

COLLECTIVE AGREEMENT

Between

**Associated Ambulance and Services
(Whitecourt) Ltd.**

&

**The Canadian Union of Public Employees
Local 4351**

**Breton, Drayton Valley, Lac La Biche, Smoky Lake,
Sylvan Lake, Thorhild, Vilna, Mayerthorpe and
Westlock**

CUPE *Canadian Union
of Public Employees*

April 1, 2022 - March 31, 2026



Canadian Office & Professional Employees
Local #491

Table of Contents

ARTICLE 1 – AMENDMENT AND TERMINATION	4
ARTICLE 2 - PREAMBLE	4
ARTICLE 3 - SCOPE	5
ARTICLE 4 – DEFINITIONS.....	5
ARTICLE 5 – MANAGEMENT RIGHTS	7
ARTICLE 6 – NO STRIKE OR LOCKOUT	8
ARTICLE 7 – UNION SECURITY	8
ARTICLE 8 – NO DISCRIMINATION.....	8
ARTICLE 9 – UNION AND EMPLOYER REPRESENTATION	8
ARTICLE 10 – UNION OFFICERS/UNION BUSINESS	9
ARTICLE 11 – CHECK OFF OF UNION DUES.....	10
ARTICLE 12 - HOURS OF WORK, SHIFTS, EXTRA DUTY TIME.....	10
ARTICLE 13 – OVERTIME, CALL BACKS	13
ARTICLE 14 – EMPLOYMENT	13
ARTICLE 15 – JOB OPENINGS, POSTINGS AND FILLING POSITIONS.....	14
ARTICLE 16 – SENIORITY	17
ARTICLE 17 – LAYOFF AND RECALL	18
ARTICLE 18 - TERMINATION.....	19
ARTICLE 19 – LEAVE OF ABSENCE.....	19
ARTICLE 20 – SICK LEAVE	22
ARTICLE 21 – STATUTORY HOLIDAYS AND ENTITLEMENT	25
ARTICLE 22 – VACATIONS.....	26
ARTICLE 23 – STAFF DEVELOPMENT	27
ARTICLE 24 - DUTY EXPENSES	28
ARTICLE 25 - DISCIPLINARY ACTION.....	28
ARTICLE 26 - GRIEVANCE AND ARBITRATION PROCEDURE	29
ARTICLE 27 - REMUNERATION	31
ARTICLE 28 - EMPLOYEE BENEFITS AND PENSION PLAN.....	33
ARTICLE 29 - LABOUR/MANAGEMENT ADVISORY COMMITTEE	35
ARTICLE 30 – INDEMNIFICATION.....	35
ARTICLE 31 – CLOTHING AND EQUIPMENT	35
ARTICLE 32 – WORKERS’ COMPENSATION	36
ARTICLE 33 – OVERPAYMENT OF WAGES AND/OR ENTITLEMENTS.....	36

ARTICLE 34 – HEALTH AND WELLNESS ACCOUNT	37
ARTICLE 35 – PERSONNEL FILES	38
ARTICLE 36 – PREMIUMS	38
ARTICLE 37 – HEALTH AND SAFETY	39
ARTICLE 38 – CRITICAL EVENT RESPONSE	40
ARTICLE 39 – DUTY TO ACCOMMODATE	40
ARTICLE 40 – CLASSIFICATION AND JOB DESCRIPTIONS	41
ARTICLE 41 – BENEFIT ELIGIBLE CASUALS	41
ARTICLE 42 – COURT TIME	43
ARTICLE 43 – PART-TIME EMPLOYEES – DEDICATED STATIONS	43
APPENDIX A - WAGE GRID	44
Letter of Understanding #1	46
Letter of Understanding #2	47
Letter of Understanding #3	49
APPENDIX B - LEAVE CHART	50

ARTICLE 1 – AMENDMENT AND TERMINATION

- 1.01 The duration of this Agreement shall be for the period from April 1, 2022 to March 31, 2026.
- 1.02 This Agreement shall take effect on the date of ratification and shall continue in force and effect beyond the expiration date from year to year thereafter, unless notification of desire to amend the Agreement is given in writing by either party, not more than one hundred and twenty (120) days nor less than sixty (60) days prior to the expiration date. Negotiations shall commence within forty-five (45) days of receipt of written notice, subject to the provisions of the Labour Relations Code. The existing Agreement shall remain in force and effect until the expiration date of this Agreement has passed and the Union has issued a notice to strike, or the Employer has issued a notice of lockout, in accordance with the provisions of the Labour Relations Code, or until a new Agreement has been concluded by the parties.
- 1.03 Changes to this Agreement, agreed upon by the parties hereto, may be made at any time, provided that such changes are properly reduced to writing and executed by the signing officers of the parties to the Agreement. Such changes shall form part of the Agreement and are subject to the grievance and arbitration procedure, Article 26.
- 1.04 The Employer shall supply to each Employee within the bargaining unit a copy of this Agreement within thirty (30) days of the signing of this Agreement. All new Employees within the Unit shall be supplied with a copy of this Agreement when they are hired. The Employer and the Union shall share equally the cost of reproducing this agreement.

ARTICLE 2 - PREAMBLE

- 2.01 The purpose of this Agreement is to maintain harmonious and mutually beneficial relationships between the Employer, the Union and the Employees in the bargaining unit, and to set forth certain terms and conditions of employment relating to hours of work, Employee benefits, wages and working conditions.
- 2.02 The Parties to this Agreement agree that the primary purpose of the Employer is to provide the community with efficient, competent pre-hospital care, it is the intent of the parties to reasonably:
- a) Ensure the provisions of the best possible service and care;
 - b) Protect the interest of patients, employees and the community;
 - c) Maintain harmonious relations between the Employer and the Union;
 - d) Recognize the mutual value of joint discussions and negotiations in all matters of mutual concern to the parties.

ARTICLE 3 - SCOPE

- 3.01 This Agreement shall apply to all Employees employed by the Employer whose bargaining rights are held by the Canadian Union of Public Employees, Local 4351 under the appropriate certificates – 174-2014 and 129-2017 (added Mayerthorpe November 21, 2017), issued by the Labour Relations Board of Alberta as may be amended from time to time.
- 3.02 If the Employer creates a new classification, which falls within the scope of this Agreement, which is not included in Salary Appendix "A" of this Agreement, it shall establish a salary structure and give written notice to the Union of the salary structure for the new classification.
- 3.03 If the Union fails to object in writing within thirty (30) calendar days of receipt of the notice from the Employer, the salary structure shall be considered as established and shall be deemed to be included in Salary Appendix "A".
- 3.04 If the Union objects to the salary structure established by the Employer within thirty (30) calendar days of receipt of the notice from the Employer, and by negotiation succeeds in revising it, the salary structure shall be effective retroactive to the date the Employee commenced work in the new classification.
- 3.05 Failing resolution of the matter by negotiation, and within a further thirty (30) calendar days of receipt of the notice from the Employer, the matter shall be resolved through the Grievance and Arbitration Procedure, Article 26 commencing at Step 3 of the process.
- 3.06 The final salary structure as determined by a mediator or single arbitrator shall be retroactive to the date the Employee commenced work in the new classification.

ARTICLE 4 – DEFINITIONS

- 4.01 "Calendar Year" shall mean a period of twelve (12) calendar months, commencing January 1 to December 31.
- 4.02 "Casual Employee" shall mean an Employee who works on a relief, call-in or casually scheduled basis.
- a) The provisions of this Agreement shall apply to casual Employees, with the exception of the following provisions:
- i.) Articles 2.04 - 2.06, 16, 17, 18, 19, 20, 21.01 – 21.04, 21.06 – 21.07, 22.01 – 22.06, 22.09 – 22.11, 28, and 34 part-time article 43.
- 4.03 "Days Off" shall mean those days of rest without pay which are regularly scheduled on a weekly or cyclical basis in conjunction with the Employee's regularly scheduled hours of work.
- 4.04 "Employee" shall mean an individual who comes within the scope of this Agreement.

- 4.05 "Employer" shall mean the Associated Ambulance and Services (Whitecourt) Ltd.
- 4.06 "Full-time Employee" is one who is regularly scheduled to work the full specified hours in Article 12.02.
- 4.07 "On-Call Duty" shall mean the assigned period during which a core-flex shift Employee is not on regular duty, but is on call and shall be able and available to provide an immediate response without delay to any request to return to duty. Such hours shall not be considered regular hours of work for the purpose of any provision of this Agreement or the provisions of the Employment Standards Code and its Regulations as may be amended from time to time.
- 4.08 "Part-time Employee" is one who is regularly scheduled for less than the annual specified hours in Article 12.02 and as referenced in Part-time Article 43.
- 4.09 "Permanent Employee" shall mean an Employee who has completed the probationary period in accordance with Article 14.01 and occupies an established position in which the Employee is required to work on a full-time or part-time basis and is regularly scheduled in accordance with Article 12.
- 4.10 "Position" shall mean a specific set of duties and conditions, as described in a job description, and developed for the purpose of assignment to an incumbent.
- 4.11 "Probationary Employee" shall mean one who is filling a position and is serving a required probationary period in accordance with Article 14.01.
- 4.12 Temporary and Appointed Employees
- a) "Appointed Employee" shall mean an Employee who is hired for a predetermined period of time or a predetermined task, or is engaged for relief, not to 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 Articles 12.4, 12.5, 12.6, 15, 16,17, 18, 19, 21.01, 21.06 – 21.07, 22.01 – 22.06, 22.09 – 22.10.
- Articles 20, 28 and 35 shall only apply if an Appointed Employee has a contract renewed or extended past three (3) months.
- b) "Temporary Employee" shall mean an Employee who is hired for a period of time greater than three (3) months but less than eighteen (18) months, except where extended by mutual agreement between the Employer and the Union.
- 4.13 "Registered" shall mean Employees registered under the Alberta College of Paramedics (ACoP).
- 4.14 "Regular Hourly Rate of Pay" shall mean the hourly rate of pay assigned to an incumbent of a position within the pay range in Salary Appendix "A" of this Agreement.
- 4.15 a) "Shift" shall mean the regularly scheduled hours within a twenty-four (24) hour time period in accordance with Article 12.02.

- b) "Tour" shall mean the regular shift rotation.
- 4.16 "Trial Term" shall mean the initial period of employment served in another position upon promotion, transfer or demotion in order to determine the suitability of the Employee in the position in accordance with Article 14.02 and 15.06.
- 4.17 Supervisors in their role are considered to be within the bargaining unit because they have no ability to hire, fire or discipline any staff within the bargaining unit.
- 4.18 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/or
 - ii) when an Employee is 'on-call'.
- 4.19 a) "Emergency Medical Responder" (EMR) means a registered member who is registered in the Emergency Responder area of practice, pursuant to the Health Professions Act and relevant Regulations.
- b) "Primary Care Paramedic" (PCP) means a registered member who is registered in the Emergency Medical Technician - Ambulance area of practice, pursuant to the Health Professions Act and relevant Regulations.
- c) "Advance Care Paramedic" (ACP) means a registered member who is registered in the Emergency Medical Technologist - Paramedic area of practice, pursuant to the Health Professions Act and relevant Regulations.
- 4.20 Where any legislative changes have become a higher standard than the current Collective Agreement, the higher standard will be recognized.
- 4.21 Floater Day – is a paid day off from work that is granted by the employer in addition to the paid holidays observed during a calendar year and that is taken on a day chosen by the Employee.

ARTICLE 5 – MANAGEMENT RIGHTS

- 5.01 The Union recognizes and agrees that it is the exclusive right of the Employer to exercise all of the usual and customary rights of Management. Such Management rights include the right of the Employer to manage its business, direct the working forces, make rules and regulations and the right to hire, suspend, discharge, discipline, layoff, transfer, classify, promote or demote any Employees. The question of whether any of these rights are limited by this Agreement shall be decided through the grievance procedure, or where there is mutual agreement may become an issue for discussion by the Joint Liaison Committee.
- 5.02 All matters not specifically dealt with in this Agreement are the exclusive right and responsibility of the Employer.

ARTICLE 6 – NO STRIKE OR LOCKOUT

- 6.01 There shall be no strike or work slow down by Employees or lockout by the Employer during the term of this Agreement.

ARTICLE 7 – UNION SECURITY

- 7.01 The Employer recognizes the Union through its accredited officers and representatives as the exclusive agent for those Employees covered by this Agreement for the purpose of collective bargaining. The Employer shall not enter into any agreement with any individual Employee or group of Employees in the bargaining unit respecting the terms and conditions of employment contained herein unless any such agreement is first agreed to by the Union.
- 7.02 Other Employees not covered under the terms and conditions of this agreement shall not work on a job which is included in the bargaining unit except for any of the following purposes:
- a) instruction and training;
 - b) when members of the bargaining unit are not available to do the work;
 - c) fatigue management relief.

ARTICLE 8 – NO DISCRIMINATION

- 8.01 There shall be no discrimination by either party against any Employee because of their being or not being a member of the Union or for their activities within the Union.
- 8.02 (a) The Employer or the Union shall not at any time discriminate against any Employee by reason of creed, religion, ancestry, place of origin, nationality, political beliefs, gender, gender identity or expression, sexual orientation, age, mental or physical disability, source of income, family or marital status or because of their connection with trade union organizations as set out in the applicable legislation of Alberta and Canada.
- (b) Where there is an allegation on a violation of a protected ground, the Union shall participate in the investigation and outcome.

ARTICLE 9 – UNION AND EMPLOYER REPRESENTATION

- 9.01 The Employer shall provide to the Union a list of all management personnel within thirty (30) days from the effective date of this Collective Agreement and changes as they occur.
- 9.02 The Union shall inform the Employer in writing of its officers and any other persons who are authorized representatives of the Union within thirty (30) days from the effective date of this Collective Agreement and changes as they occur.

- 9.03 The Union shall provide the authorized Employer representative with an up-to-date list of Union Officers appointed to the Union Local including the name of the National Representative within 30 days. Recognition of the Union will not be given by the Employer unless this requirement is met.
- 9.04 Copies of all correspondence between the parties, (except as otherwise stated) arising out of this Agreement, or incidental thereto, shall pass to and from the designated and authorized representative of the Employer and the Union.
- 9.05 The Employer agrees to recognize Employees who are assigned as Job Stewards. All elected Officers are considered to be Job Stewards.
- 9.06 A Job Steward may, at the request of an Employee, accompany or represent them at formal investigations including information gathering with the Employer.
- 9.07 Any meeting involving a member for the purposes of investigation including information gathering, disciplinary meetings or grievance, will be considered a formal meeting and will require a more formal level union representation to be offered.
- 9.08 Notice of the meeting will be given to the Union with no less than 24 hours in advance – and jointly scheduled in advance of scheduling the meeting with the Employee.

ARTICLE 10 – UNION OFFICERS/UNION BUSINESS

- 10.01 Time off from work without loss of regular earnings, benefits or seniority may be granted to a maximum of two (2) members of the bargaining unit, (one of whom shall be the Union Executive), for time spent in discussing disciplinary actions or grievances with the Employer and as outlined in the Grievance and Arbitration Procedure, Article 26.

Insofar as the operation of the ambulance services permits, the Employer shall grant time off without loss of regular earnings for up to two (2) members of the bargaining unit to participate in collective bargaining with the Employer, one of whom shall be the Union Executive or designate.
- 10.02 It is agreed that the Union Executive is employed to perform work for the Employer, and that he/she will not leave work during working hours without first obtaining permission from the Operations Manager.
- 10.03 An Employee initiating a grievance shall not leave work during working hours unless permission has been granted by the Operations Manager.
- 10.04 An Employee or the Local Union shall have the right to have the assistance of a C.U.P.E. National Representative when dealing with or negotiating with the Employer provided the unavailability of such representative does not unduly delay the process.
- 10.05 No Union activity shall take place on Employer work sites during working hours without prior permission being granted in each case by the authorized Employer representative.

- 10.06 Insofar as the operation of the ambulance service permits, an Employee elected or appointed to represent the Union at conventions, seminars, or training sessions may be granted leave of absence without pay on provision of a written request two (2) weeks in advance to the Operations Manager.

ARTICLE 11 – CHECK OFF OF UNION DUES

- 11.01 The Employer agrees to deduct from Employees in the bargaining unit, an amount equal to the monthly dues, and in a manner which is in keeping with the payroll system in effect.

- 11.02 Deductions shall be forwarded to the National Secretary Treasurer of the Union in Ottawa accompanied by a list of names of those Employees from whom wage deductions have been made including the amount of regular wages paid and the amount of dues deducted. A copy of the dues list will also be forwarded to the Local Union President and Treasurer.

The Employer shall provide the Union with the phone numbers and addresses of current Employees once a year to the extent available to the Employer.

- 11.03 The Union shall advise the Employer in writing of any change in the amount of dues to be deducted from the Employees covered by this Agreement. Such notice shall be provided at least thirty (30) days prior to the effective date of the change.
- 11.04 Income tax (T-4) slips provided to Employees shall indicate the amount of Union dues paid by each Employee in the previous year.
- 11.05 The Employer will provide contact information to the Union for all Employees new to the bargaining unit prior to their first pay cheque including their address, phone number, email address and personal email address.

ARTICLE 12 - HOURS OF WORK, SHIFTS, EXTRA DUTY TIME

- 12.01 The Employer reserves the Management right to establish shifts for Employees within the bargaining unit.

- 12.02 Regular hours of work, inclusive of rest periods, shall be:

- a) Core Flex Shift shall be one of the following:
- (i) Employees shall work a ten (10) hour shift consisting of a minimum of 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 hour period with annual hours of work for full-time Employees to be one thousand eight hundred and twenty-five (1825) hours; or,

- (ii) Employees shall work a twelve (12) hour shift consisting of a minimum of 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 hour period with annual hours of work for fulltime Employees to 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) Assembled 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 (2190) hours per year;
- c) Peak Hour Shifts consists of one of the following:
 - (i) Forty (40) hours per week over a seven consecutive day shift schedule equating to one (1) complete cycle of two thousand and eighty (2,080) hours per year;
 - (ii) Forty-two (42) hours per week over a seven consecutive day shift schedule equating to one (1) complete cycle 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 13.

12.03 On-Call

- a) All hours spent on-call will be compensated at a rate of four dollars (\$4.00) per hour.
- b) On-call hours shall not be included for the purpose of calculating overtime.
- c) When called back to duty while on call, the on-call premium shall cease and the Employee is paid call-back pay. The on-call premium will resume when the call-back ceases and the Employee returns to on-call status.

12.04 Shift Schedules

- a) Shift schedule shall be posted electronically not less than fourteen (14) calendar days in advance. It is agreed that Operations will make every attempt to provide adequate notice of shift changes.
- b) Employees shall be permitted to exchange shifts amongst themselves. Such exchanges shall not be deemed to be a violation of any provision of this Agreement where it is done as follows:
 - i) the exchange is agreed to between the affected Employees electronically;

- ii) approval of the shift exchange has been granted by the Employer;
- iii) approval for exchanges shall not be unreasonably denied where they create no additional cost to the Employer; and there are no safety concerns;
- iv) exchanged shifts must be recorded on the shift schedule.

12.05 Extra Shifts

Where an Employee is asked to work extra shifts or extra hours with less than twenty-four (24) hours' notice, the Employee shall be paid two times (2X) their regular hourly rate of pay.

12.06 Voluntary Extra Duty Time On Days Off

Notwithstanding Article 12.05, Employees may request or opt for extra duties. Where the Employer authorizes the assignment of such extra duty time it shall be on the Employee's regularly scheduled days off and pay for said duty shall be at the Employee's regular hourly rate of pay as per Salary Appendix "A". Such hours shall not be included for purpose of calculating overtime.

12.07 Active Duty Limits

- a) The Employer shall endeavor to ensure that employees do not work more than fourteen (14) hours of Active Duty in a 24-hour period. If an Employee is required to work more than fourteen (14) hours of Active Duty in a 24-hour period, they will be entitled to eight (8) consecutive hours of rest (meaning out of service with all employer devices turned off) uninterrupted by the employer prior to return to duty without loss of earnings.
- b) Time-on-task accumulation will reset after eight (8) hours of downtime free from active duty.
- c) A request for greater than eight (8) hours of consecutive hours of rest shall not be unreasonable denied provided that discussion with a Duty Supervisor or designate has occurred.

12.08 Break Periods

- a) Employees working on an emergency response/patient transport vehicle or standby assignments are expected to take break periods during their shift, as time permits. These break periods shall not conflict with Employment Standards nor other parts of this Collective Agreement.
- b) Where such an Employee has not received a break period following five (5) continuous hours of Active Duty they must contact the duty operations supervisor or designate prior to clearing the attached event to make arrangements for a break period. Requests will not be unreasonable denied.

- c) Where an Employee has not had appropriate downtime within their scheduled shift or as pursuant to 12.08 (b) not been provided a break period, the Employee will be paid additional for the rest period at their Basic Rate of Pay.
- d) Breaks interrupted prior to completion, the entire break will be reassigned or paid as per 12.08c.
- e) Break periods taken in accordance with this clause are paid at the Basic Rate of Pay.

ARTICLE 13 – OVERTIME, CALL BACKS

- 13.01 Overtime is all time authorized by the Employer and worked by an Employee in excess of the regularly scheduled shift. Overtime shall be paid at two times (2x) the Employee's regular hourly rate of pay in accordance with Salary Appendix "A".
- 13.02 An Employee who is called back to duty after completion of core-flex hours in accordance with Article 12.02 (a), 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. All duties including additional calls are included in the call-back until released. Where the call-back is less than two hours and you are released and recalled within the two hours, the time continues from the initial call back.
- 13.03 If at no fault of the Employee the call back will commence at time of dispatch.

ARTICLE 14 – EMPLOYMENT

- 14.01 Probation
 - a) A Full-time, Part-Time or Temporary Employee shall serve a probationary period equivalent to six (6) months of regular hours of work. 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 their actual hours worked to a maximum of three (3) months, exclusive of overtime, toward the completion of the probationary period.
 - c) If a new Employee is unsatisfactory in the good faith opinion of the Employer, such Employee may be terminated at any time during the probationary period without notice and without recourse to the grievance procedure.
 - d) Notwithstanding Article 14.01 (a), 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 his/her performance, and if in the opinion of the Employer, the Employee is found to be unsatisfactory, he/she may be terminated without notice and without recourse to the grievance procedure.
 - e) If after fair review, the Employee's performance is found to be unsatisfactory, he/she will be provided with written reasons of the concerns and the corrective actions required.

- f) If a written evaluation is not provided prior to the completion of the probationary period, the probation shall be deemed to have been successful.

14.02 Reversion Period for Out of Scope Work Assignments

- a) An Employee promoted to a position with the Employer but beyond the scope of this Agreement, shall have a reversion period of three (3) months, which can be extended for up to six (6) months for extenuating circumstances, by agreement between the Union and the Employer.
- b) During this period, the Employee shall retain and accrue seniority, but shall be considered outside of the bargaining unit and not subject to the terms of this Agreement.
- c) At the conclusion of the period specified in Article 14.02 a), the Employer shall, where possible, place the Employee in his former position (without posting, and without any contravention of the posting provisions in Article 15) at his former regular hourly rate of pay.

If such placement is not possible, the Employer shall place the Employee in another suitable position (without posting and without any contravention of the posting provisions in Article 15) at not less than a regular hourly rate of pay equivalent to that of the position which he held prior to the out-of-scope placement.

ARTICLE 15 – JOB OPENINGS, POSTINGS AND FILLING POSITIONS

15.01 Postings

- a) The Employer shall post all vacancies in a manner that is accessible to all Employees for not less than eight (8) calendar days.
- 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) Subject to Article 15.04 where vacancies are filled, first consideration shall be given to Employees who are already members of the bargaining unit.
- d) The notice of posting referred to in Article 15.01 (a) shall contain the following information:
 - i) duties of the position
 - ii) qualifications required
 - iii) hours of work
 - iv) station location
 - v) status of position, and expected term if a temporary position

- e) The Employer shall forward to the Union copies of the posting of vacancies of all positions within the bargaining unit as outlined in Article 15.01 (a) within three (3) calendar days of the posting.
 - f) The name of the successful applicant shall be given to the Union in writing within three (3) calendar days of the appointment.
- 15.02 All applications for transfer or promotion shall be made in writing to the Employer in accordance with established practices.
- 15.03 Applicants for transfer and/or promotion shall be informed in writing of their acceptance or rejection within seven (7) calendar days of the date of the appointment.
- 15.04 In making promotions and filling vacancies, Seniority within the Bargaining Unit shall be the determining factor providing that the following conditions are met:
- a) has all the required and mandatory clinical competencies related to the position;
 - b) Documentation in the Personnel file, pursuant to Article 35.02, that is less than 24 months may be considered by the Employer when making a posting selection.
- 15.05 Upon request, the Employer shall provide unsuccessful candidates the reasons why they were not successful.
- 15.06
- a) All transfers and promotions shall be on a trial basis. The transferred or promoted Employee will be given a trial period equivalent to three (3) months of regular hours of work in which to demonstrate his ability to perform the duties of the new position to the satisfaction of the Employer. Notwithstanding the posting provisions described in Article 15, should such Employee fail to succeed during this trial period, or choose to leave the new position, the Employer will reinstate the Employee in his former position without loss of seniority or, if such reinstatement is not possible, place the Employee in another suitable position within the Bargaining Unit, unless mutually agreed without loss of seniority and at a rate of pay equivalent to that of his former position.
 - b) When a permanent Full-time Employee is awarded a permanent full-time position in another station, the vacant position shall 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 15.06(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.
- 15.07 When an Employee is promoted to a classification to which is assigned a higher salary scale, the salary of such promoted Employee shall be advanced to that step in the new scale which is next higher than his current rate or to the step which is next higher again, if such salary increase is less than the Employee's next normal increment on the former salary scale, 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, his salary shall be advanced to that step in the scale which is next higher than his current rate or, if such salary increase is less than the Employee's last normal annual increase, he shall be advanced to the step which is next higher again in the scale.

- 15.08 An Employee's anniversary date for the purpose of an annual increment shall not be changed as a result of a promotion.
- 15.09 When, because of inability to perform the functions of a position, or because of ill health or by request, an Employee is transferred to a lower-rated classification, his rate will be adjusted immediately to that step in the scale where he would have been positioned had he been retained in the lower-rated classification from commencement of employment.
- 15.10 Temporary positions
- a) When an Employee accepts a Temporary position, he will be eligible to return to his former position upon completion of the term appointment.
 - b) Temporary positions may end before their initial anticipated ending date. In such case, the incumbent will be eligible to return to his 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 for 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 15.01. If the incumbent refuses the position, it shall be posted and the incumbent shall return to his former position.
- 15.11 Notwithstanding Article 15.06, permanent Employees who move to a different permanent position through a posting process must remain a minimum of twelve (12) months in their new permanent position before they are eligible for a subsequent lateral transfer into another position within the Bargaining Unit, unless otherwise mutually agreed. An Employee may still apply for a lateral transfer but will only be considered if no qualified applicants were identified through the initial posting.
- 15.12 Where a vacancy for a temporary position has been filled by the appointment of a Casual Employee, and, where, at the completion of the expected term of the temporary position, the Employer decides that the Employee is no longer required in that position, the Employee shall be reinstated to casual.
- 15.13 Where a casual ACP accepts a Temporary position, they shall be put on the appropriate step of the ACP salary scale in accordance with Appendix "A" for the duration of the temporary position with the understanding that the appropriate step may be less than the casual ACP hourly rate.

ARTICLE 16 – SENIORITY

16.01 a) An Employee shall only acquire seniority upon the successful completion of the required probationary period. Once a permanent position at a CUPE station is achieved, CUPE seniority will be recognized and listed in order by the last continuous date of hire in a permanent position with the Employer. Date of hire means the first day an Employee attains their last permanent status plus all previous hours worked as an Employee and shall include service with the Employer prior to the certification or recognition of the Union. Seniority shall operate on a bargaining unit-wide basis.

b) For the purposes of vacation time selection where more than one Employee at a base/station request the same vacation period, filling vacancies, and where no casuals are available, bidding for extra shifts that are not short-notice where more than one Employee from the same station is bidding for the extra shift – seniority will be recognized. The noted selections within a CUPE base will be made in the following order of priority, where applicable:

1. Within the affected base first,
2. Then other CUPE bases – based on company-wide seniority.

16.02 The Employer shall maintain a seniority list showing the current classification and the date upon which each Employee's service commenced. Where two or more Employees commence work on the same day, preference shall be in accordance with the date of application. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

16.03 Loss of Seniority

An Employee shall not lose seniority if he is absent from work because of sickness, injury or leave approved by the Employer. Service with the Employer shall be broken and all seniority lost if an Employee:

- a) voluntarily quits or resigns from employment with the Employer;
- b) has his employment terminated or is discharged for just cause;
- c) is laid off work and the layoff is in excess of one (1) year;
- d) fails to return to work within seven (7) calendar days after being recalled to work following a layoff;
- e) fails to report for work after leave of absence without having a reason acceptable to the Employer;
- f) fails to report for duty without having notified his immediate supervisor unless in the opinion of the Employer, acting in good faith, proof is subsequently produced that emergency circumstances made it impossible for the Employee to contact their supervisor.

g) Previous CUPE seniority will not be recognized for the purposes of 16.01(b) while working in a non-CUPE station and no longer holding a permanent position at a CUPE station.

16.04 Seniority will not accrue until the Employee returns to work during:

a) Periods of lay-off

b) Worker's Compensation in excess of ninety (90) days

c) Periods when the Employee is on long term disability

d) An Employer approved unpaid leave of absence in excess of thirty (30) days

16.05 Notwithstanding Article 16.01, where employees (except casual) have worked within CUPE stations in a TFT capacity, their continuous time cumulatively worked within CUPE's bargaining unit as a TFT will be recognized and considered where seniority is applicable provided there is no impact on a permanent CUPE Employee.

ARTICLE 17 – LAYOFF AND RECALL

17.01 Notice of Lay-off

Permanent Employees shall receive fourteen (14) days working notice or pay in lieu of lay-off notice.

17.02 Recall

a) In the event of a recall and where the Employer is unable to contact the Employee in person or by phone, recall shall be deemed to have been carried out seven (7) calendar days after the posting of a registered letter to the last known address of the Employee according to the Employer's records.

b) An Employee who does not return to work as required, and within seven (7) calendar days of being recalled in accordance with Article 17.02 a), shall be considered as having terminated his/her services with the Employer. Employees shall be recalled in the inverse order of their seniority (those laid off last shall be recalled first), providing that as determined by the Employer they have the necessary knowledge, abilities, and skills to perform the work. New Employees shall not be hired until Employees on lay-off have been given an opportunity to return to work.

c) Employees may remain on the recall list for no more than twelve (12) months.

17.03 In the event of a lay-off, the Employer will consider which Employees have the required knowledge, abilities, and skills to perform the remaining work. Where, in the opinion of the Employer, these factors are deemed to be relatively equal, seniority will be the determining factor.

17.04 When an Employee receives a layoff notice, the Employee shall receive the option of being placed on a recall list or accepting severance pay at a rate of one (1) week pay

for each year of service to a maximum of twenty (20) weeks' pay. At the time of notice, an Employee may, within sixty (60) days, choose to be on the recall list or to be paid the severance pay and terminate their rights to recall when the layoff occurs.

ARTICLE 18 - TERMINATION

- 18.01 In the event that the work force is to be permanently reduced, Employees will be terminated in accordance with the minimum standard provisions of the Alberta Employment Standards Code as may be amended from time to time.

ARTICLE 19 – LEAVE OF ABSENCE

- 19.01 General Rules Covering All Leaves of Absence

All applications for a leave of absence shall be made in writing. Each application shall indicate the desired dates for the commencement and conclusion of the leave of absence and the reasons for the leave. Employees shall not be eligible for a leave of absence unless prior authorization has been received from the Employer. An Employee who has been granted a leave of absence of any kind and who overstays the leave without authorization shall be considered terminated.

Return to work date must be confirmed with the Employer at least four (4) weeks in advance for scheduling purposes.

- 19.02 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. When on approved STD or LTD the health related portion of paid benefits will be received after the delivery. 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 19.03(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 19.10.

- 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 them immediately prior to taking such leave and at the same step in the salary scale or provide them with alternate work of a comparable nature at not less than the same step in the salary scale and other benefits that accrued to them up to the date they commenced the leave.
- f) Notwithstanding the provisions of Article 28.03 (a) & (b), an Employee may make prior arrangements with the Employer to prepay the full cost of benefits premiums (Employer and Employee portion) as per Article 19.11 (b) of the Collective Agreement.

19.03 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 28.03 (a) & (b), 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 19.11 (b) of the Collective Agreement.

19.04 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.

19.05 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.
- ii) Day one (1) of bereavement leave will begin on the first working day after bereavement news is received.
- iii) If the Employee is at work when bereavement news is received, this will be recorded as special leave. Bereavement leave will commence the following day.

19.06 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 28.03 (a) & (b).

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

19.07 Critical Illness Leave (Adult or Child)

- a) An Employee who has completed ninety (90) days of employment, shall, upon their written request, be granted Critical Illness Leave. Should such request be denied, reason in writing shall be provided upon request.
- b) 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.

- 19.08 For Reservist/Military 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.

19.09 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 a probably criminal act.

19.10 Leave of Absence without Pay

A leave of absence without pay may be granted at the discretion of the Employer. All applications for leave must be in writing and presented to the Employer at least four (4) weeks prior to the anticipated date of commencement of the leave. Applications shall indicate the date of departure on leave and the date of return. The Employee shall not work for gain during the period of leave of absence, except with the expressed consent of the Employer.

19.11 Leave of Absence in Excess of Thirty (30) Days

- a) In the case of unpaid leaves of absence in excess of thirty (30) calendar days, Employees shall cease to earn sick leave and vacation credits from the commencement of such leaves. Upon return from such leave, seniority and sick leave credits earned prior to such leave shall be credited back to the Employee.
- b) Employees granted a leave of absence for a period in excess of thirty (30) calendar days shall make the necessary arrangements to prepay both the Employee's and the Employer's share of all contributory benefit plans.
- c) Employees must advise of their intent to keep their benefits at the time of application for leave.

ARTICLE 20 – SICK LEAVE

- 20.01 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.

- 20.02 A Permanent Employee (including temporary or term positions) 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.
- 20.03 a) When a Permanent Employee (including temporary and term positions) is granted sick leave, he shall be paid for the period of such leave at his basic rate of pay, and the number of hours thus paid shall be deducted from his accumulated sick leave credits up to the total amount of the Employee's accumulated credits at the time sick leave commenced.
- b) When an Employee becomes ill during a shift, all worked hours shall be paid. The Employee shall receive sick credits for the remaining hours of the shift in accordance with Article 20.03 (a).
- 20.04 Subject to the requirements of the benefit provider, the eligibility for Short Term Disability Benefits will be no less than (5) five calendar days.
- 20.05 In the event that a Short Term Disability claim is denied despite the sick leave being supported by a Physician, the Employee shall be entitled to utilize any accumulated sick time for up to the maximum available within the Employee's sick bank as per Article 20.02.
- 20.06 Employees may be required to submit satisfactory proof to the Employer of any illness, non-occupational accident, or quarantine for valid reasons. The Employer shall be responsible to reimburse the cost of obtaining proof of illness except in cases when the Employee is absent due to illness for (4) four consecutive scheduled days or more, or when the Employee is unable to return to work following annual vacation or an approved Leave of Absence.
- 20.07 When an Employee has accrued the maximum sick leave credit, 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.
- 20.08 a) Sick leave pay shall not be granted during any unpaid leave of absence, or for any period for which the Employee is entitled to short or long term disability coverage.
- b) Notwithstanding the provisions of Article 20.08 (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 his 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.

- 20.09 Upon termination of employment or transfer to casual status, all sick leave credits shall be cancelled and no payment shall be due.
- 20.10 Sick leave credits shall not accrue during periods of illness, injury, and/or unpaid leaves of absence in excess of thirty (30) days.
- 20.11
- 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 special 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.
 - c) 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) work day. If the absence is longer than two (2) hours, the whole period of absence shall be charged against his accumulated sick leave. Employees may be required to submit satisfactory proof of such appointment.
- 20.12 Special Leave
- a) Employees shall be able to use up to one half (1/2) of their available sick leave credits for Special Leave. Access to Special Leave shall apply when an Employee is unable to report to work as a result of:
 - i) illness or appointments for anyone that the Employee is considered to be in a caregiver role of; or
 - ii) unanticipated or emergent circumstances, not foreseeable by or beyond the control of the Employee
 - b) In these circumstances, the Employer shall approve Special Leave requests to the extent that operational requirements permit.
 - c) Such requests shall not be unreasonably denied. Where approval is denied, the Employer will respond in writing and reasons shall be given.
 - d) Any request for leave that exceed what is available in the Employee sick bank shall be subject to the provisions of Article 19.01 and 19.10.
 - e) Special Leave shall not be used for time off due to illness or workplace injuries and will not be permitted for the extension of time off.
 - f) Special Leave is granted only for full days.

- g) Under extenuating circumstances, Employees may be permitted to use the totality of their current sick leave credits.

Except in extenuating circumstances, use of Special Leave is limited to one shift per occurrence.

ARTICLE 21 – STATUTORY HOLIDAYS AND ENTITLEMENT

21.01 Statutory Holidays

All Employees in the bargaining unit shall be entitled to the following statutory holidays:

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

and any other day proclaimed as a holiday by the Employer, and all general holidays proclaimed by any of the following: a Municipal Government, the Province of Alberta, or the Government of Canada.

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

- 21.02 Employees in the bargaining unit shall receive the recognized statutory holiday pay for regular hours of work and paid at the regular hourly rate of pay providing they work in accordance with their regular hours of work preceding and following the designated day for observance of the holiday. Employees who work the statutory holiday shall be paid at two times (2x) their basic rate of pay for hours worked on the day.
- 21.03 Where the majority of an Employee's shift falls on a statutory holiday, the entire shift will be paid as a statutory holiday.
- 21.04 Employees who 'dump' their scheduled shift that was on the statutory holiday will not be eligible for the stat, however shift exchanges are eligible for stat pay.
- 21.05 Casuals will be paid for statutory holidays in accordance with Employment Standards regulations.
- 21.06 In addition to the named holidays in Article 21.01, 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. This article will expire January 1st, 2024 and Article 21.07 will apply for the remainder of the term of the agreement.

21.07 Effective January 1st, 2024, each full-time Employee shall have access to two (2) Floater days each year that may be utilized for personal reasons. An Employee starting after January 1st of each calendar year will have their floater days pro-rated.

- a) Employees will endeavor to provide a minimum of forty-eight (48) hours' notice to scheduling; last minute requests will not be unreasonably denied;
- b) Employees may request to use both consecutively;
- c) Considerations will be made based on operational requirements but requests will not be unreasonably denied;
- d) Unused floater days will be forfeited at the end of each calendar year in the event they are not used.

ARTICLE 22 – VACATIONS

22.01 Full-time Employees shall receive an annual vacation with pay for regular hours of work and paid at the regular hourly rate of pay (excluding on-call premium pay) in accordance with his years of employment as follows:

Years of Employment	Annual Hours 1825	Annual Hours 2080	Annual Hours 2190
1-2	100	80	120
3-4	120	96	144
5-6	150	120	180
7-9	180	144	216
10+	200	160	240

22.02 An Employee's length of service shall be calculated according to the Employee's seniority date.

22.03 Employees with less than one (1) year of continuous service shall receive a vacation in proportion to their service.

22.04 If a recognized Statutory Holiday falls or is observed during an Employee's vacation period, the Employee shall be paid for the Statutory Holiday and an additional day of vacation. An Employee may, at their discretion, be allowed an additional vacation day with pay immediately following his vacation period or an additional paid vacation day at some other mutually agreeable time.

22.05 a) Employees are required to take their vacation in the year of entitlement but shall be allowed to carry over any vacation entitlement with the agreement of the Employer providing the minimum allowable vacation as provided by Employment Standards has been scheduled to be taken. Employees will receive their vacations calculated as at April 1st, and such entitlement shall be based upon the length of service in the preceding year.

b) The Employer shall provide a notice of vacation entitlement in January of each year (calculated as at April 1st) that includes the Employee's vacation entitlement and a

deadline for submission of annual vacation requests. Requests for vacation after the deadline will be approved where operationally possible, in order of submission, including peak period requests as per Article 22.10.

Only vacation preferences submitted prior to the deadline provided by the Employer will be considered according to seniority.

- 22.06 Employees shall be granted the vacation period preferred by them at such time as may be mutually agreed upon by the Employer and the Employee. An Employee shall be entitled to receive his vacation in an unbroken period except where his vacation entitlement is in excess of two (2) tours. In such a case, the Employee's vacation entitlement may be taken in an unbroken period in excess of two (2) tours only with the approval of the Operations Manager. In the case of a disagreement between two (2) Employees of the bargaining unit in the servicing area requesting the same vacation period, seniority shall be the deciding factor.
- 22.07 Vacation pay shall be calculated using the Employee's regular hourly rate of pay.
- 22.08 Casual Employees will be paid vacation entitlements as least once per year, in accordance with the minimum standards of the Employment Standards Code.
- 22.09 Following the open period, if, *after discussion*, the Employer and Employee cannot agree on the Employee's vacation time, the Employer may schedule the vacation, providing four (4) weeks' notice is provided to the Employee.
- 22.10 All accrued vacation, in excess of the amount of carry over allowed in Article 22.05 shall be paid out as of March 31 of each year.
- 22.11 In fairness to all Employees, only one peak period vacation preference will be granted annually (June 15 – September 15) or (December 15 to January 2) **PRIOR TO THE DEADLINE**. Where there are available peak period timeslots after the deadline, anyone can request these additional peak vacation periods in order of submitted requests to the Employer for consideration.

ARTICLE 23 – STAFF DEVELOPMENT

- 23.01 The Employer maintains a budget for on-the-job training and staff development which is considered beneficial to the ambulance service. Where the Employer determines that a program of training or staff development is required for an Employee, or where the Employer approves an Employee's application for training or staff development, the Employer shall pay the cost of tuition and materials. In addition, where an Employee is required by the Employer to attend training, the Employee shall suffer no loss of regular earnings or overtime where applicable and shall be reimbursed for expenses.
- 23.02 Where an Employee is required by the Employer to complete a compulsory program on a regular scheduled day of rest, the Employee will receive applicable overtime rates for a minimum of two (2) hours or all actual hours worked whichever is greater.

ARTICLE 24 - DUTY EXPENSES

24.01 An Employee who is tasked to an event which takes them away from their site shall, upon request, receive a meal allowance as follows:

- (i) Five (5) hours to less than six (6) hours – one (1) meal (\$11.00)
Six (6) hours to less than ten (10) hours –two (2) meals (\$22.00)
Ten (10) hours or greater – three (3) meals (\$33.00)
Daily maximum = \$33.00
- (ii) For the administration of this Article, hours shall be reset once they have returned directly to their site without undue delay. Expenses incurred for sit down meals that extend Active Duty will not qualify for the allowance.

24.02 Employees shall submit duty expense requisitions in accordance with established policy on a monthly basis paid within the next calendar month.

24.03 When an Employee is required by the Employer to drive a motor vehicle, other than a motor vehicle supplied by the Employer, outside of the service area for the purposes of attending meetings or other such Employer business, a transportation allowance of sixty-one cents (\$0.61) or the kilometrage rate paid by Alberta Health Services (AHS), whichever is higher, per kilometer shall be paid.

Except when the Employee applies for a position other than the one the Employee occupies at the time of application, if the Employer requests the Employee to provide a driver's abstract, the cost of the driver's abstract shall be paid for by the Employer unless the Employee refuses to sign the consent form for the Employer.

24.04 When an Employee is redeployed they will receive the daily maximum meal allowance outlined in Article 24.01. In the event this Employee is tasked to an event(s) 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.

ARTICLE 25 - DISCIPLINARY ACTION

25.01 Operations Managers can initiate an investigation on any allegation. The Operations Manager, or designate, handles all discipline. It is agreed that the disciplinary action policy, which follows a progressive discipline model, shall apply to Employees facing disciplinary action.

25.02 Employees shall be required to sign all written warnings, notices of suspension or discharge after being provided with an opportunity to read the same.

- a) The purpose of the signature is to confirm receipt of the document, not an agreement of the contents of the document.
- b) Unsatisfactory conduct by an Employee which is not considered by the Employer to be serious enough to warrant suspension or dismissal may result in a written warning to the employee with a copy to the President of the Union

or designate within five (5) business days of the disciplinary action. The written warning shall indicate that it is disciplinary action.

- c) An Employee who has been suspended or dismissed shall receive from the Employer, in writing, the reasons(s) for suspension or dismissal and a copy of the letter shall be sent to the President of the Union or designate within three (3) business days.
- d) An Employee shall have a Union representative present as per Article 9.06 - 9.08.
- e) All documents relied on by the Employer for investigation and implementation of discipline shall be disclosed to the employee and Union, except where disclosure is prohibited by law.

25.03 All Employees are required to obey and abide by all Employer policies, regulations and other directives whether verbal or written.

25.04 Past notices of discipline shall be deemed void after an Employee has maintained a clear record for a period of twenty-four (24) months from the date of the last disciplinary notice relating to a similar issue.

25.05 Any written documents pertaining to disciplinary action or dismissal shall be removed from the Employee's file when such disciplinary action or dismissal has been grieved and determined to be unjustified.

ARTICLE 26 - GRIEVANCE AND ARBITRATION PROCEDURE

26.01 A grievance is a difference concerning the interpretation, application, operation or alleged violation of this Agreement, including any question as to whether or not the difference is arbitrable, and shall be settled without stoppage of work or refusal to perform work, in accordance with the procedures set out in this Article. Grievances shall be of two (2) types; namely individual grievances or policy grievances, that is, grievances which affect a group of Employees within the bargaining unit.

26.02 The time limits specified shall include Saturdays, Sundays, and named holidays. Time is of the essence however, the time limits may be extended by the consent of both parties in writing.

26.03 Except where there is agreement to extend the time limits as specified in Article 26.02, should the Employee or the Union fail to comply with any time limit in the grievance procedure, parties will communicate with a status update on the grievance. The parties can mutually agree to continue as if the timelines were extended or the grievance shall be considered conceded and shall be abandoned.

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

- a) the name(s) of the aggrieved;
- b) the nature of the grievance and the circumstances out of which it arose;

- c) the remedy of correction the Employer is requested to make;
- d) the section(s) where the agreement is claimed to have been violated

26.05 The grievance procedure shall look as follows:

a) Informal Process

An Employee will first seek to settle the dispute with the Operations Manager on an informal basis within twenty-one (21) calendar days following the date of the occurrence giving rise to the dispute. The Employee may seek the assistance of a Job Steward under this clause. The Operations Manager shall have twenty-one (21) calendar days in which to respond to the dispute. Where there is no resolution, there will be a written response submitted with a copy to the Union within fourteen (14) days.

b) Formal Process

(i) Step 1: Human Resources

Failing satisfactory settlement, and within fourteen (14) calendar days after the response following informal discussions, an individual grievance may be submitted to Human Resources in writing by the Union Executive.

A Union policy grievance may be submitted in writing within fourteen (14) calendar days of the date that the Union became aware of the incident giving rise to the grievance.

A further meeting with the grievor(s) may take place at Step 1, but in any event the decision of management will be rendered in writing with fourteen (14) calendar days from the receipt of any submission at this step.

(ii) Step 2: Director of Operations

Failing settlement at Step 1, and within fourteen (14) calendar days after receipt of the written response from management in Step 1, the grievance may be submitted to the Director of Operations (or designate) in writing. The Director of Operations (or designate) shall hold a meeting with the grievor and the representative of the Union and provide a written decision on the grievance within fourteen (14) calendar days of the meeting.

(iii) Step 3: Grievance Mediation or Arbitration

Failing settlement at Step 2, and within fourteen (14) calendar days after receipt of the written response from the Director of Operations (or designate) in Step 2, the grievance may, upon agreement from both parties be submitted to Grievance Mediation as provided by the Alberta Labour Mediation Services.

If Grievance Mediation is not agreed to by both parties, the grievance shall proceed to arbitration. Should the dispute proceed to Grievance Mediation, the

parties shall share equally the costs of the Mediator. The decision of the Mediator needs to be considered within 30 days of receipt.

(iv) Step 4: Arbitration

Failing settlement at Step 3 where either the Grievance Mediation failed or was refused, the grievance may be processed to Arbitration within fourteen (14) calendar days as hereinafter described.

- 26.06 A discharge grievance shall comply with all of the provisions of the Grievance Procedure, except that this type of grievance may be initiated at Step 2.
- 26.07 Any dispute or grievance that has been processed through all the steps of the Grievance Procedure and is in accordance with the time limits specified (unless otherwise agreed) may be referred to arbitration which may include a single arbitrator as provided for under the Labour Relations Code.
- 26.08 When a grievance is referred to arbitration under this Agreement, the notice referring the matter to arbitration shall state the names of those persons which the Union proposes as being acceptable to act as an arbitrator in the proceedings (minimum of three names). Within fourteen (14) calendar days thereafter, the Employer shall advise the Union as to whether or not any person from the list submitted by the Union is acceptable as an arbitrator. Should none of the persons submitted by the Union for consideration as arbitrator be acceptable to the Employer, the Employer shall provide the Union with the names of persons which it considers qualified to act as an arbitrator for their consideration (minimum of three names) within fourteen (14) calendar days.
- 26.09 If the parties cannot agree on an arbitrator the required appointment shall be made by the Director of Mediation Services upon the request of either party.
- 26.10 The Arbitrator shall hear and determine the grievance and shall issue an award in writing and his decision shall be final and binding upon the Employer and the Union and upon any Employee affected by it.
- 26.11 Each party to the arbitration shall bear equally the expenses and remuneration of the arbitrator.
- 26.12 The Arbitrator, by his decision, shall not alter, amend, or change the terms of the Collective Agreement.
- 26.13 The time limits fixed in the arbitration procedure may be extended by consent of the parties and where specified shall be inclusive of Saturdays, Sundays, and declared general holidays.

ARTICLE 27 - REMUNERATION

- 27.01 Wages shall be paid in accordance with Salary Appendix "A" of this Agreement and based on their ACoP certification.

- 27.02 The Employer, by direct deposit, shall pay all Employees semi-monthly according to the rates of pay as set out in Salary Appendix "A" attached to and forming part of this Agreement, and each Employee shall be provided with an itemized statement of wages, overtime and other supplementary pay and deductions.
- 27.03 Where management chooses to designate an Employee from the bargaining unit to temporarily act in the capacity of Operations Supervisor, that Employee shall receive responsibility pay of two (2) dollars (\$2.00) over the Employee's regular hourly rate of pay in accordance with Salary Appendix "A" for the duration of the assignment. In addition to their normal duties, an Acting Operations Supervisor shall be responsible for coordinating the efforts of other Employees assigned to work with them to ensure the work is completed satisfactorily. The Operations Manager will designate who will act in the temporary assignment.
- 27.04 An Employee in the service as of the ratification of the agreement shall be eligible for retroactive payment of wages paid to the Employee during the period from the effective date of this agreement as provided in Article 1.01 to the implementation of this Agreement. This retroactive payment shall be calculated by applying the percentage increase in wages for the applicable position to the gross earnings of the Employee from the first day of the term of this Agreement to the date of the implementation of this Agreement.

27.05 Recognized Experience Criteria

The parties agree that previous experience recognition is important to the placement of experienced EMS personnel on the wage grid.

Upon verification that a prospective Employee has job specific and relevant experience in at least the 12 months immediately preceding employment with the Employer, the Employee will be placed on the wage grid in relation to their proven experience.

The following criteria will be considered (but not limited to just the following) in recognizing previous experience of new Employees:

- a) The number of years of experience working on an EHS licensed minimum BLS ground or ground/air ambulance service
- b) Transfer service alone will not be considered
- c) Industrial service will not be recognized
- d) Credit for a full year is equivalent to the regular recognized hours per year
- e) Must have been an ALBERTA COLLEGE OF PARAMEDICS "ACoP" licensed practitioner and working primarily in an EMS capacity
- f) Must have been able to utilize full scope of practice during this time (i.e., No restrictions as per ALBERTA COLLEGE OF PARAMEDICS "ACoP")
- g) Notification of previous experience to be recognized must be addressed with the Employer within 30 days of hire

- h) Proof of previous experience must be provided to the Employer prior to any consideration of recognition of previous experience. Such proof must be submitted prior to the completion of probation. Proof submitted after 30 days of hire will not be retroactive beyond 30 days

ARTICLE 28 - EMPLOYEE BENEFITS AND PENSION PLAN

- 28.01 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 months and have completed/submitted the paperwork.
- 28.02 In addition to the Canada Pension Plan, every Permanent 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.

- 2% of regular base salary
- 3% of regular base salary
- 4% of regular base salary
- 6 % of regular base salary – with service of six years or greater – effective April 1, 2025

Employees can contribute more than their percentage for RRSP contributions, but it is not matched by the Employer. The DPSP contributions are vested for 1 year. After this time the employee has no access to the DPSP contributions as it is a pension.

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

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

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

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

28.05 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 or Arbitration process.

28.06 Long Service Program

- a) An Employee who has successfully completed their fifteenth (15th); twentieth (20th) and twenty-fifth (25th) year of Active Duty 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. For 2023 only – Employees who are between 16 – 19 (sixteen to nineteen) years of service within this ratification period will be eligible for the long service amount value prorated. An employee can assign the amount to one of the following:
 - (i) Health Wellness Account (HWA);
 - (ii) Value added to the Employees vacation accrual to be used over the span of five (5) calendar years, 22.05 (a) shall only apply for purposes of approved carry forward;
 - (iii) Value added to their group RRSP as outlined in Article 28.02;
 - (iv) Paid as a one-time lump sum payment.
- b) An 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 (\$15,000) dollars to be applied to the following:
 - (i) Health Wellness Account (HWA);
 - (ii) Value added to the Employees vacation accrual to be used over the span of five (5) calendar years, 22.05 (a) shall only apply for purposes of approved carry forward;
 - (iii) Value added to their group RRSP as outlined in Article 28.02.
 - (iv) Paid as a one-time lump sum payment.

ARTICLE 29 - LABOUR/MANAGEMENT ADVISORY COMMITTEE

29.01 A Joint Liaison Committee shall be established consisting of two (2) union representatives and two (2) employer representatives. This committee shall meet as required, but no less than twice a year.

29.02 The purpose of this Committee is:

- a) to foster communications between the Employer and its Employees in order that a free exchange of ideas upon matters or common concern may occur;
- b) to identify and discuss job-related problems before or as they arise and to attempt to formulate solutions of them;
- c) to make recommendations upon those issues which have been accepted and properly dealt with by the Committee;

29.03 Restrictions and Priorities

- a) This Committee shall not engage in any collective bargaining nor shall it have the authority to make decisions or rulings which are binding on the parties
- b) There shall be no loss of earnings suffered by Employees who leave the job and are regularly scheduled to work, in order to attend Joint Liaison Committee meetings
- c) The Joint Liaison Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Agreement.

ARTICLE 30 – INDEMNIFICATION

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

ARTICLE 31 – CLOTHING AND EQUIPMENT

31.01 Only issued uniforms shall be worn while on duty. The uniform issue will be:

Full time staff:

- a) four (4) shirts – including summer shirts where preferred
- b) three (3) pair of uniform pants
- c) one (1) high visibility jacket
- d) crests or epaulettes as required

- e) safety glasses
- f) summer ball cap and winter toque upon request

Casual staff – a minimum of:

- a) two (2) shirts – including summer shirts where preferred
- b) two (2) pair of uniform pants
- c) safety glasses
- d) summer ball cap and winter toque upon request

31.02 The purchase of uniform clothing shall be the responsibility of the Employer. Initial hemming is covered by the Employer. Alterations are not covered.

If the Employee fails to return the required uniform items to the Employer upon either their resignation or termination of employment, reasonable depreciated costs of unreturned uniform items will be deducted from the Employee's final paycheck.

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

31.04 Replacement of uniform clothing shall be as required and at the discretion of the Employer.

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

31.06 The responsibility of maintaining and cleaning uniform clothing is born by the Employee.

ARTICLE 32 – WORKERS' COMPENSATION

32.01 Employees on WCB will be paid directly by WCB.

32.02 An Employee receiving compensation benefits shall be deemed on Workers' Compensation leave and shall:

- a) maintain all hours worked prior to receiving compensation for the purpose of salary increments;
- b) maintain and carryover sick leave and vacation credits;
- c) pay their share of benefit premiums to the Employer on a monthly basis in order to continue their coverage

ARTICLE 33 – OVERPAYMENT OF WAGES AND/OR ENTITLEMENTS

33.01 In the event that an Employee is over or under-compensated by error on the part of the Employer, the Employer shall correct the compensation error no later than the second

pay period following the date on which the party/parties discovering the error knew, or ought to have known of the error.

The Employer is permitted to recover from the Employee up to six (6) months' overpayment from the date that the mistake occurred. This parallels the ability of the Employee to recover under-compensation errors for a similar period.

In the case of an underpayment, where the Employer discovers the error, the Employer will notify the Employee in writing that an underpayment has been made. Such written notice shall include all calculations. If an underpayment mistake is not corrected by the second payday, the Employee shall have ten (10) days to file a Grievance as outlined in Article 26.

In the case of an overpayment, the Employer shall notify the Employee in writing immediately following its discovery. All calculations shall be provided to the Employee and a discussion about repayment options shall occur. By mutual agreement between the Employer and Employee, repayment arrangements shall be made. In the event that mutual agreement on repayment cannot be reached, the Employer shall recover the overpayment by deducting up to ten percent (10%) of the Employee's gross earnings per pay period until the entire amount has been repaid.

33.02 In the event of an overpayment affecting more than fifty percent (50%) of all employees and totaling more than fifty percent (50%) of Employees' gross earnings, is discovered within twenty-four (24) hours and provided that all affected Employees were notified as per Article 34.01 and within that timeframe, Employees will be required to repay all amounts owed immediately. If this is not possible or should there be a disagreement, the Employer shall recover the overpayment by deducting up to fifty percent (50%) of an Employee's gross earnings per pay period, until the entire amount has been repaid.

33.03 In the event of an overpayment or underpayment not totaling more than ten percent (10%) of an Employee's gross earnings is discovered within the current pay period, the mistake shall be corrected immediately.

ARTICLE 34 – HEALTH AND WELLNESS ACCOUNT

34.01 Taxable Spending Account

- a) Active eligible Employee's Taxable Spending Account in accordance with Article 28 shall be increased by 10% prorated from the date of ratification to the end of the 2023 calendar year.
- b) Effective January 1st, 2024 your Taxable Spending Account will be two thousand seven hundred fifty dollars (\$2,750).
- c) Effective January 1st, 2025, Employees will have the option to enroll in either a Taxable Spending Account (TSA) or a Health Spending Account (HAS) under the new Health and Wellness Account (HWA).

34.02 Health and Wellness Account

- a) Effective January 1st, 2025, all benefit eligible Employees, pursuant to Article 28, shall have the opportunity, each year, during the Employer's enrollment

period to either pick the full eligible HWA allotment to their TSA or newly created Health Spending Account (HAS – non-taxable).

- (i) January 1, 2025 - \$2,833 (two thousand eight hundred thirty-three)
 - b) On an annual basis the Employer will communicate at least sixty (60) days prior to the end of the calendar for Employees to choose where their HWA allotment will be allocated. An Employee shall commit the total amount of the HWA for the calendar year or their pro-rated portion to either the TSA or HAS. If the Employee does not communicate within the prescribed enrollment period, their total HWA allotment will be assigned to the HSA.
 - c) Any unused allocation in an Employee's HWA as of December 31 of each year shall be carried forward for one calendar year in accordance with Canada Revenue Agency rules.
 - d) Where the Employer chooses to contract with an insurer for the administration of the Health Wellness Account, 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.
- 34.03 The Health Wellness Account shall be implemented and administered in accordance with the Income Tax Act.
- 34.04 The Employer reserves the right to change plans and insurers provided the level of coverage does not fall below current levels. CUPE shall be notified before such changes are implemented.

ARTICLE 35 – PERSONNEL FILES

- 35.01 Upon service of at least seven (7) days written notice to the Human Resources Department (or designate) an Employee shall have the right to view his/her personnel file annually.
- 35.02 No documentation will be placed in an Employee's Personnel file that the Employer has not shared with the Employee in writing.

ARTICLE 36 – PREMIUMS

- 36.01 Premiums are not considered part of the basic hourly rate of pay. Premiums will be paid separately in addition to the overtime rate. Responsibility Pay referred to in Article 27.03 is a premium.
- 36.02 A weekend premium of three dollars and fifteen cents (\$3.15) per hour shall be paid to an Employee for all paid hours (exclusive of vacation leave, sick leave, bereavement leave, education leave and any other paid leave), to a maximum of 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 (17:00) on Friday to zero seven hundred hours (07:00) 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.

ARTICLE 37 – HEALTH AND SAFETY

- 37.01 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.
- 37.02 The Committee shall 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;
 - (f) The right to refuse dangerous work;
 - (g) Reporting of safety data electronically or via dashboard.
- 37.03 The Employer recognizes the importance of psychological health for its Employees and shall have policies and procedures in place to support their mental health. Therefore, a Steering Committee will be established with equal representation from all Employee groups and the Employer is committed to implement a psychological health and safety plan following 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.
- 37.04 Employer policies, plans and procedures related to Occupational Health and Safety shall be reviewed annually by the Committee.
- 37.05 Where the Employer requires that the Employee receive specific immunization because of or related to their work, it shall be provided at no cost.
- 37.06 OHS education, training and instruction shall be provided to Employees, at the Basic Rate of Pay, to fulfill the requirements for training, instruction or education set out in the Occupational Health and Safety Act, Regulation or Code.
- 37.07 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 Basic Rate of Pay.
- 37.08 Required safety equipment and devices will be provided where necessary by the Employer.

- 38.09 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.
- 37.10 The applicable rate of pay shall be paid to an Employee representative for time spent in attendance at a meeting of this Committee.
- 37.11 The Employer shall pay for the medical fee on behalf of all Employees when such medical examination is requested by the Employer.

ARTICLE 38 – CRITICAL EVENT RESPONSE

- 38.01 Following a Critical Event and Employee may request to be provided with a minimum of one (1) hour off duty with pay following the completion of the critical event. This shall not be unreasonably denied. A critical event is defined as an event or a series of events that has stressful impact enough to overwhelm the usually effective coping skills of either an individual or a group.
- 38.02 In cases of a critical event an Employee feels that they are unable to complete the remainder of their shift as a result of the impact of the critical event, they will be relieved of duty and allowed to leave their shift without penalty to their pay, sick band/personal leave bank and/or vacation bank.
- 38.03 For each claim the Employer, and the Employee shall complete the appropriate WCB documentation if the difficult or critical call results in an absence from the workplace beyond the day of the incident or necessitates health care intervention.
- 38.04 Where critical incident or stress debriefing is requested by an Employee, it shall be provided as soon as practicably possible, and the Employee will suffer no loss of earnings for the duration of the shift. If an Employee requests mental health services, the Employer will make reasonable efforts to inform the Employee of resources available throughout the Company. Any request by the Employee for such services shall not be reasonably denied.

ARTICLE 39 – DUTY TO ACCOMMODATE

- a) When the Employer is notified, an Employee will be returning to work with limitations and restrictions the Union will be notified within ten (10) days when:
- i The Employee cannot be readily accommodated; or
 - ii The Employee requires a prolonged accommodation.
- b) Following initial notification of the Union, either party, or the Employee, can request a meeting to discuss options that are available. The purpose of this meeting is to collaborate at exploring options for accommodation.

- c) Employees with a disability, upon approval from their medical provider, shall perform modified work assigned by the Employer that considers the Employee's restrictions and abilities.
- d) The Employer must make reasonable efforts to accommodate up to undue hardship. When able, consideration will be given:
 - (i) first within the Employee's own position,
 - (ii) then within the Employee's bargaining unit,
 - (iii) then outside the bargaining unit.
- e) This may entail orientation and/or in-house training for another position (within or outside the bargaining unit) where alteration of an existing position is not possible.
- f) Employees must cooperate in the accommodation process.
- g) The parties will endeavor to find accommodation to the point of undue hardship.
- h) Employers are only required to make a reasonable offer of accommodation. If the offer was indeed reasonable, and the Employee rejects the offer, the Duty to Accommodate ends.

ARTICLE 40 – CLASSIFICATION AND JOB DESCRIPTIONS

- 40.01 The Employer will provide a copy of all job descriptions within the bargaining unit to the Union that are included in the Appendix A – Wage Schedule.
- 40.02 If the Employer creates a new classification which belongs in the Bargaining Unit and which may not be included in the Wage Schedule in the Collective Agreement, it shall establish the salary structure and then give written notice to the Union.
- 40.03 If the Union fails to object in writing within thirty (30) calendar days of receipt of the notice from the Employer, the salary structure shall be considered as established.
- 40.04 If the Union objects to the salary structure established by the Employer, and by negotiation succeeds in revising the salary structure, the revised salary structure shall be retroactive to the date the new position was implemented.
- 40.05 Failing resolution of the matter by negotiation, within further thirty (30) calendar days of receipt of the notice from the Employer, the matter may be referred to Arbitration.

ARTICLE 41 – BENEFIT ELIGIBLE CASUALS

- 41.01 A BECE is a Casual Employee with a guaranteed FTE at least zero point five (0.5) and no specified hours per shift or shifts per shift cycle.
- 41.02 A BECE shall be eligible for prepaid benefits pursuant to Article 28 excluding Article 28.02.
- 41.03 Unless otherwise specified below, the provisions within the Collective Agreement shall apply when working in a station covered by this Collective Agreement.

41.04 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) days written notice of their intention to revert to casual status; or
- (ii) The Employer may terminate these positions, in which case the BECE shall revert to casual status.

41.05 Scheduling of BECE Shifts

- a) The BECE will provide the Employer with their shift availability one (1) month in advance (e.g. 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 above.
- 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. The Employee will be paid as per the wage grid in Appendix A. The ACP flat rate does not apply.
- d) Where an Employee works a shift(s) over and above their required BECE shifts, Article 13 – Overtime will apply once full-time hours are exceeded.
- e) The BECE may be asked to modify its availability based on operational requirements.
- f) The Employer shall 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 not shifts are available, the Employee shall not be penalized. However, benefit coverage and the 0.5 FTE guarantee of pay shall not be interrupted.

41.06 Sick leave shall not apply to BECE's.

- 41.07 Vacation pay and entitlement for BECEs shall be in accordance with the provisions of Article 22.08.
- 41.08 Named Holiday entitlement for BECEs shall be in accordance with the provisions of Article 21.05.
- 41.09 The BECE shall not hold another BECE with another Employer or receive benefits from another Employer.
- 41.10 The BECE must be available to work shifts company wide. Union dues shall be payable when working a shift at a station covered by this Collective Agreement.
- 41.11 Article 34 (HWA) shall not apply to a BECE.
- 41.12 The number of BECEs shall solely be at the Employer's discretion.
- 41.13 If a request for a BECE is denied, the Employer will provide to the Employee the rationale for the decision.

ARTICLE 42 – COURT TIME

- 42.01 When an Employee, as a result of his duties, is summoned or subpoenaed as a witness or a defendant to appear in court or other legal proceedings (excluding labour arbitration), during his regular hours of work, he shall not suffer loss of pay as a result of such appearance. When an Employee is required to appear as a witness or a defendant during his days off, as a result of his duties, he shall be paid at the regular hourly rate of pay for hours of attendance for a minimum of two (2) hours. Such hours will not be included for the purpose of calculating overtime.

ARTICLE 43 – PART-TIME EMPLOYEES – DEDICATED STATIONS

- (i) The Employer may post part-time positions in dedication stations on a work cycle that is at least half of a full-time position but less than a full-time position.
- (ii) Part-time positions will be entitled to all benefits and conditions of this Collective Agreement on a pro-rated basis.
- (iii) Overtime will be applied as per Article 13 – once full-time hours have been exceeded.
- (iv) Seniority will be calculated in hours paid.
- (v) Increments will increase every 182 regular shifts. Pickup shifts are not included for the purposes of increment calculations.

APPENDIX A - WAGE GRID

Advanced Care Paramedic	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
April 1, 2020 (0%)	\$34.42	\$35.24	\$36.07	\$36.85	\$38.09	\$38.90	\$39.68	\$40.47	\$41.68	\$43.35	\$45.08	\$46.89
April 1, 2021 (1.0%)	\$34.76	\$35.59	\$36.43	\$37.22	\$38.47	\$39.29	\$40.08	\$40.87	\$42.10	\$43.78	\$45.53	\$47.36
April 1, 2022 (1.5%)	\$35.28	\$36.12	\$36.98	\$37.78	\$39.05	\$39.88	\$40.68	\$41.48	\$42.73	\$44.44	\$46.21	\$48.07
April 1, 2023 (2.0%)	\$35.99	\$36.84	\$37.72	\$38.54	\$39.83	\$40.68	\$41.49	\$42.31	\$43.58	\$45.33	\$47.13	\$49.03
April 1, 2024 New 9 step scale	\$37.67	\$39.33	\$40.90	\$42.43	\$43.98	\$45.52	\$47.05	\$48.58	\$50.13	\$52.13 LSI YR 15		
April 1, 2025 (2.0%)	\$38.42	\$40.12	\$41.72	\$43.28	\$44.86	\$46.43	\$47.99	\$49.55	\$51.13	\$53.13		

*Supervisor premium 12% for each hourly step.

*ACP Casual Rate will maintain at \$40.00/hr for 2023. The ACP Casual will be eliminated effective April 1, 2024.

Primary Care Paramedic	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
April 1, 2020 (0%)	\$26.01	\$26.82	\$27.61	\$28.45	\$29.65	\$30.83	\$32.01	\$33.19	\$34.50	\$35.89	\$37.32	\$38.82
April 1, 2021 (1.0%)	\$26.27	\$27.09	\$27.89	\$28.74	\$29.95	\$31.14	\$32.33	\$33.52	\$34.84	\$36.25	\$37.69	\$39.21
April 1, 2022 (1.5%)	\$26.66	\$27.50	\$28.31	\$29.17	\$30.40	\$31.61	\$32.81	\$34.02	\$35.36	\$36.79	\$38.26	\$39.80
April 1, 2023 (2.0%)	\$27.19	\$28.05	\$28.88	\$29.75	\$31.01	\$32.24	\$33.47	\$34.70	\$36.07	\$37.53	\$39.03	\$40.60
April 1, 2024 New 9 step scale	\$28.15	\$29.58	\$31.09	\$32.68	\$34.34	\$36.09	\$37.93	\$39.87	\$42.06	\$44.06 LSI YR 15		
April 1, 2025 (2.0%)	\$28.71	\$30.17	\$31.71	\$33.33	\$35.03	\$36.81	\$38.69	\$40.67	\$42.90	\$44.90 LSI YR 15		

*Supervisor premium 12% for each hourly step.

EMR	Step 1	Step 2	Step 3	Step 4	Step 5
April 1, 2020 (0%)	\$20.41	\$21.19	\$22.01	\$22.82	\$23.62
April 1, 2021 (1.0%)	\$20.61	\$21.40	\$22.23	\$23.05	\$23.86
April 1, 2022 (1.5%)	\$20.92	\$21.72	\$22.56	\$23.40	\$24.22
April 1, 2023 (2.0%)	\$21.34	\$22.15	\$23.01	\$23.87	\$24.70
April 1, 2024 (2.25%)	\$21.82	\$22.65	\$23.53	\$24.41	\$25.26
April 1, 2025 (2.0%)	\$22.26	\$23.10	\$24.00	\$24.90	\$25.77

- Effective April 1st, 2024, PCPs and ACPs will be adjusted to the next highest step on the 9 Step Wage grid based on their current hourly rate on the 12 Step Wage grid. No Employee will decrease in pay as a result of this change.
- Employees will move up one step on the grid for every one year of active service.
- Casual employees will move up a wage step every 182 shifts
- Long Service Increments (LSI) – those who currently receive LSI will be red-circled and will qualify for Article 28.06 on their appropriate anniversary date.

Retroactive wage increases would be paid on the 3rd pay period or earlier following the ratification of the Collective Agreement. Former Employees will have sixty (60) days to notify Associated Ambulance or they will have forfeited their rights to this payment.

ACP Casual Rate will maintain at forty dollars per hour (\$40.00/hr) for 2023. The ACP Casual will be eliminated effective April 1, 2024.

Letter of Understanding #1

BETWEEN

ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD.,

- and -

CUPE LOCAL 4351

Re: Local Conditions – Westlock Station

The listed staff employed with ASSOCIATED AMBULANCE in Westlock as of April 1, 2012 will be grandfathered with the following vacation entitlements.

Staff hired after April 1, 2012 will have vacation as stated in Article 22.

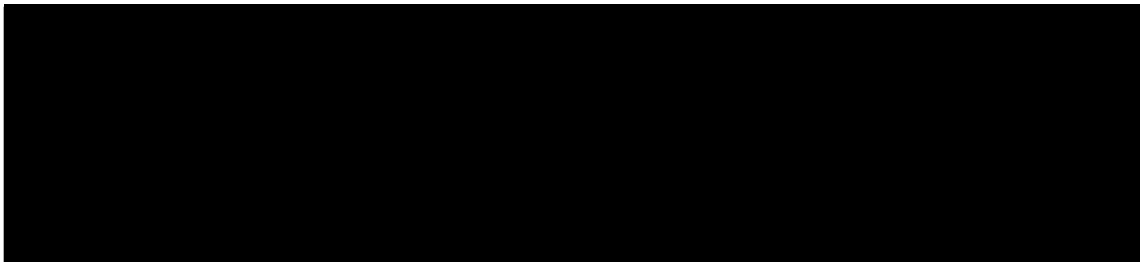
Corey Mitchell – August 5, 1993

Robert Doblanko – August 11, 1993

- 22.01 a) Full-time Employees shall receive an annual vacation with pay for regular hours of work and paid at the regular hourly rate of pay in accordance with his years of employment as follows:
- up to and including eight (8) years of continuous service - fifteen (15) working days
 - nine (9) years up to and including fourteen (14) years of - twenty (20) working days
 - fifteen (15) years up to and including twenty (20) twenty-five (25) working days

Originals signed by the parties March 30, 2023.

Agreed this 6 day of June in Edmonton, Alberta.



Letter of Understanding #2

BETWEEN

ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD.,

- and -

CUPE LOCAL 4351

Re: RECRUITMENT INCENTIVE PROGRAM

WHEREAS the Parties agree that some rural areas of the Province are difficult to recruit to and believe recruitment incentives may help stabilize the system;

NOW THEREFORE the Parties agree to the following:

1. The Employer may offer a recruitment incentive program at stations covered by this collective agreement if the following criteria is met:
 - a) Position has been vacant greater than ninety (90) days; or
 - b) A Station has over 50% vacancy.
2. The criteria for awarding a position who qualifies for a recruitment incentive will be based in the following order:
 - a) A new Employee participating in an Associated Ambulance Training and Orientation program;
 - b) A casual Employee currently working for Associated Ambulance wishing to participate in the program;
 - c) A current member of the bargaining unit.
3. An Employee who has been hired to one of these vacancies shall enter into a return service agreement with the Employer with the following incentive breakdown:

PCP Retention		ACP Retention	
1 Year	\$3,000	1 Year	\$5,000
2 Year	\$7,000	2 Year	\$12,000
3 Year	\$10,000	3 Year	\$17,000

4. In the event that the Employee terminates or vacates from their recruitment incentive position during the return-service period the portion remaining within the anniversary year will be pro-rated and the Employee will be responsible for paying it back during the next pay period.
5. An Employee is not eligible to apply for a full-time (permanent or temporary) position in any other station during the return service period. If so, it would be considered

that the Employee is resigning from their current position and they would forfeit all future incentive payments and be responsible to re-pay any outstanding portions as per item #4.

6. Upon completion of the service agreement, all items under Article 15 would apply for the Employee.

Originals signed by the parties December 20, 2023.

Agreed this 6 day of June in Edmonton, Alberta.



Letter of Understanding #3

BETWEEN

ASSOCIATED AMBULANCE & SERVICES (WHITECOURT), LTD.,

- and -

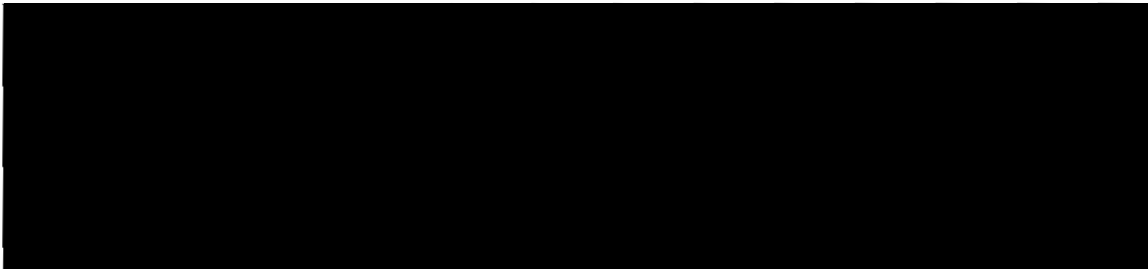
CUPE LOCAL 4351

Re: COVID-19 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".
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.

Originals signed by the parties September 28, 2023.

Agreed this 6 day of June in Edmonton, Alberta.



APPENDIX B – LEAVE CHART

TYPE OF LEAVE	DURATION	PAY INCREMENTS	VACATION SERVICE CREDIT	CUPE SENIORITY	SICK LEAVE CREDITS	MEDICAL/HEALTH BENEFIT CONTINUATION
Bereavement (immediate family as listed)	5 working days paid	accrue	accrue	accrue	accrue	yes
Bereavement (other)	1 paid day	accrue	accrue	accrue	accrue	yes
Compassionate	up to 27 weeks	maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	yes up to 27 weeks at normal cost share
Critical Illness - Child	up to 36 weeks	maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	no - after 30 days
Critical Illness - Adult Family	up to 16 weeks	maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	no - after 30 days
Maternity	up to 18 months	maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	yes for the health-related portion of absence only - able to prepay full benefits
Maternity Extension	up to 6 months	maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	yes for the health-related portion of absence only - able to prepay full benefits
Parental Leave	up to 18 months	maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	no - after 30 days - can advise to prepay benefits
Reserve/Military	20 days or longer as required	maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	no - after 30 days - can advise to prepay benefits
Personal/Family Responsibility without pay		accrue	maintain after 30 days	accrue	maintain after 30 days	no - after 30 days - can advise to prepay benefits
Personal Leave without pay over 30 days		maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	no - after 30 days - can advise to prepay benefits
Personal longterm illness & Injury without Pay		maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	no - after 30 days - can advise to prepay benefits
Domestic Violence Leave without Pay		accrue	accrue	accrue	accrue	yes
Citizenship Ceremony		accrue	accrue	accrue	accrue	yes
Death or Disappearance of a child		accrue	accrue	accrue	accrue	yes
Sick Leave		accrue	accrue	accrue	accrue	yes
Special Leave		accrue	accrue	accrue	accrue	yes
Short Term Disability		maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	yes
Long Term Disability		maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	yes
Worker's Compensation		maintain after 30 days	maintain after 30 days	accrue	maintain after 30 days	yes
Union Leave		accrue	accrue	accrue	accrue	yes
Extensions to any of the above	subject to managerial approval					

Agreed this 6 day of June in Edmonton, Alberta.

