



VANCOUVER POLICE DEPARTMENT



MINUTES

TEAMSTERS LABOUR/MANAGEMENT

Date & Time	Wednesday, October 4, 2017 at 1030 HRS
Location:	Room 358, 3585 Graveley St.

IN ATTENDANCE FOR OCTOBER 4, 2017

TEAMSTERS: Ms. Karlene Bateman, Ms. Olivia Kajander, Ms. Charlene McLeod, Ms. Beth Grayson, Ms. Patty Ashford

VPD: Ms. Christine McLean, Ms. Sandy Lidder, Ms. Mary Sommerville, Ms. Cathy MacPherson, A/Superintendent Larry Cope, Ms. Lisa Tran

➤ Discussion of Agenda for the following items: Tabled at Last Meeting a) Compressed work Schedules –Patty Ashford New Business 1)Hearing tests for Civilians – Karlene Bateman 2) Procedure Manuals – Charlene McLeod 3) Casuals –Issues Receiving Feedback – Karlene Bateman ➤ Meeting Chair – Ms. Christine McLean ➤ Minutes– Ms. Jacqueline Bazett
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Approval of Agenda- 1 Addition (#3): Approved

Approval of August Minutes: Requested changes, see most recent copy of minutes for amended version

TABLED AT LAST MEETING**A. ISSUE: COMPRESSED WORK SCHEDULES****PATTY ASHFORD**

DISCUSSION: Two Clerks in Traffic have submitted requests to be returned to a 4 day work week rather than the 5 day work weeks they are currently on. Previously this request has been denied as coverage was being offered by a sworn member. A/Superintendent Larry Cope advises that if there is resistance in the chain then they can re-submit their request to Ms. McLean with a note that they will be providing coverage for each other (i.e. One works Mon-Thurs and the other Tues-Fri).

ACTION: Ms. Ashford to have Employees Submit new Request to Christine: Update at Next Meeting

NEW BUSINESS

1. ISSUE: HEARING TESTS FOR CIVILIANS

KARLENE BATEMAN

DISCUSSION: Civilians have inquired if they may take advantage of the hearing testing technology that Health and Safety uses to test the sworn members hearing. Historically, hearing testing has only been completed for Civilians who work in very loud environments (K9 & TTC). Teamsters would like it opened up to all those who are interested, suggests that perhaps certain days/time slots can be reserved for Civilian employees.

ACTION: Ms. McLean will check with Tracy Matthew; Update at Next Meeting

2. ISSUE: PROCEDURE MANUALS

CHARLAINE MCLEOD

DISCUSSION: Units without procedure manuals have caused issues. In particular a certain Units trainer is non-communicative. Is the Employer able to implement that every unit has to have a procedure manual? Is the issue a refusal to train or a refusal to provide information? If there is a refusal to train the issue needs to be raised with a manager. Ms. McLean advises that it was brought up at PCC and previously procedure manuals would need to be available to new civilians coming into a unit. Discussion ensued on history and who knows the work in the unit. Ms. McLeod will e-mail Mary Sommerville with the details.

ACTION: Ms. McLeod will e-mail Ms. Sommerville. Tabled

3. ISSUE: CASUALS- ISSUES RECEIVING FEEDBACK

KARLENE BATEMAN

DISCUSSION: Casuals are moved for various reasons and would like honest feedback on their performance. They are requesting feedback on work performance during moves. Ms. Bateman suggests the feedback could come from HR or supervisor in the unit. HR has discussed providing feedback at 500 hours, 1000 hours and 1500 hours. HR sends the Supervisor (outside IMS) a performance appraisal for them to fill out at the completion of each assignment. Discussed past issues with obtaining feedback and validity of that feedback. Ms. MacPherson advises that feedback and reviews are provided by IMS, they also provide performance development. Ms. Bateman acknowledges that IMS people are provided with training and feedback but is concerned that other casual pool workers are left with no feedback, help and training which could impact their performance development and future prospects at the VPD..

ACTION: HR will look at the forms to see if there are any updates or improvements that can be made. Tabled

Discussion: Next Meeting Set for December 21, 2017 @ 1000 in Room 358

MEETING ADJOURNED: 1108 HRS

NEXT MEETING – December 21, 2017 @ 1000 in Room 358