



TITLE

CASUAL EMPLOYEE REQUIREMENTS

SCOPE

Provincial: Emergency Medical Services

DOCUMENT #

SWE-EMS-07

APPROVAL AUTHORITY

Senior Provincial Director and Chief Paramedic

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SPONSOR

Associate Executive Directors; Edmonton Zone and Calgary Zone

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Not applicable

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NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To align with Alberta Health Services (AHS) policy and union Collective Bargaining Agreements.
- To outline working requirements for **Casual Employees**.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

ELEMENTS

1. Special Considerations

- 1.1 Where a Collective Agreement varies from the provisions of the policy, the Collective Agreement prevails.
- 1.2 Non-Union Exempt Employees (NUEE) will refer to the AHS Non-Union Exempt Employees Knowledge Guide for direction on topics below, as applicable.

2. Scheduling

- 2.1 Casual employees and management are responsible to be familiar with guidelines for the applicable scheduling software, the collective bargaining agreement and employment standards.

- a) The applicable Supervisor must be notified when shifts selected contradict any information referenced in 2.1 (above).

2.2 Casual employees are responsible to self-schedule to meet Section 3 requirements (below) and are encouraged to provide their availability in the applicable scheduling software to assist in meeting these requirements.

3. Work Requirements

3.1 Casual employees working in more than one zone must maintain requirements within each of these zones independently. Shifts worked in one zone cannot be applied to shift requirements in a different zone. Casual employees shall not work in excess of seven (7) consecutive shifts.

3.2 To maintain employment casual employees are expected to work a minimum of three (3) shifts per month provided the employer has these shifts available to work. Contact the applicable Supervisor if there is difficulty in achieving the minimum requirements.

- a) The three (3) shifts per month will be averaged over 90 days.

3.3 Shifts worked should consist of a variety including **core flex**, day, evening, night and/or weekends.

4. Member-Reneged Work Opportunity

4.1 Failure to work scheduled shifts will result in casual employees being coded as member-reneged work opportunities (MRWO) in the applicable scheduling software.

4.2 Member-reneged work opportunities do not count towards the minimum requirement of working three (3) shifts per month.

4.3 Three (3) MRWO shifts within a three (3) month period may result in a review of employment status.

- a) Management reserves the right to cancel or alter shifts to meet operational needs. These changes do not constitute a MRWO.

4.4 Approved absence(s) from work do not constitute a MRWO. For example, sick time or bereavement.

5. Sick Occurrences

5.1 Casual employees will align with the AHS Attendance Awareness program and the EMS *Sick Leave Procedure*.

DEFINITIONS

Casual Employee means an EMS employee who works on a call-in basis and is not regularly scheduled; or is regularly scheduled for a period of three (3) months or less for a specific job; or relieves for an absence the duration of which is three (3) months or less.

Core/flex means up to a 12 hour shift consisting of not less than three core hours, with the balance of the shift being flex hours, followed by on-call hours for the remainder of the twenty-four (24) hour period. Employees will be available for immediate response during the flex and on-call hours.

REFERENCES

- Alberta Health Services Governance Documents:
 - EMS *Sick Leave* Procedure (#SWE-EMS-09)
- Alberta Health Services Resource Documents:
 - Attendance Awareness Program
 - The Health Sciences Association of Alberta (Paramedical Professional and Technical Employees) Collective Bargaining Agreement, April 1, 2017 to March 31, 2020.

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