

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: G. Emergency Medical Services	Effective Date: Sept. 14, 2009
Topic: 4. Operations Directives	Replaces: April 1, 2007
Subject: 7. Meal Periods	
Policy No. G.4.7.	Page 1 of 3

PURPOSE

To indicate meal periods and compensation requirements for meal periods

APPLICATION

Paramedics, EMAs

PROCEDURE

- 1) Since all shifts are inclusive of a paid lunch period staff are advised to obtain and take their meals during their down time.
- 2) Should staff find that meal breaks become problematic due to low priority calls, the situations should be brought to management's attention.
- 3) Payment for out of town or missed meal periods is outlined below. The rate of compensation for such payments is outlined in the collective agreement.
- 4) Where EMS stations have kitchen facilities, meals will not be reimbursed for the sole purpose of shift assignment to that particular station. Furthermore, meals will not be reimbursed while working any associated on-call assignment at that station, as the kitchen facilities remain accessible. Meal claims while out of the station on a call or standby out of the community, are subject to a meal time frame.
- 5) Paramedics are entitled to a 30 minute meal break during their shift.
- 6) CACC will not assign Paramedics to non-emergency requests during their meal period.
- 7) Meal Breaks should start at the start time listed whenever possible. Where Paramedics are stationed at their base and not assigned to a call, the Communications Officer will presume that the crew is on their meal period at the start time indicated below.
- 8) In the event of a long distance transfer, appropriate meal breaks shall occur only;
 - a) after the patient has been accepted at the destination provided, and
 - b) CACC has been informed, and
 - c) Paramedics/EMAs continue to be available for emergency response, and
 - d) doing so will not negatively impact on balanced emergency coverage.
- 9) Where a Paramedic has not received their meal period within 6.5 hours of their shift start time, they must notify their Field Superintendent.
- 10) On 12 hour shifts, the meal period is deemed to be between 4.5 and 6.5 hours into the shift. On 8 hour shifts, the meal period is deemed to be 4 to 6 hours into the shift. If the employee has yet to have their meal within that time frame they may apply for a meal claim. (See attached chart for specific

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time frames)

- 11) For those whose shift over-run exceeds 3 hours, a meal claim may apply.
- 12) For those who are on-call, and whose call out lasts greater than 5 hours, they are able to claim for a meal expense provided that call number and station are appropriately noted.
- 13) Employees will be reimbursed for a meal claim without a receipt when traveling if the total one way distance is more than 350 km or the time required to travel is greater than 3.5 hours. Where the time is greater than 3.5 hours yet under 350km, an explanation documenting the reason for time must be provided. Two meals will be paid for traveling if the total one way distance is more than 700 km.
- 14) Meal Claims are to be recorded using the following procedure in the JBS software to request payment of a meal claim under the conditions set out above and in accordance with the collective agreement.
Please utilize the following procedure at end of the shift
 1. Swipe your card on the time clock
 2. Press **4** to indicate other work
 3. Press **2**
 4. Enter the code **750**
 5. Enter the call number that caused the lunch claim
 6. Press **E** to accept the entry

Meal Period Chart - Timeframes

Service #	Station	Shift Time	Meal Break Between
752 – 00	Noëlville	0700 – 1500	1100 – 1300
	Noëlville	1500 – 2300	1900 – 2100
	Noëlville	0700 – 1900 (F-S)	1130 – 1330
	Noëlville	1900 – 0700 (F-S)	2330 – 0130
752 – 01	Hagar	0700 – 1900	1130 – 1330
	Hagar	1900 – 0700	2330 – 0130
752 – 02	Killarney	0800 – 1600	1200 – 1400
752 – 03	Gogama	0800 – 1600	1200 – 1400
752 – 04	Foleyet	0800 – 1600	1200 – 1400
752 – 05	Chapleau	0700 – 1900	1130 – 1330
782 – 00	Little Current	0700 – 1900	1130 – 1330
	Little Current	1900 – 0700	2330 – 0130
782 – 01	Mindemoya	0800 – 1600	1200 – 1400
	Mindemoya	0700 – 1900	1130 – 1330
	Mindemoya	1900 – 0700 (F-S)	2330 – 0130
782 – 02	Gore Bay	0700 – 1900	1130 – 1330

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782 – 04	Massey	0700 – 1900	1130 – 1330
	Massey	1900 – 0700 (F-S)	2330 – 0130
782 – 06	Wiwemikong	0700 – 1900	1130 – 1330
	Wiwemikong	1900 – 0700	2330 – 0130
782 – 07	Espanola	0700 – 1900	1130 – 1330
	Espanola	1900 – 0700	2330 – 0130

REFERENCE

- Collective Agreement
- Manitoulin-Sudbury DSB EMS Deployment Plan