



**Representing the Paramedics of the United Counties of Leeds Grenville**

**LOCAL 4440 - <http://4440.cupe.ca/>**

**Minutes from Labour Management Meeting  
Wednesday, January 29, 2014 @ LGEMS HQ**

**CUPE 4440 – Pete Joseph, Robin Cubitt, Mary Portwine, Scott Robinson  
Mgmt. – Chief Lloyd, Deputy Chief Carss, Commander Hendry, Karen Usher**

**1.0 Minutes from October 8, 2013 Labour Management meeting reviewed; Approved.**

**2.0 Additions to Agenda:   2.12 Station 1 and Station 2 Garage Doors  
                                  2.13 Mediation/Conflict Resolution**

### **2.1 Meal Claim EFT Tracking**

Pete brought forward that members are still unable to track meal claim payouts because the forms we receive from payroll are not itemized. Pete provided numerous copies of EFT Forms to show how the forms appear for members.

Chief Lloyd stated that Michelle has an itemized list at the end of each month, and each members pay outs could potentially be provided via email to them; however that would be a very time consuming endeavor. **The Chief stated he would speak to payroll and see if there are alternative options.**

### **2.2 Notice of Disciplinary/Non-Disciplinary Meetings**

Pete would like to request a greater time period from management when notifying the union regarding meetings with members that require union representation as it can sometimes be difficult to find a representative on short notice. Chief Lloyd acknowledges Pete's concern; however mgmt. is seeing an increase in time periods between incidents and initial interviews being conducted. Chief stated that for meetings where discipline etc. may be handed down, notice should be given and meeting times can be negotiated. But as to not delay initial meetings and interviews (fact finding) mgmt. would like to see those meetings take place as quickly as possible following the date of the incident.

### **2.3 HR Credentials Emails**

Some members are becoming increasingly stressed out over the EMS HR emails regarding documentation requirements, specifically SR/Defib/CPR etc. DC Carss explained the system is automated and the problem lies with delays receiving the documents from outside agencies (RPPEO etc.). **DC Carss will make efforts to stop SR/Defib emails from being repetitive.** However he emphasized that members need to review those emails as he is continuously chasing members for documents that ARE required (i.e. updated driver's license, immunizations etc.).

## **2.4 Shift Change Requests**

Management has seen an excessive increase in the amount of shift change requests being submitted, mostly from part time employees. He notes 40+ changes in the last 29 days. Many of these are the same shift being exchanged multiple times. It is becoming very time consuming for Michelle, as well as there have been several no-shows for shifts and vehicles being temporarily down staffed as a result.

Chief Lloyd is advising the Union the Shift Change policy will be changing in the near future to a limited quantity, not yet decided upon, of exchanges per pay period per employee. Official notice will follow when the new policy is implemented.

The Chief clarified that long term, or multiple day exchanges of shifts or rotations between full time/contract employees will still be allowed and is not affected by this policy change.

## **2.5 Crews Reporting Late**

Chief Lloyd stated there has been an increase in the number of employees reporting late for shift. Mgmt. acknowledges that “stuff” happens and situations beyond our control (accidents, vehicle problems etc.) are acceptable but that employees will ONLY be paid for time worked. Therefore if you are an hour late for work, regardless of the reason, then they will be paid accordingly.

He would also like to remind members that there is a policy for reporting late to work and members are encouraged to review this policy and that the Supervisors need to be notified at the earliest convenience incase alternate staffing arrangements need to be made. DC Carss commented that repeat, unnecessarily late offenders will be dealt with according to disciplinary/non-disciplinary policies.

## **2.6 Time Manager - Update**

DC Carss explained that LG’s MIS department is having multiple issues getting the program up and running and fully functioning. The issues lie with remote access (from home) and not being compatible with the variety of computers, tablets, operating systems etc. that people are using. They are trying to find a feasible solution. He reported that the “trials” have gone well on the front end (from HQ) and accessing from the bases. The next step (aside from remedying the remote access) is to assign and distribute all employees’ logins and passwords, which have to be different then the computer logins.

## **2.7 Part Time Seniority when on Leave**

With recent situations arising, management would like to know what the Unions position on part time employees accruing seniority while on sick leave, WSIB etc. is? Pete explained it is the unions hope to see part time members earning a percentage of hours worked when off for an extended period of time, based on the previous “x” number of months. Previous part timers have received seniority when off, but it seems as those have been granted on a case by case basis as both parties agree the CA wording to be open/vague.

Pete will discuss the matter further with the national rep and come up with some calculations and bring them to management at the April labour management meeting.

## **2.8 Temporary Postings**

DC Carss explained that there have been several discussions had between mgmt. and the executive recently over the temporary assignment postings. It has proven “awkward” to follow the collective agreement language for start dates. It has created situations where some postings would be shorter than others when starting in the middle of the month based on the “first pay period of the month”

Moving forward both sides have agreed on a set length of time (14 weeks/12 weeks/14 weeks/12 weeks starting with the January postings) to alleviate this concern.

Also mgmt. is finding it difficult when assigning contracts to full time. They state they have not been following the "4 lateral transfers" only language to date, but that may have to change moving forward. Mgmt. would like to ask that if full time are interested in a specific spot, that that be made note of on your "expression of interest" or when called to offer an alternate temporary assignment.

## **2.9 Return to Work**

Chief Lloyd explained that members are not allowing mgmt. the necessary time to review FAF's before expecting to return to work. He described the situation of receiving an employee's FAF at the end of the day on Friday with the employee expecting to attend work on Saturday. In this case the FAF would not be reviewed until Monday morning in most cases. He reiterated that just because the FAF says return to work on a set date, that that is not necessarily going to work out. If work to the employee's abilities, as stated on the FAF, is not available (all reasonable efforts being made), then the return date may be altered by mgmt. on a case by case basis.

Pete brought up concerns from members about mgmt.'s desire to have all return to work hours completed at station 1 in Brockville citing financial hardships with fuel, vehicle wear and tear etc. Chief Lloyd stated that it is their opinions that return to work is meant to strengthen the "injured area" and station 1 typically being the busiest of the bases is where the most "work" would be done. They recognize this is not always the case, they are also sympathetic to the financial times and agree to revisit the subject and get back to the Union with a decision.

## **2.10 Station Re-Bids**

Mgmt. has seen an increase recently in having to involve themselves in conflicts between permanent partners and is looking for solutions to this trend. The Chiefs feel at this point a service wide Station Re-Bid may be the most accommodating solution.

They stated they are still in discussion on the issue and would bring any decisions made forward to the union for input before proceeding; however the decision is ultimately managements.

## **2.11 Community Paramedicine - Update**

As many employees have seen and read the Provincial government has allotted money to assist with Community Paramedicine programs. Currently Chief Lloyd is preparing a presentation to County council to approve applying for some of the funds. As well, they are in talks with surrounding services/agencies to see which format of the Program would best suit Leeds Grenville's needs.

There are still significant talks at the provincial level about where the money specifically is going and how it will assist current services running the program vs. those just starting up the program.

Pete asked at what point the Community Paramedicine Committee can become involved. DC Carss stated it was too pre-mature at this point to involve the committee. When design and implementation starts being discussed the committee will become more involved.

## **2.12 Station 1 and 2 Garage Doors**

The union requested more details/clarification regarding the recent memo pertaining to the fire portables and the immediate changes to the garage door opening procedures at Station 1. Chief Lloyd explained that the direction is temporary and they are open to suggestions. He further stated he had a meeting later today

regarding the use of the Provincial Fire Marshall's channel which is remaining analog and is monitored by fire dispatch 24/7. If the current solution is not welcomed by members at Station 1, and the OFM channel does not work out, then the next best option would be to temporarily move operations for both station 1 vehicles to the annex until a more definitive solution between the Fire Dept. and Paramedic mgmt. can be agreed upon.

### ***2.13 Mediation/Conflict Resolution***

With the increase in partner and/or member to member issues that are arising, mgmt. is looking at developing a policy to deal with these situations. It would be a step by step process involving, for example, individual sit down interviews with mgmt./union reps, mediations with 3<sup>rd</sup> parties and if necessary relocation of the lowest senior member; which also would require clear language for what process to follow should mgmt. separate members.

Mgmt. would like to have input from the Union in regards to the process. This will be a topic of discussion between mgmt. and the union moving forward to develop an acceptable solution to both.

### ***3.0 Next Meeting***

Scheduled for April 30, 2014; currently acceptable to both parties

***Adjourned***