

## **Auxiliary staff provisions**

### **Hours of Work**

Outside: 8 hours, 40 hours per week, with at least one 32-hour period without work in a week.

Inside: 7 hours daily, 35 hours per week, with at least one 32-hour period without work in a week.

Police: Auxiliaries' hours of work are defined to be that of their regular full-time equivalent, whether that be 7 hours per day for a 35-hour week, or 8 hours per day for a 40-hour week. Auxiliaries must have at least one 32-hour period without work in a week

### **Daily Guarantee**

All: If a member reports to work but does not begin working, they're entitled to two hours' pay. If they report to work and begin their work, they're entitled to four hours' pay.

### **Meal Breaks**

All: Auxiliaries working shifts of five hours or longer are entitled to one, unpaid, 30-minute meal break (Employment Standards)

### **Rest Periods**

All: Auxiliaries are entitled to two 10-minute breaks. One in the first half of their shift, and another in the second half.

### **Overtime**

Outside: Beyond 8 hours, next two hours at 1.5 pay, anything beyond that is double time. If working on a sixth day in a week, please see agreement, as the calculation is a little more complicated.

Inside: Beyond 7 hours in a single day, the next two hours at 1.5 pay, anything beyond that is double time. If working on a sixth day in a week, please see agreement, as the calculation is a little more complicated.

Police: Depending on your hours of work (7 hours per day or 8 hours per day), any extra hours will be at 1.5 pay, and beyond that double pay. If working on a sixth day in a week, please see agreement, as the calculation is a little more complicated.

### **Statutory holidays**

Outside: An auxiliary will receive stat premium pay (double pay) if they have worked a minimum of 16 hours in the past 30 days. If they have worked or earned wages on 15 of the 30 calendar days preceding the statutory holiday, they will also receive holiday pay (wages earned in the past 30 days divided by the number of days the employee worked).

Inside and Police: A member must have worked or earned wages on 15 of the 30 calendar days preceding the statutory holiday in order to receive overtime (1.5 pay up to 12 hours, then double pay for any hours worked beyond that). They will also receive holiday pay (wages earned in the past 30 days divided by the number of days the employee worked).

### **Shift Differential**

Outside: Auxiliaries are entitled to shift differential on the same basis as all other Outside employees.

Inside and Police: Auxiliaries are only entitled to shift differential when filling in for a regular staff member who would be entitled to it.

### **Sick Time**

All: Auxiliaries are entitled to 5 sick days a year. They do not carry forward, and are lost if not used. The pay for each sick day will be based on your average hours worked in a shift over the past 30 days.

### **In lieu pay**

All: Instead of receiving benefits, vacation, etc. auxiliaries receive an additional paid percentage on top of their hourly rate. 12%, and 16% once the employee achieves auxiliary seniority.

### **Auxiliary Seniority**

All: Once an auxiliary has reached 1200 hours worked, that employee will be placed on the auxiliary seniority list. Their seniority will be recorded by the number of hours worked, including the 1200 that they worked to gain entry to the auxiliary seniority list. Auxiliary seniority will be lost if there is a break in service with the employer exceeding a year.

Auxiliary employees move up pay steps within their position based on the number of hours worked, and once they have reached the regular full-time equivalent of a year, they will move on to the next step in that role.

Auxiliaries must receive at least ten days' notice before being laid off, and if they haven't had the opportunity to work in that time, are paid for those days in which work was not made available.

Auxiliaries do not have bumping rights.

Inside and Police: In the event of layoffs, auxiliaries with the most seniority will be laid off last.