



**MINUTES OF MEETING**

CUPE 4848 and NB EMS  
Labour Management Meeting  
9:30am – 3:30pm  
June 22, 2010

**Present:**

Denis Beaulieu, CUPE  
Ralph McBride, CUPE  
Guy Ward, CUPE  
Mike Harris, CUPE  
Mathieu Chayer, CUPE  
Stephen Baird, CUPE  
Dale Landry, CUPE  
Bill Flewelling, CUPE

Yvon Bourque, NB EMS  
John Dallaire, NB EMS  
JP Savoie, NB EMS  
Jacques Charest, NB EMS  
Robin O'Hara, NB EMS  
Beth Simkins-Burrows, NB EMS

**Absent:**

Michelle Breen, NB EMS  
Evan Tozer, CUPE

**Guests:** Susan Dugas, NB EMS

**Recording Secretary:** Beth Simkins-Burrows, NB EMS

**ACTIONS**

**1. REVIEW OF MINUTES AND AGENDA**

The following items were added to the agenda:

- a. Accommodation/light duties (Denis Beaulieu)
- b. Winter tires in the summer (Denis Beaulieu)
- c. Short notice LOA/vacation (Denis Beaulieu)
- d. Temp Ops Manager (Denis Beaulieu)
- e. Meal Breaks/MOU (Denis Beaulieu)
- f. Sick Time Occurrence (Denis Beaulieu)
- g. Black Box (Denis Beaulieu)
- h. Uniform Inspection (Denis Beaulieu)
- i. Follow Up on Incident Reports (Denis Beaulieu)
- j. Update on Part Time Pay Stub (Denis Beaulieu)
- k. Special Events (Yvon Bourque)
- l. JOHSC (John Dallaire)

## 2. FOLLOW UPS TO LAST MEETING

- a. **Seating in truck** – report has been given back to JOHS committee. Marcus in the process of updating the JOHS committee with recommendation.
- b. **Infectious Control Reporting** – JP to follow up with MCMC to be the go between hospital and Medic. JP will follow up with the RHA.
- c. **Unit Weight** – Robin will get a copy of recommendations made and will be sent to CUPE. John did speak with Danny and they are looking at removing some items from the truck but it must go through the Ambulance Standard Committee.
- d. **Blue Latex Glove** – trial being done in Saint John.
- e. Policies – ANB has given the first 30 policies to Ralph and Denis. ANB will resume review of the rest of the policies this Friday.
- f. **Issues with ANB Intranet Site** – Beth to speak with Derek.
- g. **Dispatcher Workload** – Beth to follow up again with Amy, RHA and Ralph.
- h. **Paramedics on the Move** – CUPE provided a memo to staff to tell them to answer the three questions that MCMC requires. Also told the staff that they are all the same union so to help out.
- i. **Time off Between Shifts** – For OT, CUPE suggested 8 hours off between shifts. John indicated that this is too short a time frame. John will follow up with the RMs to discuss possibility 10 hours off between shifts.
- j. **Forced OT – Stand By vs 911 Calls** – CUPE mentioned that staff have been told that they have to stay at the end of the shift to cover while the other crew is doing a transfer. JP to follow up on. MCMC is trying to get medics back 30 minutes before the end of their shift.
- k. **Switching Shifts for the Islands** – This is in regards to switching shifts so the paramedics can get their 30 patient contact. Denis suggested to leave as is and he will follow up with the medics on the Islands.
- l. **Training During the Day and Working the Evening** – John to discuss with Ralph.
- m. **Station Door** – John spoke with Paul Cormier. He has it on schedule to get done in Boiestown.
- n. **Shirts Under Uniform Shirts** – John to discuss with Shirley.
- o. **MCMC Laptops/Reading Materials** – For MCMC, JP mentioned during the evening no issue using them, but not during the day as long as it does not interfere with their work. For Paramedics, it is ok as long as it does not interfere with their work and usage is not offensive to fellow medics.

## 3. DATA COLLECTION – Susan Dugas

Susan presented the **Prior Learning Assessment (PLA)** program with the goal of looking at all prior learning of our staff. Purpose is to assist ANB to determine the learning needs for our staff in order for us to provide them with specific training. Collection of data will be maintained in the HRIS system with encouragement of them to provide us with actual copies of the documents to store in their Personnel File. Mathieu asked if the PLA is going to replace the

*Susan will follow up to see how this interacts with the eSkills issue.*

*Susan to forward the slideshow to CUPE to*

eSkills. John mentioned that we are also looking at other eLearning type of educational tools. Ralph does not want paramedics who need remedial education to be flagged through this process. John stated that this is not the intent of this process. The intent is definitely to increase the educational knowledge of the staff, nothing else.

*review further.*

#### 4. IMPLEMENTATION OF CASUALS

CUPE stated don't worry about union dues at the moment. Denis will advise through a letter when to start deductions as the other locals in CUPE are not ready yet to start deductions. CUPE has asked us to start accumulating seniority hours as of June 17, 2010. Payroll to keep track of who is working 1/3 of a regular employee until CUPE figures this out with PNB. CUPE has the right to create a separate MOU and are currently working on this. They will have grievance right through the Public Labour Relations Act. Ralph is going to look into whether Ops Managers are going to be able to continue working as an ANB Casual employee.

*Beth to follow up with Payroll to ensure they are accumulating seniority hours.*

#### 5. STORING OF LABOUR MANAGEMENT MINUTES

Beth asked if we could load the minutes on the ANB Intranet site instead of sending out binders to each station. Denis stated some employees are still having problems with the ANB Intranet site, therefore, he would prefer we still go with the binders in each station.

*John to follow up with Laura to do a fact sheet on how to see your pay stub.*

For future minutes, we have agreed to highlight any decisions in yellow to move forward to a **Decision Page**. Denis will go through all the old minutes to pull out the decisions and move them to the **Decision Page**. John will review the **Decision Page**.

*John to follow up with Communications to come up with a plan on how to get all employees access to the ANB Intranet site.*

John asked about doing electronic timesheets once employees' access issues to ANB Intranet site are resolved. Denis will get back to John on this issue.

*John to follow up with IT on why they can't help ANB employees' access to ANB Intranet site using their home PC.*

*Beth to have minutes out in binders to the Stations in the next couple of weeks.*

*Denis to pull out all the decisions from prior Labour Management minutes and to move them to a Decision*

*Page for John to review.*

## 6. LANGUAGE

John stated that we need to make sure there is a bilingual capability on all trucks. There will be some partner switches that will need to occur to accommodate this change. We may need to say in some positions that bilingualism is essential but it is not ANB preference to go this way. We do have a process that if there is not a bilingual medic on the truck, the medics can call MCMC and go through a translation service. CUPE stated that the change in partner is on a day to day basis. At the beginning of the shift, the Paramedic may be asked to go with a different partner for that shift.

ANB will provide language training based on the linguistic profile of the station. The medic will be reimbursed if they pass and we ask that they check with HR to discuss the training institution they want to use before signing up.

## 7. CHECKLIST - Robin O'Hara

We have made minor changes to the daily check list and changing the distribution process. This should help with the incident reports as well. It also includes some trouble shooting for the MRx and a few other items. This will be implemented July 01, 2010.

*Robin to provide CUPE with a sample.*

## 8. SAINT JOHN SSP

Saint John is an on-going issue with providing service. We will be doing a trial over the next few weeks to see if we can determine what the "real" issues are. Depending on what the final analysis is, ANB will approach the government to make the necessary changes on a go forward basis. Medics are being briefed today and tomorrow of the changes. Ralph is disappointed that ANB did not advise CUPE they were doing a data collection. Ralph believes CUPE deserves more respect and should have been made aware of the issue. Ralph also stated that CUPE should have been given a heads up about the Diazepam issue as well. John stated that the Operations Managers were not aware at all of these two items at all. John will take back CUPE's concerns to Senior Management. Ralph made a recommendation to have someone from Committees to come to Labour Management once every few months to provide an update on changes that may occur from the Committee Meetings.

*John will speak with Shirley Neville and Alan Stephen to discuss a better method of sharing information and upcoming changes with the CUPE.*

## 9. ACCOMODATION/LIGHT DUTIES

MOU is coming in the next few weeks once Gordon and Margot sign it. At that point we will need to sit with CUPE to come up with process of how to move these employees over to the RHAs and monitor that these employees are not getting lost in the RHA. CUPE advised ANB that when the employees are put on the accommodation list that ANB is still responsible for these employees and ANB must do all they can to ensure the employees are accommodated with the RHAs. CUPE has asked that ANB try to work with those employees who

*HR and RMs are to investigate areas where we can provide light duties without creating work and to reinforce this message in particular for those*



require short term accommodations. ANB noted that there are limited light duties within the station, and we will not create a light duty job.

*individuals who are pregnant.*

#### 10. WINTER TIRES IN THE SUMMER

Employees have a concern with the safety of using winter tires in the summer. Denis offered a copy of the report, if needed, that was done on winter tires.

*Yvon to touch base with Danny on the report on the safety of the winter tires using them in the summer and will provide an update.*

#### 11. SHORT NOTICE LOA/VACATION

Some of the OMs will not grant any short notice LOA/Vacation for next month because they already know they won't have any staff. CUPE stated that it is not acceptable that ANB needs to try and staff the truck.

*RMs to discuss this with OMs to see if we can work through this.*

#### 12. TEMP OPS MANAGER

CUPE asked for an update on the status of the ANB employees who are currently filling Ops Managers position at NBEMS. Beth stated that most of the time the NBEMS temp positions are posted on the NBEMS website and we encourage ANB employees to check the NBEMS website on a regular basis. CUPE stated that Temp Ops Managers need to be informed that they should not be doing discipline while in the temp position. ANB stated that they are always advised of this, as well as of being advised that they should contact CUPE.

*Beth to send an updated LOA listing to CUPE. Beth to update the letter of offer to include that the ANB employee doing a temp assignment is not allowed to do any discipline and all discipline issues need to be forward to their Regional Manager to deal with.*

#### 13. 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:

*Beth to send to CUPE and RMs for approval then once approved*

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.)

Denis was wondering if we could send two trucks to lunch at the same time. John stated that MCMC has always considered whether two units could be out at the same time but it will always depend on call volumes, etc...

#### 14. SICK TIME OCCURRENCE

ANB has the right to investigate any sick time which we think sick time is being abused. Our Wellness Consultant is dealing with the Ops Managers to determine patterns of abuse.

*Please note the above discussion was held at Labour Management, however, the attached document was what had been previously agreed to so the above is discussion is no longer valid. Please see attached memo for interpretation.*

#### 15. BLACK BOX

CUPE stated that the black box is being used for discipline and is not supposed to be. John restated that the black box was put there as an educational tool and for safe but if the issues persisted then it would be used for discipline. John is stated we are looking at putting out a report card to provide feedback to the staff so they can see how well they are doing driving or where they may improve. The report card is to be used as an educational tool.

*Beth to send to OMs for consistency.*

*JP will look at this further.*

## 16. UNIFORM INSPECTION

CUPE stated that an inspection had been done at MCMC in regards to socks. ANB would like everyone to look professional and respect the uniform. ANB stated there are no plans to inspect uniforms. Denis voiced his concern about his new pants and the new type of top that is potentially is coming. Denis voiced that they do not look professional. The new pants are moving to be a standard across North American. A communiqué will be going out to explain why we are moving to new uniforms.

## 17. FOLLOW UP ON INCIDENT REPORTS

Denis would like to see Ops Manager providing a follow up to incident reports that are being submitted to them so the employee knows the status. John stated that part of our objectives to follow up on the incident reports. Robin working with Felix to see how we can put it on the internet.

*RMs to remind OMs that they are to follow up on incident reports with the employee.*

## 18. UPDATE ON PART TIME PAY STUB

Next Thursday's pay (July 1) will have the update on them.

## 19. SPECIAL EVENTS

- **Bike Patrol** - Yvon is looking around the Shediac area to do a bike patrol along with Miramichi area during the summer for coverage during certain activities. Other RMs are looking at this option as well. ANB wants to offer this to everyone employee but there will be certain physical limitations. A few medics (Mike LeBlanc, Joe Donovan & Mathieu Hache) have agreed to look at putting a selection of activities together to see if they are eligible for bike patrol. If someone does not pass they will still be giving the option to come back the next year. Need to make sure that the staff are equipped; it is not to hand pick who will be participating. This will be in addition to the regular SSP. CUPE stated that the activities must be reasonable and they would like a copy.
- **Honour Guard** - Alot of training involved to be in the honour guard. Susan has invited a few members from the Honour Guard in Fredericton to come for an information session in Moncton. Our goal is to have an honour guard in each region.
- **World Track Event** - extra trucks being put on. All the shifts have been posted.
- **CFL Game** - it is a full week event. Some streets will be closed, tailgate party. Bike patrol will be used along with extra ambulances. Shifts will be posted.

## 20. JOHSC

John mentioned that there are some vacancies in various areas of the province. We have two individuals interested in Saint John and Moncton vacancies. We need to decide on how to pick alternates.

*Denis to speak with Marcus to determine the process on how to*

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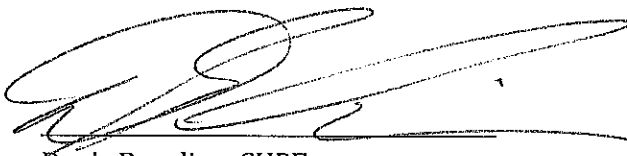
**21. NEXT MEETING**

The next meeting will take place on September 29, 2010 at 9:30am.  
*(Update: this has been rescheduled to October 5, 2010 at 9:30am)*

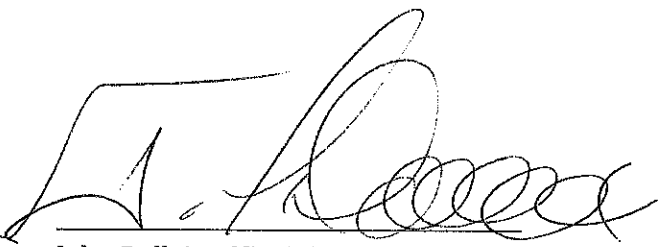
**22. ADJOURNMENT**

Meeting was adjourned at 3:30pm.

Respectfully submitted and approved by:



Denis Beaulieu, CUPE



John Dallaire, NB EMS





**To / Dest. :** Paramedics and Medical Transportation Dispatchers / Ambulanciers Paramédical et Répartiteur du transport médical

**From / Exp. :** Dianna St-Pierre

**Subject / Objet :** Sick Leave, CUPE Article 27.08 / Congé de maladie, article 27.08 de la convention collective

It has come to our attention that there is confusion regarding sick leave and the request for medical forms. As we start a new year, and a clean slate, we would like to clarify article 27.08 so that the union and managers are applying it consistently to all employees.

Il nous a été signalé qu'il existe une certaine confusion quant au congé de maladie et à la demande de formulaires médicaux. Comme nous débutons une nouvelle année avec un dossier vierge, nous tenons à clarifier l'article 27.08 pour que les responsables et le syndicat l'appliquent de façon uniforme à tous les employés.

The Article states:

L'article indique ce qui suit :

*"The Hospital may require an employee to submit a certificate signed by a medical doctor for a period of sick leave in excess of two (2) consecutive days, or for any period when the employee has used seven (7) days of sick leave (made up of two (2) consecutive days or less) in a calendar year. If such a certificate is required, it shall be asked for during the illness but an employee may be notified in advance, on an individual basis, that such a certificate will be required in the future. An employee may be required to sign a sick leave form, confirming the absence and the date(s) for any period of illness."*

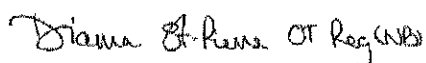
*« L'hôpital peut exiger qu'un employé soumette un certificat signé par un médecin pour une période de congé de maladie dépassant deux (2) jours consécutifs, ou pour toute période lorsque l'employé a utilisé sept (7) jours de congé de maladie (à raison de deux (2) jours consécutifs ou moins à la fois) au cours d'une même année civile. Si un tel certificat est exigé, il faut le demander pendant que l'employé est malade mais un employé peut aussi être avisé à l'avance, individuellement, qu'un tel certificat sera exigé à l'avenir. Un employé peut être tenu de signer une formule pour congé de maladie, confirmant son absence et les dates de toute période de maladie. »*

In conjunction with the union, the following interpretation has been agreed upon:

- Any illness of 3 days or more may require a medical note and the days will not be counted in the "7 days" calculation referred to in article 27.08.
- Any illness of 1 or 2 related consecutive days will be used in the calculation as 1.
- Any illness of 2 **unrelated** consecutive days will be used in the calculation as 2.
- ANB will continue to apply reasonable judgement and will not require notes for obvious, ongoing medical conditions that are being followed by a physician.
- ANB will continue to identify absence patterns as they are more likely to represent an abuse of sick time. ANB will also continue to investigate those situations, whether the employee has been out an overall total of 7 days or not, in accordance with article 27.09.

Please take time to read and understand this important information. We think these interpretations will help to avoid confusion in the future.

Regards,



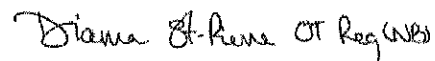
Dianna St-Pierre, OT Reg (NB)  
Employee Wellness Consultant  
Ambulance New Brunswick

Conjointement avec le syndicat, l'interprétation suivante a été acceptée :

- Une note d'un médecin pourrait être exigée pour tout congé de maladie de trois jours ou plus, et ces jours ne seront pas comptés dans la période de 7 jours mentionnée à l'article 27.08.
- Les congés d'un jour ou de deux jours consécutifs **liés** à la même maladie seront comptés comme une journée.
- Les congés de deux jours consécutifs **non liés** à la même maladie seront comptés comme deux journées.
- ANB continuera à faire preuve de jugement raisonnable et n'exigera pas des notes pour les troubles médicaux continus évidents suivis par un médecin.
- ANB continuera à repérer les tendances d'absentéisme, vu qu'elles sont plus susceptibles de représenter un abus des congés de maladie. ANB continuera également à mener des enquêtes sur les situations de ce genre, que l'employé ait été en congé pour un total de sept jours ou non, conformément à l'article 27.09.

Veuillez prendre quelques instants pour lire et comprendre ces renseignements importants. Nous sommes d'avis que l'interprétation susmentionnée aidera à éviter toute confusion future.

Sincères salutations,



Dianna St-Pierre, erg. imm. (N.-B.)  
Conseillère en mieux-être des employés  
Ambulance Nouveau-Brunswick