



VANCOUVER POLICE DEPARTMENT



MINUTES - FINAL

TEAMSTERS LABOUR/MANAGEMENT

Date & Time	Tuesday, March 6 at 1100 HRS
Location:	Room 358, 3585 Graveley St.

In Attendance for March 6, 2018

Teamsters: Ms. Karlene Bateman, Ms. Ruby Rivas, Ms. Patty Ashford, Ms. Maria-Lise Dhami, Ms. Beth Grayson

VPD: Ms. Christine McLean, Ms. Sandy Lidder, Ms. Lisa Tran, Ms. Mandy Chawla, Ms. Cathy MacPherson, S/Sgt Andrew Chan, Inspector Matt Harty

➤ Discussion of Agenda for the following items:

Old Business

- a) Scribes –Andrew Chan
- b) IA/Disclosure Clerk - Karlene Bateman
- c) Casuals (Feedback) - Karlene Bateman
- d) Ops review - Karlene Bateman

Tabled at last meeting

- a) Procedure Manual - Charlaine McLeod

New Business

- 1) Respectful Workplace Complaint Process –Lisa Tran
- 2) Training Budgets-Karlene Bateman
- 3) Benefits Carrier transition –Karlene Bateman
- 4) Civilian Employee Recognition Luncheon –Lisa Tran

- Meeting Chair – Ms. Karlene Bateman
- Minutes– Ms. Jacqueline Bazett

Approval of Agenda- See additions and changes

Approval of January Minutes: Changes made

OLD BUSINESS

A) ISSUE: SCRIBES

S/Sgt Andrew Chan

- S/Sgt Chan Spoke with Public Safety Unit NCO. This is only for 'in the field' incidents. In addition to Civilian Scribes.
- The course is for operational police officer scribes
- Bronze and Silver commanders deployed in the field are fully kitted up with tactical kit. PSU commanders are in the middle of events such as riots. OPS commander has Operational Police Scribe with him.

- The Union stated its opinion and disagreement with the rationale; could not see a commander in the field during an incident. S/Sgt Chan advised that he has actual experience working as a police officer in the field and described what really happens and continued to disagree with the Union's opinion. The union then stated that a civilian scribe could be in the command room. The reasons he provided are the police officer scribes will be in full combat gear for police duties, which the civilians are not trained for.

-Remove-

B) Issue: IA/ Disclosure Clerks

Karlene Bateman

- The Union requested an update on this item and the VPD reported that the classification has been decided; Disclosure Clerks, Pay Grade 19.
- Once IA's return from pool assignment, will create a Disclosure clerk pool (It is assumed IA pool will go into Disclosure clerk pool)
- Have not posted for pool
- There will be no new IA assignments called from the pool if less than 6 months. They will be assigned out as Disclosure Clerks.
- Mary will discuss testing with Dena.

-update as new information available-

C) Issue: Casuals (Feedback)

Karlene Bateman

- The Union wanted to discuss the matter of feedback (performance) to casuals.
- The Employer reported that the issue isn't that feedback isn't given, it is that Feedback isn't honest.
- It may be that this calls for a change in the system (i.e: Face to Face feedback/Over the phone, HR will then fill out a form)
- Thinking of new ways to gather information
- Specific to each position
- time consuming
- Teamsters interested in having a session to discuss; provided a form used in the past
- advised by the Employer that the Form is on the HR website under Civilian services

-Remove-

D) Issue: OPS Review

Karlene Bateman

- The Union requested an update on the positions.
- The Employer advised that no decisions have been made.
- Management has never been provided with the positions
- SMT presentation not as detailed as the one for the Shop Stewards
- Still sitting with Executive, making decisions about who will be getting the positions
- Taking unfunded positions and funding them (may change from TFT to RFT)
- OPS is Priority
- Multi-Phase Process

-Remove-

TABLED AT LAST MEETING**A) ISSUE: Procedure manuals****Charlaine McLeod****Tabled again: Charlaine and Mary unable to attend.**NEW BUSINESS**1. ISSUE: Respectful Workplace Complaint Process****Lisa Tran**

- The Employer stated that the Union took issue with the Process in a couple of instances and wanted to raise it.
- The Employer stated that the Union was following the formal process model in instances where the informal model was being used.
- The Union stated they were following the Policy based upon how it was formatted (fonts, headings, etc.)
- The Employer stated that the informal model can take many forms.
- The Union stated that Respondents don't feel like they are being made aware of the allegations in writing or aware of the specific complaint. Respondents feel like they are not privy to all the details.
- The Employer responded that laying out all of the details/allegations turns it into a formal process. The informal process is not disciplinary.
- The Union's concern is that it could become disciplinary and the Respondent would not have had all of the information.
- The Union pointed out that the headings are confusing on the complaint response models
- Insp. Harty agreed that the way it was laid out could be confusing and HR would consult with Planning & Research.
- The Union said they were concerned with people bringing issues up informally with no accountability to the Complainant.
- The Employer advised that the Mediator informs employees of allegations, informally (not in writing).
- The Mediator provides direct feedback to employees. Perceived as less invasive when coming from a non-HR employee

Action: Inspector Harty to speak to PR&A about changing the headings on the complaint process models

2. ISSUE: Training Budgets**Karlene Bateman**

- The Union stated that employees are enquiring about how the training budget is distributed
- The Employer advised the following:
 - The Training Section holds the Mandatory Training Budget.
 - There is no specific civilian training budget.
 - The exception is the Director of Planning Research and Audit that holds a budget for Crime Analysts.
 - Each section is assigned a training budget then it is disseminated to employees accordingly
 - Managers can ask for additional training budget

- There are two Funds available to RFT Civilians for post-secondary education (combined funding is \$10,000 per year).
 1. Civilian Education Fund (Max: \$325/year – Requests go to Christine McLean and are reimbursed in the last quarter of the year)
 2. Civilian Advanced Education Fund (No set individual maximum for employees, but it is based on the remaining amount in the Fund, if previous assistance has been provided, and the organizational need for positions that require specific education/courses (example Crime Analysts that historically took up about 75% of the funding). Each year there are more requests than there is money.
- The Union was concerned that Temporary employees are going for training and RFT are not.
- HR advises that they do not control this if the training is being organized and paid from by individual units.
- If a TFT is getting an RFT's opportunity then HR may get involved.

- Remove -

3. ISSUE: Benefits Carrier Transition

Karlene Bateman

- The Union had a concern that information had not been disseminated to employees, but as of this meeting it has.
- The Employer stated that the delay in communication to all VPD staff was due to further clarification, relating to a part of the sworn benefits. The Bulletin is now posted and VPD- All emails have been sent and Info sessions have been set up.

- Remove -

4. ISSUE: Civilian Employee Recognition Lunch

Lisa Tran

- Scheduled for Thursday, April 12th
- Italian Cultural Club
- Invites being sent the week of March 6th

Meeting adjourned: 1217 Hours

Next meeting – May 8th, 2018 @ 1000 in Room 358