



Policies and regulations

**R-009**

**Working conditions for instructors and other  
subcontractors**

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## 1 Preamble

This document is to be applied with judgment and flexibility by both the instructors involved and the relevant departments. SIRIUSMEDx recognizes the importance of listening to the concerns of its instructors and subcontractors and is committed to establishing a harmonious and constructive working environment. In the event of a difference of attitude or opinion, or if a subcontractor believes that he or she is being treated unfairly or inequitably in the application of this handbook, he or she should normally be able to discuss the matter freely with his or her immediate supervisor.

In the event that an instructor is not satisfied with the explanations provided by his/her immediate supervisor, he/she may contact his/her supervisor's supervisor or the branch responsible for human resources. This handbook establishes in the spirit of fairness the working conditions of instructors and other contractors.

NOTE: For the sake of brevity, the masculine form implies the feminine form where it applies equally.

## 2 Preliminary provisions

### 2.1 Contractual conditions

The employer and instructors or subcontractors agree to abide by the original terms and conditions of the service contract at all times.

## 3 Definitions

### 3.1 Instructor

This term refers to a subcontractor contracted to provide training for a SIRIUSMEDx educational program.

### 3.2 Subcontractor

This term refers to the individual contracted as a self-employed person to perform a task or project assigned by the SIRIUSMEDx company.

### 3.3 Continuous service

Means the uninterrupted period during which the subcontractor is bound to SIRIUSMEDx, even if performance of the work has been interrupted without termination of the original contract.

### 3.4 Salary class

A grade is equivalent to a pay progression sequence with a minimum rate, steps and maximum rate of pay.

## 4 Practice and professional responsibility

SIRIUSMEDx expects the instructor to carry out the responsibilities assigned with professionalism and a focus on quality of service. Instructors may not have a direct or indirect interest in any business (except their own if registered) or activity that conflicts with their personal interest and job responsibilities.

Instructors must be ethical in the performance of their duties, exercise the utmost discretion with respect to information that comes to their knowledge in the course of their work, and demonstrate loyalty to the organization.

#### **4.1 Defense or representation**

- Sirius will defend or represent any subcontractor who is sued for an act committed in the performance of his or her duties, and will pay all damages, if any, attributable to such act, unless the subcontractor has committed gross negligence amounting to fraud or independent personal fault within the contractual relationship.
- Sirius shall assume in the same manner and to the same extent all costs and expenses of any individual who is sued when he or she has acted as a director, employee or professional at the request of the company. The subcontractor shall, within thirty (30) days of receipt of a lawsuit or demand, notify the Executive Director and, if necessary, apply for legal assistance.

#### **4.2 Reimbursement of expenses**

A subcontractor for whom Sirius has retained an attorney and incurred expenses shall, upon demand by the company, reimburse the subcontractor for such expenses where the subcontractor's act or omission has been determined by a court to be gross negligence, willful misconduct, or misconduct separable from the subcontractor's duties, or where the subcontractor has been the subject of criminal or penal proceedings and has been convicted by a court.

#### **4.3 Damages**

Sirius shall pay damages owed to a third party that result from an error or omission of any of its subcontractors in the performance of their duties with Sirius or an agent organization.

## 5 Work schedule

### 5.1 Work schedule - Instructor

An instructor's normal work schedule depends on the training and the contractual schedules for a particular course. The self-employed instructor must adhere to the SIRIUSMEDx teaching standards, but can arrange the training and time as he or she sees fit.

### 5.2 Work schedule - Other subcontractor

The normal work week for any other subcontractor is stipulated in the contractual agreement.

### 5.3 Notice of absence

Notices of absence must be forwarded promptly to the company representative indicated in the contractual agreement.

## 6 Compensation

### 6.1 Upon signing the agreement

Remuneration and per diem rates at the time of signing the agreement will take into account the relevant qualifications, teaching quality and experience of the self-employed person.

### 6.2 Fee schedules (instructors)

Teaching day

<b>Step 1</b> <i>This step applies during the probationary period (Co-teaching) provided that two instructors are required.</i>	<b>200,00 \$</b>
<b>Step 2</b> <i>Starting step for all instructors who have completed their probation.</i>	<b>250,00 \$</b>
<b>Step 3</b> <i>Starting level for instructors who encounter one of the situations described below. This step also applies to instructors with more than 500 hours of teaching experience.</i>	<b>275,00 \$</b>

<b>Step 4</b> <i>Step for instructors with over 1000 hours of teaching experience.</i>	<b>300,00 \$</b>
<b>Specific level</b> <i>Step for senior instructors designated as such by the administrative team.</i>	<b>350,00 \$</b>

Evening teaching (*simulations and CPR/AED held in the evening*)

By evening	50% of the daily rate
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Travel day

4 hours or more of travel	50% of the daily rate
Less than 4 hours	25% of the daily rate

Waiting day (*delay or transportation problems*)

6 hours and more	50% of the daily rate
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Specialized Training Bonus

Daily premium <sup>1</sup>	50,00 \$
Training designated as specialized	<ul style="list-style-type: none"> <li>• Course with a majority of First Nations participants</li> <li>• GWO</li> <li>• Mountain biking</li> <li>• First responder (80h) or Booster module (50h)</li> <li>• All the specialized training courses taught by SIRIUSMEDx such as predator defense, firearms, survival, bear safety...</li> <li>• When the instructor is acting as a senior instructor (peer evaluation or other mandate given by management and at the discretion of management)</li> </ul>

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<sup>1</sup> This bonus is for teaching fees only. Travel and waiting fees are not affected.

### Special situations (level 3)

- Health professional (*paramedic, nursing assistant, nurse, physician, respiratory therapist or other recognized professional*)
- Teacher / lecturer in a recognized educational institution (*for more than two years*)
- Bachelor's degree in a related discipline
- Considerable teaching or first aid experience as assessed by management

### **6.3 Progression through the daily rate scale**

Progression through the daily rate scale is at the discretion of SIRIUSMEDx. It is important to understand that depending on the circumstances of the training, the location (e.g., far north) and the instructor's additional training, SIRIUSMEDx reserves the right to offer a higher rate than the schedule or different terms upon agreement with the subcontractor.

### **6.4 Manual, administrative or research work**

If a subcontractor is hired to perform manual, administrative or research work at SIRIUSMEDx, management will apply the SIRIUSMEDx salary scales plus 15% for the self-employed person. Management reserves the right to enter into a service agreement outside of this range for specific and unique assignments.