



CUPE 4848 and NB EMS

Labour Management Minutes

Thursday, November 29, 2012

In Attendance

CUPE	Ralph McBride	Mike Harris
	Bill Flewelling	Trent Piercy
	Judy Astle	Bernard Soucy
	Dale Landry	Greg McConaghy
		Chris Kennedy
NB EMS	John Dallaire	Yvon Bourque
	Edgar Goulette	Kristie Bezanson
	Paul Boudreau	Robin O'Hara
	Craig Pierre	Beth Simkins-Burrows
	Jacques Charest	

Absent

CUPE	Steve Paisley	
NB EMS	JP Savoie	Michelle Breen
Invited Guest	Mike Simpson	
Recording Secretary	Beth Simkins-Burrows	

1. Meeting Called to Order

- a. John called the meeting to order at 10:00am.
- b. John introduced Paul Boudreau who is replacing filling for Michelle Breen and Kristie Bezanson who is replacing in for JP Savoie.

2. Approval of Minutes from October's Meeting

- Minutes approved by Trent Piercy, CUPE and John Dallaire, NB EMS.

3. Approval of Agenda

- a. Follow Ups from October 2012 Meeting



- i. NB EMS will put a note along with the job posting schedule in the stations to say if you are having technical difficulties please contact Human Resources.
 1. ***NB EMS is working on the best solution to this.***
- ii. John to follow up with Mike Simpson on the four week window that you cannot sign up for shifts in the medic's new station.
 1. ***Discussed below.***
- iii. HR to communicate when they are making job offers for the medics to speak with their new OM to sign up for shifts in their new stations.
 1. ***Beth has advised the HR Consultants.***
- iv. CUPE to attend NEO presentations.
 1. ***CUPE has been invited and will attend in January.***
- v. CUPE would like clear documentation on RTP process.
 1. ***Edgar has provided a document which is attached to the minutes of October 2012.***
- vi. John to forward new template schedule of 4 on/5 off to CUPE.
 1. ***Completed***
- vii. John will present possible solutions to the rotation "NO" list by next Labour Management.
 1. ***Completed***
- viii. Change word "Supervisor" to "Coordinator" in SchedPro.
 1. ***Mike to look at this.***
- ix. Correct spelling of Boiestown and Nackawic in SchedPro.
 1. ***Completed***
- x. John to follow up with Alan on a meeting on deployment.
 1. ***Follow up at next meeting.***
- xi. Michelle to look at the forced OT issue in Quispamsis.
 1. ***Completed.***
- xii. Beth to have CISM process sent to all Executive and RMs.
 1. ***Completed.***
- xiii. Edgar to look into the issue on the gas truck that they have to recalibrate the RMP horn if you are accelerating up a hill.
 1. ***As per Edgar they have been reprogrammed and should no longer be an issue.***



xiv. Short Term Vacation Request (written response on approved or denied)

1. CUPE is wondering when staff are going to get written responses on the request for short term vacation requests. CUPE would like to have the Request Returned with a response. NB EMS would like to see the request a minimum of two weeks in advance. Yvon stated if we can we will approve/deny right away if possible but sometimes it may be last minute before we can make a decision based on backfilling. The cutoff point is the same for short term vacation requests as the yearly union vacation requests. NB EMS stated also that we are getting staff who are cancelling their yearly union vacation after it has been approved. NB EMS believes that the employees once they indicate they want vacation and it is approved they will not be allowed to cancelled it because NB EMS has already made the arrangements to backfill them. NB EMS current process for short term vacation requests, if the position has not been filled and the employee wants to cancel their requests then NB EMS would allow the person cancel their vacation. Ralph stated that since the schedule for shifts is not awarded more than four weeks in advance then we cannot lock that person into vacation because the schedule is not posted/generated at that time. If no employee filling the vacation requested shift, it can be cancelled (Article 26.09). CUPE stated we would not have to go back if a person drops a week and go by seniority. If you drop the weeks already approved, you as that employee do not have the right to pick whatever week you wanted. For that employee it would become a short term vacation requests. Caution should be given to the employees to be careful/serious when booking your vacation requests in advance.

Follow Up: Yvon will put together a provincial process to ensure that the staff are advised one way or another if the request was accepted or denied.

Mike to add the vacation rules to the Scheduling Document.



xv. 24 Hour Meeting – request for date

1. John stated we would look at scheduling a meeting. CUPE would like to see a tentative date. John stated we will have a meeting prior to the end of January 2013.

xvi. Uniform Committee

1. CUPE stated they had the VPs look at drafting up a survey similar to the one that MCMC used. John stated that NB EMS will form the committee. CUPE stated that they were looking at the uniform committee terms to be more to look at the design of the committee. NB EMS would like to see the committee also include looking at the point system for distribution of uniforms. Committee will be made up of the four Regional VPs from CUPE and the four RMs (or as assigned) from NB EMS.

Follow Up: By next week, NB EMS will appoint the four individuals as well as a co-chair from NB EMS to work with CUPE. Bernard will be the co-chair from CUPE. First meeting will be held in January 2013.

xvii. EI Rebate Follow Up (LM Feb 9, 2012)

1. CUPE would like to see us mutually agree on what we do with the EI Rebate and how it is handled. CUPE would like to see us pay the rebate out to the members. John stated we do with a number of our programs, ie. inConfidence, inConnection, Flu Shot program, bbqs, matching charitable donations, etc... that add up to more than the \$45/person. We can look at reimbursing the benefit but we will have to cut back on some of our programs as we believe NB EMS is currently providing a benefit higher than this to the employees. CUPE stated not everyone gets to participants in bbqs, Christmas functions, but as John stated that is the employee's choice not to participate. The functions are there and available to the staff.

Follow Up: CUPE will get back to us on what their decision is on how they would like to proceed.



b. CUPE Topics

i. MOA Meals

1. Certain managers are looking at the July LM minutes and if they don't have the request for the meal they are taking that as they don't want it. The intent is if staff had the opportunity to take a meal but didn't that should be enough. MOA is very clear(CUPE is referring to MOA language, it is clear). Reminder: if you are available in your area, make the request via MCMC to go back to station for your break. (See Appendix A)

Follow Up: Yvon will clarify the intent of the comments in the July minutes with the RMs and OMs. JP to review with MCMC as well.

ii. Intent when Someone is on LOA working Casual

1. All LOAs are considered but preference will be given to those cases that are related to EMS world providing that NB EMS can accommodate the leave within the station. ANB noted that LOA granted for Temporary OM/Education for ACP. IF leaving to work in another Province – Not granted

iii. RSI Investigations and Suspensions of Driving Duties

1. During an investigation of an accident, another issue was brought up that happened several weeks prior that was a violation. CUPE stated that the previous item had nothing to do with the investigation currently being worked on. This is a concern to CUPE, past incidents should not be brought up in current investigation. Yvon stated it is non-disciplinary to the employee. The purpose is to provide remediation to the employees.

Follow Up: Yvon and John to review the particular situation with Robin and get back to CUPE.

iv. 4 On/5 Off & PT Hours – scheduled discussion

1. See notes on Part Time Employee Benefits Eligibility.



v. **Scheduling Documents (sign-up sheets/part time moving to new station and unable to sign up on sheets)**

1. CUPE has concerns that someone moving to a new station cannot sign up for the shifts until they get there. CUPE's issue is finding a way for employees moving to new station to be able to sign up before they arrive when shifts were awarded. If I am able to give you an opportunity to sign up for a shift or call you that should be considered an offer as per NB EMS. The sheets are posted in the designated stations for a period of seven days for the medics to sign up. They come down for two days then they are awarded. They should only sign up for the shifts they are willing to take. The medics should email their OM when they are on a rest day as long as they tell their OM. They are basically unavailable and we will not make an offer to the medic if they have indicated they are on a rest day – you do not rotate on the list. Sign-up sheets are for greater than two weeks. Four hours less two weeks – make call, no sign up sheets. NB EMS stated when no one signed up for the shifts within the admin area then we should go back and call everyone on the No List. CUPE stated that offers are within the admin area, scheduling document Steps 1 to 7 are by sign-up sheets. If no one signs up for those shifts it will go to Step 8 by the rules in SchedPro. The sign-up sheets are for all admin staff (FT, PT, Casuals). No employees outside the Admin area will sign sheets. CUPE would like us to send an Email to the Admin area staff of the available shifts for sign up. The list on the wall will be the primary sign up. The list will go out to make you aware the shifts are available but you must sign up on the wall or done by proxy (not the OM).

Follow Up: Yvon to discuss the issue of sending out the signed up shifts via email or posted on the bulletin board at the RM meeting tomorrow. NB EMS will confirm the process after the



meeting. Mike will also update the scheduling document to include Casuals max at 150 hours.

Follow Up: John to work with Mike on the call outs more than 4 weeks in advance when changing stations. CUPE suggested an Email to the new employee coming to a station as a way to make offers of shifts before they arrive. Have the OM move the employee temporarily in Sched Pro to award the shifts then move them back once awarded to allow equitable offers to occur.

c. NB EMS Topics

i. Linguistic Profile and Job Postings

1. John stated that we went through the linguistic profile for the organization. It is required under the Officials Language Act that we must provide bilingual services to citizens of the province. We have done an analysis where there are stations we are meeting our requirements of having a bilingual truck and some are not. Future job postings will indicate if bilingualism is a requirement or an asset. NB EMS is meeting with the Language Coordinator for PNB tomorrow and will ask how we go about filling the spots when we cannot find any staff, we may need to ask for an exemption. CUPE is wondering if we are going to fill the spots on a temp basis if we cannot find anyone. CUPE asked if exemption was given, would jobs be filled as unilingual? NB EMS will know more after we meet with the Language Coordinator. NB EMS will cover the expense of language training for ANB staff depending on the linguistic profile of the station and the individual. NB EMS will be doing some marketing of the language line (posters in the truck, signs in the truck and stations). The Active Offer presentation will be going out to all ANB staff to review and acknowledge. This presentation will be an annual event.

Follow Up: NB EMS to provide the linguistic analysis by station to CUPE. CUPE will attend NB EMS meeting with the Language Coordinator on Friday, November 30, 2012.



ii. Medic Town Hall Meeting Update

1. John stated we are ready to send out the concerns from the Town Halls to the ANB employees including the action items. Some items have been completed already along with an introduction from Mr. Stephen via email to staff. Also includes the Top 10 that were previously discussed at last month's LM (see Appendix B).

iii. Part Time Employees Benefit Eligibility

1. John stated that the CUPE Executive worked with us on the 4/5 scheduling. Based on the Town Hall meeting, those medics stated they would like 4/5. The other problem it would resolve is the benefit issue for Part Time medics. Based on the work that was done, we were able to come up with a new 4/4 schedule based on a 24 week schedule that will also accommodate the PTs getting over the .33FTE (they will actually be .35FTE) required to keep their benefits. We are looking at the implementation date of January 3, 2013. A PT will pick up an extra day shift once every 8 weeks. FTs will have 15 hours remaining in their stat bank at the end of the year. From the information gathered by Local, generally employees would not like to change from 4/4. NB EMS stated that they are hearing in the public that the Employer wanted the 4/5 off and this is not the case. CUPE apologized for this as it was not NB EMS who wanted the 4/5. CUPE stated they had very limited response on the 4/5 and mostly a negative response to any change in a rotation from their members. If a PT holding two PTs positions and they resigned from the two PTs for whatever reason, the positions will be posted as two PT positions at .35FTE each.

Follow Up: Yvon and John will draft a letter (by Monday, December 3, 2012) to be sent to the paramedics to indicate the schedule change for January 3, 2013.

iv. National Paramedic Competition



1. NB EMS is looking at entering a team in the competition. We would like to get CUPE's opinion. There is a great amount of time and commitment required to be part of the team. They will need to be in one area (together) because of the training/practicing that is going to be required. We want to put the best of the best team together. We are looking at sending one PCP team. CUPE suggested that we look at doing competition starting at the Admin area level, then the winner goes to the region, then region goes to the province and the provincial team will go to the national team. Transportation and meals, etc.... would be paid for the team going to the national competition, prior to that point it would be on their own expense. CUPE thinks it is a great idea. NB EMS will move forward and put some guidelines around.

v. Update on the rotating "NO" List

1. Mike said that we have run into an issue with the vendor of SchedPro. The software is used by other MEMS group of companies. The rotating NO list was working for NB EMS but is not working for some of the other companies, therefore, more testing has to go into. We are not trying to delay it but we have to work with the other companies because it is only one software system. We are waiting for the vendor to get back to us. We have no timeframe on this. CUPE is not worried about any potential error rates as long as the NO list rotates, manually or not.

Follow Up: Yvon will speak with the RMs at their meeting and will identify the issue and come with an interim solution that works for everyone until the technology is fixed.

vi. Four Week Block for Scheduling

1. See above.

vii. 15 Minute Meal Breaks



1. John stated that some employees are putting in claim for 15 minutes even though they have had no calls during their shifts. CUPE agrees with us that we do not need to schedule 15 minute breaks. Paramedics should take a break between assignments or when on down time. This is mutually agreed to not to schedule it because the medics have a lot of down time during the day. CUPE noted to keep in mind; some transfers may last majority of a shift. (Article 22.06)

d. New Items Added

i. Linen Situation (NB EMS)

1. Yvon stated we have to come up with one way of doing up a stretcher; we have to be consistent across the province. Due to the cost, we need a standard across the province. Yvon would like this to be put as part of the mandate of the Uniform Committee to discuss.

2. Driver Abstract (CUPE)

CUPE states that they feel the Driver Abstracts are violating confidentiality when NB EMS is using the abstract to determine if a person has a Class 4 license or not.

Follow Up: NB EMS will do some research to see if we have to do waivers each year.

3. Heart & Stroke Hockey Heroes Team (NBEMS)

John asked CUPE if their membership would like to put in a team.

Follow Up: CUPE will look into it and get back to NB EMS.

4. CPR Cards (CUPE)

CUPE stated that if MCMC has a valid CPR card then NB EMS must accept it. NB EMS stated that is fine but it has to be valid and cannot be expired or the employee will not be allowed to work.



Other Items

- Yvon gave an update on the tour that he and Edgar are doing with the RHAs by presenting the actual PowerPoint presentation. Proposals on ACP's were in and a spring announcement is speculation. Transfer Unit Proposal was submitted to government. Yvon had no timelines on these two items. Presentation has been well received by RHAs.

4. Next Meeting

- a. Next meeting will be scheduled for Thursday, January 31, 2013 at Rooney.

5. Adjournment

- a. Meeting was adjourned at 2:50pm.



Respectfully submitted and approved by:

Trent Piercy, CUPE 1252, Local 4848

John Dallaire, NB EMS



Appendix A – Meal Rules from LM June 2010

1. MEAL BREAKS/MOU

A discussion was held around the MOU for Meal Breaks. The MOU is to be followed as outlined. The following points are to assist in the determination of the Meal Vouchers:

Reasons you don't get a meal voucher:

- If you have had the opportunity to get back into your station area you don't get a meal voucher within the allotted time (3 hour window).
- If you stop outside your admin area on a transfer (and could have gotten back to your station) and don't get interrupted, you don't get a meal voucher.
- If you are in your station and did have a chance to get a meal break in the predetermined three hour window, you don't get a meal voucher.
- If you are in your station had a chance to eat but were not hungry then got a transfer and are now asking for a meal break, they will be denied a meal voucher.

Reason you get a meal voucher:

- If you were assigned to a station for a shift and then got sent to another station, during the time frame, they are allowed to get a meal voucher.
- You were interrupted during meal break in your station.
- Outside your station for the whole meal period (3 hour window), no matter what.
- You requested a meal break and MCMC denied (this does not apply if MCMC does rearranges meal time within the meal break window.)



Appendix B – List of Top Ten Items from Tour

1. **Scheduling:** a large number of town hall participants expressed an interest in a schedule where they work “4 on, 5 off.”
2. **Kit Design:** many paramedics do not think our current bag configuration is ideal for the job.
3. **New Ambulance Design:** lots of interest in hearing how our next generation of ambulances are going to look and operate.
4. **STAT Transfer:** you’ve told us they are being abused and have concerns over the number of long distance transfers taking place at night.
5. **Roadside Posts:** there are safety concerns over roadside posts, especially during adverse weather situations.
6. **Furniture:** discussion around the best furniture for our stations.
7. **Dress Uniforms:** many of you would like a dress uniform.
8. **Uniform Allowance:** there have been suggestions that we create a “points system” to make it easy for our paramedics to update their uniform with the articles of clothing they need, when they need them.
9. **Scheduling Software:** comments made that there should be a centralized system to direct scheduling, sick calls and vacation requests.
10. **Computers:** with the initiation of eLearning, some paramedics expressed concern about not being able to access a computer at the station.