

APPENDIX A: Temporary Pandemic Pay Initiative

Related Program Policies and Guidelines

1. Purpose

- To provide additional support for eligible Paramedic Services' employees who are experiencing severe challenges and are at heightened risk during the COVID-19 outbreak, the Province is providing a pandemic pay increase between April 24, 2020 and August 13, 2020 for the emergency health services sector.
- The Temporary Pandemic Pay Initiative is a targeted program designed to support Paramedic Services' employees who face a real and perceived risk of COVID-19 exposure, where maintaining physical distancing is difficult or not possible.

2. Pandemic Pay Funds

- The Province will: determine the Paramedic Services' eligibility; the amount of Pandemic Pay one-time funding the Paramedic Services may be eligible to receive; and, provide the Paramedic Services with Pandemic Pay one-time funding for the purposes of administering the Temporary Pandemic Pay Initiative.

3. Paramedic Services' Obligations

- The Paramedic Services will:
 - Be required to determine and identify eligible employees;
 - Pay Pandemic Pay funds to each eligible employee that the Paramedic Services employ in accordance with the Temporary Pandemic Pay calculations as set out in section 5;
 - Make reasonable efforts to set out Temporary Pandemic Pay as a separate line item from other amounts paid to eligible employees in a pay stub or other document provided to eligible employees;
 - Only use Pandemic Pay one-time funding for the purposes of paying eligible employees and the costs incurred under statute or contract because of the payment of Temporary Pandemic Pay. For greater clarity, the Temporary Pandemic Pay one-time funding may not be used for administrative costs or any other purpose for which funding is provided to the Paramedic Services under their Performance Agreements.
 - Create and maintain records that document: number of employee hours eligible for hourly pandemic pay, tracked per mid-term and final reporting periods, gross amount of hourly pandemic pay paid out to eligible employees, gross amount of pandemic pay lump sum paid out to eligible workers, amount of statutory contributions paid by employers as a result of providing pandemic pay to eligible workers, amount paid by the Paramedic Services to address statutory or collective agreement entitlements as a result of providing pandemic pay, and completed attestations for lump sum payments;
 - Provide the Province with such information and records, including the records listed above as may be requested in order to calculate the Paramedic Services' entitlement to Pandemic Pay one-time funding or to evaluate the outcomes and effectiveness of the Paramedic Services' use of Pandemic Pay one-time funding; and,
 - At the request of the Province, provide communications materials to eligible employees concerning the Temporary Pandemic Pay Initiative.

4. Calculation of Temporary Pandemic Pay

- Temporary Pandemic Pay for each eligible employee shall be calculated based on the following criteria during the eligibility period set out in section 4.
 - Temporary Pandemic Pay is to be calculated in addition to an employee's regular wages and is not part of base salary;
 - For each hour worked during the eligibility period, the eligible employee shall be paid four dollars (\$4);
 - Where an eligible employee works more than one hundred (100) hours in one of the designated four-week periods set out below, they shall be paid an additional lump sum payment of two hundred and fifty dollars (\$250) for that period and up to one thousand dollars (\$1,000) over these sixteen (16) week:
 - April 24, 2020 00:00 to May 21, 2020 23:59
 - May 22, 2020 00:00 to June 18, 2020 23:59
 - June 19, 2020 00:00 to July 16, 2020 23:59
 - July 17, 2020 00:00 to August 13, 2020 23:59
- Subject to the Province's sole discretion to determine the amount, the following shall be included in the calculation of Temporary Pandemic Pay Funds:
 - The total amount that eligible Paramedic Services' employees are eligible to receive as Temporary Pandemic Pay; and,
 - An amount equal to the increased costs that the Paramedic Services' incurs pursuant to its obligations as an employer under a statutory or contractual requirement but does not include increased costs associated with any required contributions to a pension plan or benefits plan. Examples of increased costs include: Employers' statutory contributions to the Canada Pension Plan, Employers' statutory contributions to Employment Insurance, Employer Health Tax on payroll, Employers' statutory obligation to pay Workplace Safety and Insurance Board premiums, Employers' statutory payment of Vacation Pay, Employers' statutory payment of Public Holiday Pay, and Employers' statutory payment of Overtime Pay.
- The Paramedic Services will be required to return any funding not used for the intended purpose. Unspent funds are subject to recovery in accordance with the Province's year-end reconciliation policy.

Reporting Requirements

- Reporting requirements will include the provision of information such as the number of eligible Paramedic Services' employees, their positions, hours of work, and status report regarding utilization of funds (for the purposes of reallocation funding if needed)
- Annual Reconciliation and Attestation due dates to be determined
 - The Paramedic Service is required to submit Audited Financial Statements with its Annual Reconciliation Report. The Audited Financial Statement must include appropriate disclosure regarding the Paramedic Services' revenue and expenditures related to the Temporary Pandemic Pay Initiative
 - For the purposes of program evaluation and audit, the Province will seek assurances the funds have been disbursed as intended by these terms and conditions, through the submission of a written attestation from the Paramedic Services
 - You will be required to submit such attestation with your actuals at year-end
 - The ministry will then provide or recover the balance owing, as applicable