



Toronto Paramedic Services

LONG TERM BACKFILL EOI # "SAMPLE"

LTB EOI # **SAMPLE**



The following long term backfill opportunities are available:

<<picture below for illustration purposes only>>

SCHED	STATION	Colour	CREW	TEAM	Specialty	Level	PARAMEDIC 1	Level	PARAMEDIC 2
9R1	18	red	1/1	D6/C14/N18 TFSS		1	BRETT LEARY	1	VACANCY
9R1	1	Red	1/1	D6/C11/N18 TFSS		1	VACANCY	1	STEPHEN MILLER
9R1	1	Yellow	3/3	D6/C11/N18 TFSS		3	VACANCY	3	Michael SHENOUDA
9R1	1	Green	3/3	D6/C11/N18 TFSS		3	VACANCY	3	VACANCY
9R1	1	Purple	3/3	D6/C11/N18 TFSS		3	Ashley CARE	3	VACANCY
9R1	33	red	3/2	D7/C6/N19 TFSS		3	RICK MAHARAJ	2	VACANCY
9R1	37	green	1/1	D7/C11/N19 TFSS		1	Eleanor Naseby	1	VACANCY
9R1	38	orange	1/1	D7/C9/N19 TFSS		1	VACANCY	1	Adrian Gibbons
9R1	46	yellow	3/2	D6/C7/N18 TFSS		3	NICOLE BEAULIEU	2	VACANCY
9R1	46	green	3/2	D6/C7/N18 TFSS		2	VACANCY	3	RONALD ROSSITER-THORNTON
9R1	46	orange	3/2	D6/C7/N18 TFSS		3	VACANCY	2	VACANCY
9R1	40	Yellow	3/3	D7/C14/N19 TFSS		3	Felicia Au	3	VACANCY
9R1	40	Red	3/3	D7/C14/N19 TFSS		3	VACANCY	3	CAMERON EDMONDS
9R1	40	Purple	3/3	D7/C14/N19 TFSS		3	Ethan Ansley	3	VACANCY
9R1	40	Orange	3/3	D7/C14/N19 TFSS		3	VACANCY	3	VACANCY
9R1	36 Marine	orange	01	D7/C11/N19 TFSS	Marine	1	VACANCY		N/A
9R2	18	Yellow	3/2	D7/C6/N19 MTSS		3	VACANCY	2	VACANCY
9R2	18	Green	3/2	D7/C6/N19 MTSS		3	Josh Tucker	2	VACANCY
9R2	18	Red	3/2	D7/C6/N19 MTSS		3	RACHEL JANER	2	VACANCY
9R2	18	Blue	3/2	D7/C6/N19 MTSS		3	VACANCY	2	VACANCY
9R2	18	Purple	3/2	D7/C6/N19 MTSS		3	VACANCY	2	VACANCY
9R2	18	Orange	3/2	D7/C6/N19 MTSS		3	VACANCY	2	VACANCY
9R2	12	blue	3/2	D7/C14/N19 MTSS		2	VACANCY	3	STEPHEN BELL
9R2	01(53)	Red	1/1	D7/C9/N19 MTSS		1	VACANCY	1	Jacob Pettigrew
9R2	23	Blue	3/2	D7/C6/N19 MTSS		3	David GREN	2	VACANCY
9R2	29-26	purple	3/3	D6/C9/N18 MTSS		3	VICTORIA SMITH	3	VACANCY
9R2	34	orange	1/1	D7/C11/N19 MTSS		1	VACANCY	1	VACANCY
9R2	37	green	3/3	D7/C14/N19 MTSS		3	David Morgan	3	VACANCY
9R2	37	purple	3/3	D7/C14/N19 MTSS		3	VACANCY	3	VACANCY
9R2	45	yellow	3/2	D6/C7/N18 MTSS		3	VACANCY	2	VACANCY
9R2	45	green	3/2	D6/C7/N18 MTSS		3	VACANCY	2	VACANCY
9R2	45	red	3/2	D6/C7/N18 MTSS		2	VACANCY	3	Ben Scott
9R2	45	purple	3/2	D6/C7/N18 MTSS		3	VACANCY	2	VACANCY
9R2	41	green	1/1	D7/C11/N19 MTSS		1	VACANCY	1	Justin Elliott
9R2	41	orange	1/1	D7/C11/N19 MTSS		1	Igor Bilokon	1	VACANCY
9R2	58	yellow	4/4	D7/C7/N19 MTSS	CCTU	4	JENNIFER NEILSON	4	VACANCY
9R2	58	blue	4/4	D7/C7/N19 MTSS	CCTU	4	VACANCY	4	VACANCY
9R2	58	Yellow	4/4	D7/C7/N19 MTSS	CCTU	4	VACANCY	4	new 3rd spot
9R2	58	Green	4/4	D7/C7/N19 MTSS	CCTU	4	VACANCY	4	new 3rd spot
9R2	58	red	4/4	D7/C7/N19 MTSS	CCTU	4	VACANCY	4	new 3rd spot
9R2	58	Blue	4/4	D7/C7/N19 MTSS	CCTU	4	VACANCY	4	new 3rd spot
9R2	58	Purple	4/4	D7/C7/N19 MTSS	CCTU	4	VACANCY	4	new 3rd spot
9R2	58	orange	4/4	D7/C7/N19 MTSS	CCTU	4	VACANCY	4	new 3rd spot
9R3	19	Red	3/2	D6/C7/N18 TFSM		3	VACANCY	2	VACANCY
9R3	19	Blue	3/2	D6/C7/N18 TFSM		3	VACANCY	2	VACANCY
9R3	21	Red	3/2	D6/C7/N18 TFSM		3	VACANCY	2	VACANCY
9R3	21	Blue	3/2	D6/C7/N18 TFSM		3	VACANCY	2	VACANCY
9R3	21	Purple	3/2	D6/C7/N18 TFSM		3	VACANCY	2	VACANCY
9R3	21	Orange	3/2	D6/C7/N18 TFSM		3	VACANCY	2	VACANCY

*****Note – The Paramedic listed as a partner in the chart above reflects the Paramedic that is currently working in that spot and does not necessarily reflect station ownership. The names listed above are subject to change after this posting and could mean that the partner listed may no longer be there as of the effective date.**

Please read the following carefully.

This new submission process for filling long-term temporary vacancies has been designed to provide greater opportunity and increased transparency when selecting and awarding vacancies that are identified as greater than six (6) weeks. This process replaces the manual process previously completed by Schedulers wherein swing Paramedics were notified by email or outbound message of available vacancies. The District Scheduler may still award short-term spots to staff through manual communication.

Please note that ALL swing Paramedics are eligible to apply for TEMPORARY LONG-TERM BACKFILL (LTB) spots. The vacancy will be awarded to the Paramedic with the highest seniority, according to the established process outlined in this document in accordance with point # 10 below.

1. This process is for TEMPORARY LONG-TERM BACKFILL (LTB) only and will not change or impact your BASE schedule ownership. Regardless of where or how long the LTB placement is, **at no time will this become your base schedule or station ownership.** You will retain your base schedule ownership unless you successfully win a new base schedule during a Station/Swing bid.
 - i. If a Paramedic wins a change in their BASE SWING schedule (not at a station) they can elect to remain in their current LTB placement.
2. SWING staff are eligible to submit for TEMPORARY LONG-TERM BACKFILL (LTB) opportunities. If you own a station, you are not eligible for these temporary opportunities. Any Paramedic who owns a station and wishes to pursue a long-term temp opportunity must first rescind their current station ownership, in writing, to PS-SchedulingMgmt@toronto.ca. The date of the rescind notification email must be before the posted closing date and time listed below in point 3.
3. All TEMPORARY LONG-TERM BACKFILL (LTB) expression of interest (EOI) submissions must be received on the TPS Scheduling Portal no later than **23:59:59 hours on DATE XX**
4. It is each employee's responsibility to ensure timely submission of their EOI in the Scheduling Portal.
5. **Postings for all TEMPORARY LTB EOIs become effective cycle change on DATE YY.**
6. Long-term backfill opportunities are identified by the district scheduler when a position is anticipated to be vacant for six (6) weeks or longer.

Under no circumstances will any information about the individual who is not in the workplace be provided. It is also not possible to identify the expected length of the temporary vacancy.

7. If your BASE schedule is Swing but you are currently in another LTB EOI, you can submit for any of the above listed LTB opportunities. If you are successfully awarded a new temporary LTB, your current one will end,

and you will be placed into the newly awarded LTB vacancy. If your current LTB is still available, it will be offered on the next LTB EOI.

8. When filling vacancies that are designated as Level 3 or Level 2, preference will be given to Paramedics of those levels first, ranked by seniority, as outlined in #10. If no Level 2 or Level 3 Paramedics express interest, the LTB opportunity will be awarded to the highest seniority Level 1 Paramedic who submitted for the available vacancy as outlined in #10. Level 3 or Level 2 vacancies temporarily filled with a Level 1 Paramedic will be included in each LTB EOI until such time as they are occupied by the intended level of Paramedic.
9. If the Paramedic wishes to revert to swing at any point (give up their temp spot), or if the temporary LTB vacancy is no longer available, the Paramedic will be returned to their BASE schedule assignment including schedule rotation and colour, as well as shift start times.
 - i. There is no 'bumping' or displacing others who are currently in an LTB when your LTB is ended, regardless of the circumstances.
 - i. Example, both you and your partner are in an LTB role on the same unit. You are in seat 1 and your partner is in seat 2. You have more seniority and were awarded the LTB before your partner.
 - A. When the employee who owns seat 1 returns to work, you will be removed from the LTB. You cannot 'bump' or displace your partner in seat 2, even if the other person volunteers to vacate seat 2.

10. The LTB will be awarded as per the current established practice and awarded in the following order of consideration as outlined below:
 1. Same Schedule (Example, Schedule 9 **OR** Schedule SF **OR** Schedule 1, **AND** Same colour, **AND** same side of the City (east/west), by seniority.
 2. Same Schedule (Example, Schedule 9 **OR** Schedule SF **OR** Schedule 1, **AND** ALL colours, **AND** same side of the City (east/west), by seniority.
 3. Same Schedule (Example, Schedule 9 **OR** Schedule SF **OR** Schedule 1, **AND** ALL colours, **AND** OTHER side of the City (east/west), by seniority.
 4. Available to any Schedule, any colour, any side of the city.

11. East / West is defined as follows:

East / West designation is based on your current 'owned' schedule. East includes swing staff in D2 or D4. West includes swing staff in D1 or D3. For example, if you own District 1 Swing Blue on R3, you are considered "West Blue".

1. If there is an LTB opportunity at 32 Station on Yellow shift Schedule 9, it will be awarded in the following order:
 - a. WEST swing staff on Yellow shift schedule 9, in seniority order.
 - b. WEST Swing staff on ANY colour on schedule 9, in seniority order.

- c. EAST Swing staff on ANY colour on schedule 9, in seniority order.
- d. Any swing staff on ANY colour, ANY schedule in seniority order.

12. A Paramedic in an LTB vacancy can be removed and returned to their BASE schedule if any of the following conditions are met:

- a. The individual who owns the station returns to the workplace.
- b. The individual who was previously in that same LTB vacancy prior to you returns to the workplace.
- c. The LTB station is a different level of certification than your current level of certification, and an individual with the same level of certification requests that LTB.
 - i. Example: PCP currently in LTB at ACP station, any ACP can request the LTB placement and they will displace the PCP.
- d. The individual who owns the station vacates that station (e.g., retired, etc) and that station is awarded to a different individual via station bid.
- e. If the LTB was awarded in error, or outside of the terms and conditions outlined in this document.
- f. The Paramedic in the LTB vacancy no longer wishes to be in the LTB vacancy. The Paramedic will be returned to their base swing schedule until such time they secure another LTB.

Long term vacancies as outlined in the **Letter of Agreement – SWING SHIFT** in the L416 collective agreement are those where an employee is absent for more than six (6) consecutive weeks. That agreement, in part, states:

**LETTER OF AGREEMENT
SWING SHIFT**

Swing staff are those junior Paramedics who have not as yet been permanently assigned to a station. The following provisions apply to their working conditions:

- 1. The City shall assign senior swing staff to all identified long-term vacancies created by LTD, illness, WSIB, level changes, etc. These assignments will be based on corporate seniority. Long-term shift vacancies shall be those where an employee is absent for more than six (6) consecutive weeks.
- 2. TPS assigns each of the swing staff to a specific rotation and geographic areas cycle. For clarity, the geographic areas will be defined as, East and West with Yonge Street being the dividing line.

13. There is no cooling off period for LTB EOI; all submissions are final.

14. Paramedics who were awarded an LTB will have their schedule updated for the effective date as outlined above. To withdraw from an LTB, it is the Paramedic's responsibility to contact Scheduling by e-mail (PS-Scheduling@toronto.ca). If a Paramedic withdraws from an LTB EOI, the vacancy will be re-posted on the next LTB EOI, provided it is still available.

15. **Special Note:** Paramedics who are awarded a long-term temporary vacancy are expected to rebook their vacation based on availability if the result of the LTB EOI causes a change in the Paramedic's district, colour code, or schedule. The Paramedic is expected to work with their appropriate Scheduler to facilitate these adjustments.

16. If a Paramedic with an accommodation submits an LTB EOI, regardless of the type, the submission will be examined on a 'one-by-one' case to ensure the accommodation does not prevent the fulfilment of the LTB, and the Paramedic is able to work in that vacancy.
17. Submissions must indicate your order of preference; number one being the Paramedic's first choice and so on. The Paramedic may select as many vacancies as are available. If the LTB EOI is a double opening/vacancy, you must submit an EOI on both seats. You are only considered for the seat you submitted the LTB EOI for.
18. All LTB EOI submissions will ONLY be accepted through the TPS Bidding System Portal at: <https://www.temseducation.com/scheduling>. Electronic LTB submissions sent anywhere else will not be accepted as a valid LTB EOI submission.
19. **If unable to access the new TPS Bidding System Portal**, please contact Scheduling Management for assistance via email at PS-SchedulingMgmt@toronto.ca.

SAMPLE ONLY