



PUBLIC HEALTH AND
PARAMEDIC SERVICES
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Frequently Asked Questions Region of Waterloo Paramedic Services Recruitment

What are the availability requirements for part time paramedics at Region of Waterloo Paramedic Services?

For clarity, there are two (2) designations of part time employees within the bargaining unit:

- 1) Regular Part Time
- 2) Casual Part Time

For further clarity, there are three (3) separate rotational call-in lists which govern the distribution of shifts to part time employees:

- 1) Full Shifts
- 2) Partial Shifts
- 3) Specified Holiday Shift

Part-Time Scheduling and Availability

8. Part-time Employees - Role

1. The parties agree that the primary purpose of part time paramedic employees is to provide the Region with flexibility to enable the Region to meet its operational requirements and obligations to full-time employees during peak periods and extended hours, and when full-time employees are not available for their regular schedule due to vacation, specified holidays, leaves of absence, illness or injury.

Part-time - Availability

(b) Part-time Designated Holiday Scheduling

Part-time employees shall signify themselves as available to work on at least 50% of the designated holidays available to full-time employees in each contract year. Notice of such availability shall be provided in accordance with the four (4) month schedule. **Part-time employees with less than one (1) calendar year of service from date of hire, will offer to be available to work both Christmas Eve and Christmas Day unless excused by the Employer. Part Time employees with greater than one (1) calendar year of service from date of hire, must submit a minimum of either Christmas Eve and Christmas Day OR New Year's Eve and New Year's Day availability in alternating years. Scheduling for designated holidays will be completed by a seniority rotational call-in list. The most current seniority list will**

be used for the initial designated holiday offered to part-time employees as outlined in 16.04.

(c) Part-time Shift Scheduling

All Part-Time employees shall enable the creation of a schedule four (4) months in advance by submitting their **minimum availability** no later than the last day of the month that is four (4) months in advance of the month being scheduled. **The part time employee will choose either Regular or Casual for the month being scheduled, four (4) months in advance. This designation cannot be altered.** For ease of understanding, the parties agree that minimum availability will have the same meaning and practice as mandatory availability.

(d) i) Regular Part-time Paramedic Availability

Each part-time paramedic employee shall advise the Scheduler, or designate, **of their availability for no less than eleven (11) day shifts, afternoon, and night shifts, per month. These are considered the minimum availability requirements (marked as 'M' in the scheduling system). Part-time paramedics may submit additional availability (marked as 'O' in the scheduling system) if they prefer.**

As mentioned above, of the eleven (11) day, afternoon, night dates provided as available per month, part-time paramedics must commit to being available at least four (4) weekend dates per month. Weekend dates include Friday, Saturday, and Sunday. Weekend availability requirements will be at least three (3) being Saturday and/or Sunday (day, afternoon, and night). One (1) of those dates may be on a Friday (day, afternoon, night). Part-time paramedics may submit additional availability if they prefer.

Once the part-time paramedic has provided the Scheduler, or designate, with their availability, part-time paramedics shall be scheduled subject to 17.08 (c) (one shift at a time) in accordance with the available employee at the top of the **individual rotational list for the type of shift (partial/full/specified holiday), being scheduled.** After that employee has been given a scheduled shift, they will move to the bottom of the **individual rotational call-in list for said shift type (partial/full/specified holiday).** The next employee scheduled will be the part-time paramedic now at the top of the **rotational call-in list for the given shift type,** and so on and so on, on a rotational basis **until all staff have been awarded one (1) shift. Once all staff have been awarded a shift, future shifts in that month will be awarded based on the lowest amount of hours during the pay period.** The rotational call-in lists will continue for the next/succeeding months, where left off in the previous month. This Article does not apply to a part-time paramedic who is already filling a full-time vacancy.

Casual Part-Time Paramedics minimum preferred availability requirements will be five (5) dates of availability (day afternoon, and nights). Three (3) of which will be twenty four (24) hour weekend dates of which only one (1) can be a Friday. Weekend dates are defined as Friday, Saturday, Sunday per month.

What is required for my application to be fully completed for consideration?

You must submit your resume, cover letter and a Uncertified 3-year Driver Record (Drivers Abstract \$12) <https://www.ontario.ca/page/get-driving-record#section-4>

This must be submitted when applying as an attachment for your application to be considered to move forward.

Resume, cover letter and driver record must be upload via the People's First Hub.

What is included in the Job Application Package?

The job application package includes requests for documentation that is required under the Ambulance Act and Region of Waterloo recruitment requirements. This does not need to be submitted along with resume, cover letter and driver record. If you are selected to move forward for an interview you will be sent the application package ahead of time to be completed and submitted by the deadline.

If you do not submit your application package by the deadline you will be removed from the requirement process.

What do I wear to my interview? Uniform or business casual attire.

What benefits and compensation packages are offered to paramedics with the Region of Waterloo Paramedic Services?

**Part-time staff with the Region of Waterloo are entitled to:

- 13% in lieu benefits. 7% if participating in the Ontario Municipal Employees Retirement System (OMERS)
- 4% in lieu of vacation
- Part-time staff can pay into their retirement fund (OMERS) before becoming fulltime
- Currently, overtime opportunities are available to staff who wish to take them •
The pay scale increases after 2184 hours of work (equivalent to one year of fulltime hours)

Experience Pay – up to eight years of prior Paramedic service is recognized for the purpose of calculating vacation entitlement and wages.

If I'm experienced paramedic, do I need to submit an Ottawa Paramedic Physical Ability Test (OPPAT) certificate?

Yes, your OPPAT certificate must:

- Be within the last six months
- Successful completion of OPPAT must be submitted by the deadline
- No other certification is acceptable
- Note: OPPAT is an entirely separate entity, and we are unable to assist you with any concerns regarding this test.

What is the onboarding timeline?

The onboarding schedule is as follows:

- In-class sessions will be held from:
November 5th-7th
November 10th- 14th
November 17th- 21st
- Riding thirds will follow the in-class portion
- Epaulette Ceremony will take early December

My Cardiopulmonary Resuscitation (CPR) card says it is good for three years; why do I need one within 12months?

The Ministry of Health requires paramedics to be certified in CPR every 12 months as per the Ambulance Act. Once hired you will receive our in-house CPR training and will be captured in our in-house ROWPS CPR program.

Your CPR card must not expire before November 5th 2025 and be obtained within the 12 months prior.

I don't have a record of my primary shot for my Tdap/ (Diphtheria-TetanusPertussis) DPT– can I just submit the booster dates?

The Ministry of Health (MOH) requires primary dates for this vaccination, as well as for Polio. If you are unable to obtain this information you will need to start the series over again.

I am only 21 and just had my Tdap booster three years ago when I was 17. Can this count as my most recent dose?

The MOH requires an adult booster of Tdap, meaning after the age of 18, regardless of how recent your other dose was

I have records of my Hepatitis B shots; do I still need to do a serology?

Yes, you must submit a copy of a serology regardless of your Hep B vaccination record. If you do not pass the serology, your family doctor will need to re-administer the vaccine and perform another serology.

What is the work environment like for paramedics with the Region of Waterloo Paramedic Services?

Paramedics with the Region of Waterloo Paramedic Services work in a fast-paced and dynamic environment, responding to emergency calls and providing critical care to individuals in need. The work can be physically and emotionally demanding but also rewarding.

If I have a question regarding the application process, who can I contact?

If you have any questions or concerns while completing the job application process, please email TalentManagement@regionofwaterloo.ca and a member of the Talent Acquisition team will respond to assist you.

If I need a verification letter in order to apply for a Vulnerable Sectors Police Check (VSC) with my Police Service, who do I contact?

If the Police Service that you are applying for a VSC with requires a verification letter from the employer, please email TalentManagement@regionofwaterloo.ca and a member of the Talent Acquisition team will respond to assist you.

How will I know if I'm being considered for a role with the Region of Waterloo?

Applicants who are selected to move forward in the recruitment process will be invited to attend an in-person interview with the team (MMI style). Candidates that are successful in the interview will be invited to attend a virtual Information session.

What is Multiple Mini Interview?

A Multiple Mini Interview (MMI) is a type of interview format commonly used in the admissions process for healthcare-related programs. In an MMI, applicants rotate through a series of short, structured interview stations, each typically lasting around 5-10 minutes. At each station, candidates are presented with a scenario or question and are evaluated on their ability to think critically, communicate effectively, demonstrate ethical reasoning, and problem-solving skills. The MMI aims to assess a candidate's qualities, such as empathy, professionalism, and interpersonal skills, in addition to their academic qualifications.

If I am not currently actively working as a Paramedic, am I required to complete the Cross-Certification Request Form?

If you are not currently working as a Paramedic and certified with another Base Hospital, you do not have to complete this section of the job application package. If you are graduating as AIV certified please do not fill out the Cross-Certification request form.