

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

Section: G. Emergency Medical Services	Effective Date: July 1, 2004
Topic: 7. Administrative Directives	Replaces: New
Subject: 12. Terms of Employment	
Policy No. G.7.12.	Page 1 of 1

**PURPOSE**

To ensure consistency in notification of Management.

**APPLICATION**

Paramedics, EMAs, Commander of Quality Assurance, Deputy Chief

**PROCEDURE**

- 1) All EMAs and Paramedics shall complete such forms or answer such questions, verbal or otherwise, as appropriate to the orderly conduct of the ambulance service.
- 2) It is the duty of all EMAs and Paramedics to promptly notify the Human Resources department of the DSB of any change in address or telephone number, by entering the information directly into the Human Resources Information System, or in writing if this system is not available for any reason.
- 3) Any notice required of a Paramedic shall be deemed to have been given, if forwarded to the Paramedic at the last address of which the DSB has notice.
- 4) Only those individuals who meet the requirements under O.Reg. 257/00, Part III, ss 5 through 8 will be considered for employment.

**REFERENCE**

Regulation 257/00