium

A night shift premium of five dollars (\$5.00) per hour shall be paid to Employees working a Core-Flex Shift, for each hour of active duty worked between nineteen hundred (1900) hours to zero seven hundred (0700) hours.

Shift premiums shall not be considered part of the basic hourly rate of pay.

Where applicable, weekend premiums and night shift premiums shall be stacked.

38.03 Inconvenience Pay

If at no fault of an Employee, they are dispatched in error, during dark hours, the Employee shall be compensated for 0.25 hours at two times (2X) basic rate of pay, for that inconvenience.

38.03 Article 11.04 is not applicable for premiums or inconvenience pay.

ARTICLE 39: ~~TAXABLE SPENDING ACCOUNT (TSA)~~ FLEXIBLE SPENDING ACCOUNT (FSA)

39.01 ~~Taxable Spending Account~~

(a) A ~~Taxable~~ Flexible Spending Account (FSA) shall be implemented for all Employees eligible for benefits in accordance with Article 19. ~~It is comprised of a Personal Spending Account (PSA) and a Health Spending Account (HSA).~~

(i) Personal Spending Account (PSA) is a taxable benefit that can be used for a wide scope of personal, lifestyle and wellness products and services.

(ii) The Health Spending Account (HSA) is a non-taxable benefit that complements the health and dental plans, reimbursing employees and eligible dependents for a range of health-related expenses over and above what is included under our health and dental plan.

~~For the remainder of 2022 an additional sixty-five (\$65) for every full time Employee will be allocated to the Taxable Spending Account.~~

~~On January 1st, 2023, the sum of two thousand six hundred and sixty-five dollars (\$2665) for every full time shall be allocated to the Taxable Spending Account.~~

~~On January 1st, 2024, the sum of two thousand seven hundred and thirty-two (\$2732) for every full time shall be allocated to the Taxable Spending Account.~~

On January 1st, 202~~5~~**6**, and each year thereafter for the term of this **Collective Agreement**, the sum of ~~two thousand eight hundred dollars (\$2800)~~ **thirty-two hundred dollars (\$3200)** for every full time **Employee** shall be allocated to their **FSA**. ~~Taxable Spending Account~~. **Part-time Employees will be entitled to a pro-rated amount of the full time Employees.**

Any funds reimbursed to employees will be taxed on their FSA as per CRA taxation rules.

- (b) Any unused allocation in an Employee's ~~Taxable Spending Account~~ **FSA** as of December 31 of each year shall be carried forward for one calendar year.
- (c) Where the Employer chooses to contract with an insurer for the administration of the ~~Taxable Spending Account~~ **FSA**, the administration of the Account shall be subject to and governed by the terms and conditions of the applicable contract. The Employer will ensure that all eligible Employees are provided access to the information regarding utilization.
- (d) ~~The Employer will send out a reminder to Employees prior to December 1st of each year in regards to the utilization of the Taxable Spending Account.~~ **On an annual basis the Employer will communicate at least sixty (60) days prior to the end of the calendar year for Employees to choose where their FSA allotment will be allocated. An Employee shall commit the total amount of the FSA for the calendar year on their pro-rated portion to either the PSA or HSA. If the employee does not communicate within the prescribed enrollment period, their total FSA will be assigned to the HAS.**
- (e) The ~~Taxable Spending Account~~ **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 ~~Taxable Spending Account~~ **FSA**.
- (f) The Employer reserves the right to change plans and insurers provided the level of coverage does not fall below current levels. HSAA shall be consulted before such changes are implemented.

ARTICLE 42: SENIORITY

- 42.01 (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. Such seniority list shall include the Employee names, classification, status, site and seniority date. The Employer shall make the list available to all Employees. This listing shall be provided monthly if there are Employees on layoff.
- (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) Should an Employee's employment status change to casual, their original seniority date will be retained and reinstated should they return to a regular or temporary position.**
- (d) Should an Employee accept an out-of-scope position or a position in another bargaining unit, a new union seniority date shall be calculated not inclusive of time served in the out-of-scope position or in the other bargaining unit.**
- 42.02 Seniority shall not apply during the probationary period; however, once the probationary period has been completed seniority shall be credited as provided in Article 42.01
- 42.03 Seniority shall be the determining factor in:
- (a) preference of vacation time;
- (b) layoffs and recalls, subject to the qualifications specified in Article 25;
- (c) promotions and transfers within the bargaining unit subject to the qualifications specified in Article 13.
- 42.04 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 their position with the Employer; or
- (b) upon the expiry of twenty four (24) 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 their former classification and full-time equivalency.

- (d) if the Employee accepts a temporary out-of-scope position of greater than eighteen (18) months or permanent out-of-scope position with the Employer.

42.05 Seniority Tie-Breaker

Where two (2) or more Employees have the same seniority date, the Employees last name (with the first letter in the alphabet given higher seniority), shall be utilized as the seniority tie-breaker.

ARTICLE 44: JOB SHARE

44.01 An 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 Union. Requests for Job Share shall not be unreasonably denied.

44.02 The intent of a Job Share is not to provide more availability for other Employers but to achieve better work life balance.

~~For the purpose of the Letter of Understanding (LOU) a Part-time Employee shall be considered to be one that works a 0.5 FTE.~~

~~The terms shall include:~~

44.03 The Employees partnering in a Job Share arrangement will share the duties and responsibilities of one Regular Full-time (1.0 FTE) position in one classification at one site.

44.04 A Job Share agreement shall be entered into by one (1) Full-Time (1.0 FTE) Employee and a Casual Employee.

- (a) The two Employees will request the conversion of a Regular Full Time position as a pair.
- (b) The Employer has discretion with respect to creating a Job Share position.
- (c) If a Job Share position is established, the two Employees will be given the opportunity without any further posting.
- (d) For the duration of the Job Share, both Employees will be considered Regular Part-time Employees and all the relevant provision under the Collection Agreement shall apply.

- (e) The hours of work of the Job Share-position will be equally split between two Employees.
- 44.05 While working in the Job Share position, the status of Employee 1 will be a 0.50 FTE Regular Part-Time; working 50% of the posted rotation and the status of Employee 2 will be a 0.50 FTE Regular Part-Time, also working 50% of the posted rotation. Together, the Employees will share the hours of work of 1.0 FTE position. A typical schedule will be four (4) twenty-four (24) hour shifts followed by twelve (12) days off duty. Other Job Share shift schedule arrangements may be considered. Such request shall not be unreasonably denied.
- 44.06 The Employees may exchange shifts and/or days off with the approval of the Employer provided no increase in cost is incurred by the Employer. There shall be no shift giveaways allowed.
- 44.07 For the duration of this Job Share arrangement, the provisions of the Collective Agreement, as well as Employer policies, procedures, and guidelines will be administered based upon the reduced FTE of each Employee, including, but not limited to:
- (a) accrual of vacation time and sick time;
 - (b) ~~payment for Named Holidays~~ Flexible Spending Account; and
 - (c) Employee benefits that are dependent on hours worked.
- 44.08 The payment of named holidays for Employees in a job share arrangement shall be as follows:
- (a) both Employees will be paid 0.50 FTE based on Article 16.01 at their basic rate of pay;
 - (b) in addition, an Employee obliged in the course of duty to work on a named holiday shall be paid ~~for all core and flex hours at two times (2x) their basic rate of pay.~~ pursuant to Article 16.03.
- 44.09
- (a) In the event that one of the Employee is absent from work for any reason, the remaining Employee may be required by the Employer to work all hours of the Job Share position or to work a different schedule.
 - (b) If one Employee is away, or is anticipated to be absent from work, for any reason, for a period of greater than thirty (30) days, the remaining Employee will have up to 30 days to find another Employee to fill the absent half of the Job Share or work all of the Hours for the duration of the absence.
 - (c) This shall be at no additional cost to the Employer.

44.10 With thirty (30) days written notice, either party may discontinue this job share arrangement.

44.11 In the event the Employer cancels this job share arrangement:

- (a) The Employees will revert back to their position/status held prior to the Job Share.
- (b) If the Employee who previously held the Full-Time position chooses to not return to Full Time, that position will be offered, without posting, to the other Employee as long as they have been in the Job Share position for a period of one (1) year; or
- (c) Either Employee may pursue employment opportunities through the regular posting process.
- (d) If either Employee is unable to obtain a position through the posting process, they shall be converted to casual status.

Such movements are not in violation of the Collective Agreement.

44.12 In the event that either of the Employees resigns pursuant to 24.01 or terminates this job share arrangement, the following may occur:

- (a) The remaining Employee retains the option to assume their original position or status as a Casual Employee; or
- (b) Find another Employee to partner in the Job Share;
- (c) If a suitable partner cannot be found, the remaining Employee may be offered, without posting, the Full-Time position as long as they have been in the Job Share position for a period of one (1) year; or
- (d) The Employee may opt to apply for an alternate position through the normal posting process.
- (e) An Employee unable to obtain a position through the posting process shall be converted to casual status.

Such movement(s) is not in violation of the Collective Agreement.

44.13 Both of the Employees will be held accountable for the outcomes expected of the shared position.

44.14 The Employee will have on-going, timely, effective, and proactive communication in respect of all aspects of the duties, responsibilities, and work associated with

the position. As requested or required by the Employer, one or both Employees will attend meetings and/or staff development in-services and fully communicate information received therein to the other Employee, if required. Professional, timely and efficient communication is a key requirement of this arrangement.

- 44.15 Notwithstanding Article 19.03 of the Collective Agreement, each Employee will participate in the Employee Benefit program. Each Employee will agree to pay the total premium for Long- and Short-term Disability. ~~and cost share the premiums by paying fifty (50%) of their remaining benefit premiums.~~
- 44.16 Any notice given pursuant to this Agreement will be delivered to either Employee in writing or, on behalf of the Employee, to the Employees' manager in writing.

ARTICLE 45: COPIES OF COLLECTIVE AGREEMENT

- 45.01 The Employer shall provide a **virtual** copy of the Collective Agreement to each new Employee upon appointment.
- 45.02 The Collective Agreement shall be printed in pocket size form by the Union, and the cost shall be shared equally between parties.
- 45.03 The Collective Agreement shall be made available to the Employees both on the Employer's internal website and on the Union's website.

LETTER OF UNDERSTANDING # 1

BETWEEN

ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA, BARRHEAD, BOYLE, EDSON, EVANSBURG, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY MOUNTAIN HOUSE AND WHITECOURT STATIONS
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

RE: BENEFITS ELIGIBLE CASUAL EMPLOYEES (BECE)

WHEREAS the Parties agree that more effective retention and recruitment strategies for Casual Employees are desirable and that certain Casual Employees desire flexible employment options;

NOW THEREFORE the Parties agree as follows:

1. A BECE is a Casual Employee with a guaranteed FTE at least of zero point five (0.5) and no specified hours per shift or shifts per shift cycle. A BECE shall be eligible for prepaid benefits pursuant to Article 19.03. Unless otherwise specified below, the provisions for casual Employees in Article 35 shall apply.
2. (a) BECE Implementation
 - (i) A Casual Employee may request to become a BECE of at least a zero point five (0.5) FTE.
 - (ii) An Employer may post a BECE. The posting shall indicate that the position is a BECE with a specified guaranteed of at least zero point five (0.5) FTE.
 - (iii) Prior to implementing a BECE, the Employer will provide the parameters of required shift availability.
- (b) BECE Termination
 - (i) A BECE may revert to casual status by providing the Employer with ~~twenty-eight (28)~~ **fourteen (14)** days written notice of their intention to revert to casual status; or

- (ii) An Employer may terminate these positions **with twenty-eight (28) days written notice**, in which case the BECE shall revert to casual status.

3. Scheduling of BECE Shifts

- (a) The BECE will provide the Employer with their shift availability one (1) month in advance (eg. Availability for April to be provided by March 1.) The BECE shall provide availability of at least eleven (11) shifts per month, including at least one (1) weekend.
- (b) The Employer shall confirm assigned shifts with the BECE. The Employee shall be assigned shifts in accordance with the availability provided by the Employee and within the parameters outlined in point 2(a)(iii).
- (c) Where possible, the Employer shall confirm the Employee's shifts (based on the Employee's stated availability) at least twenty-four (24) hours in advance. Such shifts shall be paid at the Employee's basic rate of pay.
- (d) Where an Employee works a shift(s) over and above their required BECE shifts, Article 35 shall apply.
- (e) The BECE may be asked to modify its availability based on operational requirements.
- (f) The Employer shall endeavour to pre-schedule shifts whenever possible.
- (g) The BECE must be available to work half of long weekends and at least one (1) weekend per month.
- (h) If no shifts are available, the Employer shall not be penalized. However, benefit coverage shall not be interrupted.

4. Sick Leave shall not apply to BECE's.

5. Vacation pay and entitlement for BECE's shall be in accordance with the provisions of Article 35.

6. Named Holiday entitlement for BECE's shall be in accordance with the provisions of Article 35.

7. The BECE shall not hold another BECE with another Employer or receive benefits from another Employer.

8. The BECE must be available to work shifts company wide. HSAA dues shall be payable when working a shift at a station covered by this Collective Agreement.

9. Article 39 shall not apply to BECE.

10. The number of BECEs shall solely be at the Employer's discretion.

11. If a request for a BECE is denied, the Employer will provide to the Employee the rationale for the decision within twenty-eight (28) days. Such decision shall not be subject to Article 32.

12. Evaluation

The Parties will meet no later than one (1) year following the date of ratification of the Collective Agreement to discuss the operation of this Letter of Understanding and to assess potential modifications.

The Parties may jointly recommend changes to the Letter of Understanding to their respective principals as a result of these discussions.

13. Expiry

This Letter of Understanding will expire **March 31, 2029**, or upon the date of ratification of the next Collective Agreement, whichever is later.

LETTER OF UNDERSTANDING #4

BETWEEN

**~~ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, EVANSBURG, HINTON, JASPER, NORDEGG,
RIMBEY, ROCKY MOUNTAIN HOUSE AND WHITECOURT STATIONS~~**
(hereinafter called the "Employer")

AND

~~HEALTH SCIENCES ASSOCIATION OF ALBERTA~~
(hereinafter called the "Union")

~~RE: LOCAL CONDITIONS — ROCKY MOUNTAIN HOUSE~~

The Local Conditions for Rocky Mountain House specified in this Letter of Understanding will supersede related Articles, or portions thereof, in the Main Agreement

~~ARTICLE 9 — HOURS OF WORK AND SHIFT SCHEDULES~~

~~9.01 Regular hours of work, inclusive of meal periods, shall be:~~

- ~~(a) Forty-eight (48) hours at work and ninety six (96) hours of rest as per Government of Alberta Employment Standards Variance to Extend Consecutive Hours of Work. If the noted permit is rejected by the Government of Alberta, the hours of work will be reviewed and re-negotiated by the parties.~~
- ~~(b) twenty-four (24) hour shifts consisting of ten (10) core hours, eight (8) flex hours and six (6) hours of on call. Employees shall be compensated for eighteen (18) hours at their basic rate of pay in accordance with Salary Appendix "B", plus six (6) hours of on call in a twenty four (24) hour period;~~
- ~~(c) Annual paid regular hours are two thousand one hundred and ninety (2190).~~

~~9.05 Paid hours of work will be compensated as set out in Article 27 (Salaries) and the Salaries Appendix B~~

~~ARTICLE 11 — ON-CALL DUTY~~

~~11.04 An Employee who is called back to duty after the completion of hours in accordance with Article 9.01, all hours worked during call-back will be at two times (2X) the regular rate of pay, for a minimum of one (1) hour or the total hours worked, whichever is greater. Should the Employee receive another call-back within the timeframe of the first call-back, it shall be continuous with the first call-~~

~~back. An Employee called back to duty shall be permitted to leave when normal conditions have been restored.~~

~~ARTICLE 15: VACATION WITH PAY~~

~~15.01—Vacation Entitlement~~

~~The rate at which vacation is earned shall be governed by the length of such employment as follows:~~

- ~~(a) During the first and second year of employment, Employees shall earn a vacation of one hundred and twenty (120) hours— (18 hour paid shifts = seven (7) days off);~~
- ~~(b) During the third and fourth year of employment, Employees shall earn a vacation entitlement of one hundred and forty four (144) hours;~~
- ~~(c) During the fifth and sixth year of employment, Employees shall earn a vacation entitlement of one hundred and eighty (180) hours;~~
- ~~(d) During the seventh, eighth and ninth year of employment, Employees shall earn a vacation entitlement of two hundred and sixteen (216) hours;~~
- ~~(e) During the tenth and subsequent years of employment, Employees shall earn a vacation entitlement of two hundred and forty (240) hours.~~

~~ARTICLE 17: SICK LEAVE~~

~~17.02—When an Employee has completed their probationary period they shall be allowed a credit for sick leave computed from the date of employment at a rate of twelve (12) hours for each full month to a maximum credit of one hundred and forty four (144) hours provided however, that an Employee shall not be entitled to apply sick leave credits prior to the completion of their probationary period.~~

~~This Letter of Understanding will expire December 31, 2022.~~

LETTER OF UNDERSTANDING #5

BETWEEN

ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA, BARRHEAD, BOYLE, EDSON, EVANSBURG, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY MOUNTAIN HOUSE AND WHITECOURT STATIONS
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

RE: MANDATORY TRAINING

Employees are required to participate in all mandatory training:

1. An Employee who is **mandated scheduled** by the Employer to attend a mandatory training session on a scheduled day off shall be reimbursed for reasonable, necessary and substantiated transportation expenses and, if the Employee travels for such purpose by private motor vehicle, reimbursement shall be at the rate of at least sixty-one cents (\$0.61) or the kilometrage rate paid by **Alberta Health Services (AHS) Emergency Health Services (EHS)**, whichever is higher, per kilometer from the Employee's residence and return. Mileage charges shall not apply for any travel distances of less than ten (10) kilometers one way.
2. Any time spent on Mandatory Training on scheduled days off shall be paid at the applicable rate of pay.
3. Any time spent on Mandatory Training while on shift shall be considered time on task and paid at the applicable rate of pay
4. The Employer will endeavor to provide multiple training site options whenever possible and Employees shall be required to work with the Employer to choose the option that incurs the least amount of travel cost.
5. This Letter of Understanding will expire **March 31, 2029**, or upon the date of ratification of the next Collective Agreement, whichever is later.

~~LETTER OF UNDERSTANDING #6~~

~~BETWEEN~~

**~~ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, EVANSBURG, HINTON, JASPER, NORDEGG,
RIMBEY, ROCKY MOUNTAIN HOUSE AND WHITECOURT STATIONS~~**

~~(hereinafter referred to as the Employer)~~

~~-and-~~

~~HEALTH SCIENCES ASSOCIATION OF ALBERTA~~

~~(hereinafter referred to as the Union)~~

~~RE: POWER LIFT STRETCHERS~~

~~The Employer agrees to continue searching for funding opportunities to install power lift stretchers and the required loading systems during the term of this agreement. The Union agrees to explore options and if possible, provide information to the Employer that may be helpful in obtaining this funding.~~

~~This Letter of Understanding will expire March 31, 2025, or upon the date of ratification of the next Collective Agreement, whichever is later.~~

LETTER OF UNDERSTANDING #7

BETWEEN

**~~ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA,
BARRHEAD, BOYLE, EDSON, EVANSBURG, HINTON, JASPER, NORDEGG,
RIMBEY, ROCKY MOUNTAIN HOUSE AND WHITECOURT STATIONS~~**
(hereinafter referred to as the Employer)

~~-and-~~

~~HEALTH SCIENCES ASSOCIATION OF ALBERTA~~
(hereinafter referred to as the Union)

~~RE: COVID-19 HAZARD RESPONSE LUMP SUM PAYMENT~~

- ~~1. On the 2nd pay period following the Date of Ratification, each Employee shall be issued a one-time premium payment of 1.5% of the Basic Rate of Pay for all hours worked between January 1, 2021 and December 31, 2021.~~
- ~~2. For the purposes of this one-time lump sum payment "regular hours actually worked" includes Maternity, Parental, Compassionate/Terminal Care, parents of Critically Ill Child and Death or Disappearance of Child Leaves.~~
- ~~3. Former Employees who worked between January 1, 2021 and December 31, 2021, will have sixty (60) days from the date of ratification to notify Associated Ambulance of their eligibility for this lump sum payment.~~

~~This Letter of Understanding will expire December 13, 2022.~~

LETTER OF UNDERSTANDING (NEW)

BETWEEN

ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA, BARRHEAD, BOYLE, COLD LAKE, EDSON, EVANSBURG, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY MOUNTAIN HOUSE AND WHITECOURT STATIONS
(hereinafter called the “Employer”)

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the “Union”)

RE: PART-TIME EMPLOYEES

- (a) The Employer may post temporary part-time positions (TPT) in dedicated stations on a work cycle that is at least half of a full-time position but less than a full-time position.
- (b) Part-time positions will be entitled to all benefits and conditions of this Collective Agreement. Sick bank accrual, Flexible Spending Account, vacation, and personal days will be on a pro-rated basis.
- (c) Named Holidays will be paid as per the Casual Article.
- (d) Overtime will be applied as per Article 10 — once full-time hours have been exceeded.
- (e) Increments will increase every 182 regular shifts. Pickup shifts are not included for the purposes of increment calculations.
- (f) The Employer will provide thirty (30) days notice of the ending of the TPT.

This Letter of Understanding will expire March 31, 2029, or upon the date of ratification of the next Collective Agreement, whichever is later.

LETTER OF UNDERSTANDING (NEW)

BETWEEN

ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA, BARRHEAD, BOYLE, COLD LAKE, EDSON, EVANSBURG, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY MOUNTAIN HOUSE AND WHITECOURT STATIONS
(hereinafter called the “Employer”)

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the “Union”)

RE: PSYCHOLOGICAL BENEFIT PILOT

WHEREAS the parties recognize the significant psychological demands associated with paramedic services, and the increased risk of occupational stress injuries;

The parties would like to enter into a trial agreement to increase the psychological benefits line within the existing employee benefit plan;

- 1. All benefit eligible employees per Article 19, would apply to this LOU.**
- 2. Only the Employee, not including their dependents, will receive this enhanced benefit for the life of the LOU.**
- 3. On an annual basis, at the start of each calendar year, the Employer will allot \$3,000 to the employee’s psychological paramedical benefit.**
- 4. At the end of the term of this collective agreement the parties will jointly evaluate the success of this enhanced benefit.**
- 5. This letter of Understanding will expire March 31, 2029.**

MEMORANDUM OF AGREEMENT (NEW)

BETWEEN

ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA, BARRHEAD, BOYLE, COLD LAKE, EDSON, EVANSBURG, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY MOUNTAIN HOUSE AND WHITECOURT STATIONS
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

RE: LONG SERVICE PROGRAM

- (a) Upon ratification, and as per Article 19.06, all regular employees in between a service milestones will receive a one-time long service payment as follows:
- More than fifteen (15) years but less than twenty (20): \$5,000
 - More than twenty (20) years: \$10,000
- (b) Part-time employees who qualify as outlined above will receive a one-time prorated long service value of \$2,500.
- (c) An employee can assign the amount to one of the following:
- i. Flexible Spending Account (FSA)
 - ii. Value added to their group RRSP as outlined in Article 19.02
 - iii. Paid as a one-time lump sum payment.
- (d) Upon completion of further Long Service Program milestones, employees will receive payment as per Article 19.06.

MEMORANDUM OF AGREEMENT (NEW)

BETWEEN

ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD., ATHABASCA, BARRHEAD, BOYLE, COLD LAKE, EDSON, EVANSBURG, HINTON, JASPER, NORDEGG, RIMBEY, ROCKY MOUNTAIN HOUSE AND WHITECOURT STATIONS
(hereinafter called the "Employer")

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA
(hereinafter called the "Union")

RE: \$500 INCREASE TO MASSAGE THERAPY

1. Massage Therapy Benefit Increase:

The Employer agrees to increase the annual health benefit coverage for massage therapy by an additional five hundred dollars (\$500.00) per eligible employee.

2. Total Benefit Amount:

The total annual maximum reimbursement for massage therapy services shall be one thousand dollars (\$1,000.00) per eligible employee.

3. Effective Date:

This enhancement shall take effect on the date of ratification of the Collective Agreement.

4. All Other Terms:

All other terms and conditions of the Collective Agreement remain unchanged and in full force and effect.