



VANCOUVER POLICE DEPARTMENT



MINUTES

TEAMSTERS LABOUR/MANAGEMENT

Date & Time	Wednesday, November 2, 2016 at 1000 hrs
Location:	HR Boardroom, 3585 Graveley St.

IN ATTENDANCE FOR NOVEMBER 2, 2016

TEAMSTERS: Karlene Bateman, Charlaire McLeod, Olivia Kajander, Ruby Rivas, and Patty Ashford

VPD: *Christine McLean, Lisa Tran, Cathy MacPherson, Sandy Lidder, Insp. Larry Cope, and Superintendant Howard Chow (later)*

Meeting Chair – Christine McLean

Minutes – Sandy Lidder

No Agenda

➤ **Old Business:**

1. Vacant/Frozen Position List – Christine McLean
2. RAR Update
3. ESAF
4. Acknowledgement of Receipt from HR of Application Received
5. Secondment Agreement / MOU
6. Fleet Parking
7. Test/interview Weighting
8. Notes in Interviews
9. Protocol for Calling Casuals
10. Marking of tests by Supervisors
11. Security at the Annex
12. Special Constable Meetings
13. Manuals/Competition Packages in IMS
14. Scribes

➤ **Additions to the Agenda/New Items:**

15. Labour Management Meeting times
16. Minute taker
17. March 2016 Minutes for posting
18. Time change
19. ATTU
20. Shop Stewards and meetings
21. IMS – acting

➤ **Review of Previous Minutes:**

The layout and format of the LMM Minutes was raised, and it was recommended that the minutes state the issues, summary of the discussion, and the resolution and/or action items. It was agreed by all that the format would be used going forward.

June 22, 2016 Minutes – Generally the minutes were accepted. Any revisions to be sent to Christine to make changes.

July 19, 2016 Minutes – Only two changes to the minutes. Christine to update accordingly.



1. **VACANT / FROZEN POSITION LIST**

CHRISTINE MCLEAN

Issues:

Summary of Discussion:

Action/follow-up: Ms. McLean to send an updated list with the minutes at the next meeting as no list was provided at this meeting.

Update at next meeting

2. **RAR UPDATE**

CHRISTINE MCLEAN

Issue: The question of what would happen to VPU Special Municipal Constables if they went to the Forensic Digital Analyst position now in the VPU, and then failed their trial periods, was raised.

Summary of discussion: Ms. McLean provided that the Teamster Collective Agreement allows employees to maintain seniority and bidding rights for one year. As such the employees would be expected to apply on positions.

The Employer is moving forward with the positions falling under the VPU. Ms. McLean will sit in on the meetings to advise the individuals to let them know that there may be a possibility that the positions may go back into the Teamsters bargaining unit and if they do, they will return there.

Follow-up/action item: Update on status of the positions at next meeting – Christine McLean

Update at next meeting

3. **ESAF**

CHRISTINE MCLEAN

Issue: The Teamsters asked if the civilians could be moved to the EPS system.

Summary of discussion: Ms. McLean provided that the EPS is for the Sworn with PINS and the eSAF system is for civilians and linked to the City of Vancouver, and advised that it can't be changed.

Action/Follow-up: None – Remove from Agenda

Remove

4. ACKNOWLEDGMENT OF RECEIPT FROM HR OF APPLICATIONS RECEIVED CHRISTINE MCLEAN

Issues: Employees would like to be notified that their application was received when they submit to the civilian job mailbox.

Summary of Discussion: IT will need to set up an autoreply that will work as an on-going reply as the out of office autoreply only works once for each person that sends an email.

Action/follow-up: Lisa Tran to check with IT to see if a separate in box.

Update at next meeting

5. SECONDMENT AGREEMENT / MOU CHRISTINE MCLEAN

Issue:

Summary of Discussion: There have been multiple meetings with RCMP lawyers; Supt. Chow advised that the MOU is currently with the RCMP headquarters with their lawyers.

Action/Follow-up:

Update at next meeting

6. FLEET PARKING CHRISTINE MCLEAN

Issue: Fleet has not been paying for parking.

Summary of discussion: Both the Teamsters and VPD do not have records showing that Fleet was exempt from paying for parking.

Action/Follow-up: Ms. MacPherson to ask Sr. Director Dawna Marshall Cope as to when they will start being charged for parking.

Update at next meeting

7. CHANGE IN WEIGHTING FOR INTERVIEWS AND TESTING**KARLENE BATEMAN**

Change has been from 50/50 to 60/40 – discussion with HR and all those responsible for hiring at the VPD. IMS is weighted differently than groups that fall under HR.

HR – 10% range; Others – 20% - all are 10% now

Have changed because testing is more objective and should be higher weighted

Update at next meeting

8. NOTES IN INTERVIEWS**KARLENE BATEMAN**

Ms. McLean advised that as previously discussed, notes are permitted in interviews, but just for reference purposes.

Removed

9. PROTOCOL FOR CALLING IN CASUALS**KARLENE BATEMAN**

Lisa Tran advised that they follow availability, skills/knowledge/ability / experience and then priority over people who have been here longer. People provide their availability to her. If she has an assignment she will call based on the 3 factors. Sandy Liddar is taking over the pool (Lisa will have access).

HR pool is everyone other than IMS, VSU and Fleet.

Also discussed HR asking for performance reviews for casuals at 500 / 1000 hours, etc.

Cathy MacPherson advised that casuals need 2 factor authentication. Need to get re-certified and need to have a shift at least every 3 months. Discussion to have with casuals because of these requirements. Risk management as well – if new process, working at night, then could be a liability issue.

Charlaine McLeod advised that RFT come to her expressing interest in going into temporary assignments – how can they have the opportunity if they are under 6 months? Used to do it all of the time. Olivia Kajander asked about an EOI for these positions; discussed that the positions may need to be filled right away and/or may not be full time hours. There is also an issue with not being able to release people, backfilling and not being able to find someone suitable and a training aspect as well.

Update at next meeting

10. MARKING OF TESTS BY SUPERVISORS**CHARLAINE MCLEOD**

Charlaine McLeod advised that she would like to mark tests for her unit. Cathy MacPherson advised that sometimes the supervisor is not available. Lisa Hoogstins also marks her own tests. The tests have no grey areas, the only possible subjective part is the question that asks the candidate to name 5 things this position does. Everything is on the web that one

needs to answer the questions. If a key is given by a supervisor and the test is marked based on that key, then she does not understand why the supervisor would need to mark the test. Ms. MacPherson advised Ms. McLeod that she could mark them if she liked.

Ms. McLeod asked if she could be in attendance when Peggy Leng marked the test as she would not let her see the tests in the past. Ms. McLeod also offered to redesign the answer key to include all possible answers.

Discussion ensued about past discussions concerning supervisor involvement in interviews.

Update at next meeting

11. SECURITY AT THE ANNEX

KARLENE BATEMAN

Ms. Bateman brought this matter up as there have been some changes, and there will be more with more people moving to the Annex in the near future. Ms. MacPherson stated that there are two separate entrances and the VPD will have its own elevator with swipe card access, although there is no way to secure the staircases. All the doors will have prox card access.

The camera at the front door is not linked to the jail and can only be seen by from the Station NCO office, BET and the Report Writing Room.

There is no guarantee of parking in the underground during the day and the Cordova lot will need to be used. CLU is still using the underground at present, but will also have to use Cordova when the moves happen, although they will be able to use the underground on weekends and stats and afterhours. Bill Ng is looking to secure as many spots as possible.

Removed

12. SPECIAL CONSTABLE MEETINGS

OLIVIA KAJANDER

A discussion surrounding the recent meetings for Special Constables in CLU with Insp. Purdy was discussed. Ms. Kajander brought up some questions with respect to the VPD's position as to the responsibilities of the Special Constables and asked about it being put into a letter. Ms. MacPherson said she had spoken with Insp. Purdy about writing to the OPCC with the VPD's position, but doesn't know if he would put it in writing. She went on to advise that there was a City lawyer who agreed with the OPCC. Ms. Kajander would like confirmation of this. Ms. MacPherson will follow up with Insp. Purdy. Ms. Bateman also advised that the Union would like to be notified if there was ever a complaint lodged with the OPCC.

Update at next meeting

13. MANUALS / COMPETITION PACKAGES

KARLENE BATEMAN

Ms. Bateman raised this matter as there were individuals in IMS who were asked to prepare these packages with little explanation of what was required content wise and for purposes of consistency. In addition, the questions was raised as to why they were required and if they

were, why the Training Unit was not responsible for putting them together. Ms. McLean advised that the PCC has mandated that these packages be completed for all positions.

Ms. MacPherson stated that the purpose of the packages was so that all applicants for positions in IMS would have the same information and there would be no surprises. She stated that she would liaise with the supervisors and managers to advise what was required and have them provide guidelines and a template.

Ms. McLean thought that this matter had been resolved. Ms. MacPherson advised that she spoke to the supervisors regarding extensions. She also noted that the manuals were a good idea for succession planning.

Ms. MacPherson will follow up with Supervisors/Managers

14. SCRIBES

UNION/EMPLOYER

Superintendent Chow advised that he spoke with Insp. McCardell about the matter. There is a possibility of a training budget for courses. Ms. Ashford asked how it is possible that an exempt, junior employee gets to go to Ottawa, fully funded (March 2015), while 3 RFT IA's will have to pay their own way. Ms. Kajander advised that IA's also need this training for their work and flexibility. Supt. Chow advised that the Employer would choose who they have confidence in.

Update at next meeting

18. TIME CHANGE

KARLENE BATEMAN

The Union inquired about the time change and how people will be compensated. The Employer advised that they get to leave early in the spring and stay in the Fall. They are not paid and there is some leeway.

19. ATTU

How are the casuals chosen in this area – not posted. Employer advised it was on their availability and skillset. The Union advised that there was concern that one was chosen without any regard for others. Ms. McLean advised that there was another possible candidate but they couldn't be pulled away from their position. The person who was chosen can work around the availability, it is auxiliary/casual, there is no set schedule.

Supt. Chow advised that there was a huge recruiting campaign and needed help with POPAT. Classes were being filled asap and hiring 85 by Spring. Also some discussion about assistance in Recruiting (civilian) and Supt. Chow will look into it.

20. SHOP STEWARDS ATTENDANCE AT MEETINGS

HR always asks people if they want a Steward present. Ms. MacPherson advises that she will call to ensure if one is available and will ask the individual as well.

21. IMS - ACTING

The Union inquired about the application of acting pay. The Employer advised that people will get acting pay if they are doing the full scope of the work. Ms. MacPherson advised that they had to do 75% or more for acting, otherwise they will receive a premium of 4.25-8.68%. If they have “added responsibilities”, then should apply for a reclassification.

22. BREAKS

DISCUSSION

Next Meeting: Tuesday, December 13, 2016 @ 1330hrs – Location TBA