



VPD-TEAMSTERS LABOUR MANAGEMENT MEETING MINUTES

Tuesday, November 6, 2018
10:00 hours
3585 Graveley Street – Room 358

Present for the Teamsters: Patty Ashford, Charlaire McLeod, Beth Grayson, Karlene Bateman

Present for the VPD: Cathy McPherson, Lisa Tran, Mary Sommerville, Staff Sgt. Shelley Horne
Christine McLean

Meeting Chair: Christine McLean

Introduction of Staff Sergeant Shelley Horne who will be A/Inspector in HR for the month of December. Staff Sergeant Andrew Chan will be the A/Inspector in HR for the month of November.

I) Approval of the Agenda

- Next date for Labour Management meeting discussed (incorrect on agenda)

II) Approval of August 2, 2018, Minutes

- Union asked to table to next meeting as minutes sent with not enough time to review for meeting. Employer agreed.

III) Old Business:

a) Item: Scribe training

Karlene Bateman

Discussion:

- March 2018 Minutes
 - The Union had a comment about the March 2018 minutes to clarify that their comment was, "Civilian scribe would not be in the field" as that would not happen, but that a civilian would be in the command centre with the commander.
 - The Employer has no issue with the clarification and will make changes to the March 2018 minutes.
- The Union was to look into items about having scribe training here at the VPD.
 - Also provided there will be scribe training on Nov 9th for current scribes, that will focus on scenarios
 - The Union is looking into information pertaining to the Ottawa training (5 days), and the possibility of the Employer bringing it to the VPD and fan out to others as well. The Union looked into the training

from the Canadian Police College and found that there is a pre-requisite, which is to:

- Have successfully completed the JIBC online Critical Incident Command course
- Have an Enhanced Security Clearance or equivalent
- Written supporting recommendation letter from their organization
- re-certification, is not mandatory, but can do refreshers.
- The Employer stated that HR would not approve this kind of training out of HR, as there is no budget for it. If it is mandatory recertification then it would come out of the Mandatory Training Budget in the Training Unit.
- The Employer recommended that this be moved to Training to take on the initiative.
- The Union stated that the other part that they are concerned with moving forward is for the larger pool of IA's to be utilized for scribing.

Actions: Christine to update the minutes for March 2018, and update Superintendent Bruce to see if this is something can be taken on by Training.

b) Item: Procedure Manuals – Utilizing Practicum Students Charlaine McLeod

Discussion:

- The Union advised ~~provided~~ that this was about a person being tasked to do a new function, but there was no procedure manual and wasn't getting training. This (creation of manuals) was intended to ensure that all employees get the resources they need to be able to do jobs. Also stated that it can be difficult for employees when they are in a bumping situation and can't get access to training.
- The Employer provided that the Position Control Committee made a recommendation over a year ago that was to make it mandatory for all Units to have a manual completed before they were allowed to fill vacancies, which was met with a lot of push back. The issue raised was that employees didn't have enough time to complete the manuals. The other issue that came up was whether or not Practicum Students could write the manual (is it bargaining unit work and does a Practicum Student know enough about the position to write a manual?).
- The Employer suggested that this be raised at SMT as a suggestion for Sections to do. The Union also said they would encourage this amongst their membership.

Action: Christine McLean to raise at the Senior Management meeting, and then remove from the Agenda.

c) Item: Sit-stand desks (availability and criteria for civilians) Karlene Bateman

Discussion:

- The action item from last meeting was for the Employer to follow up with Bill Ng from Facilities to see if there is a budgetary plan to retro-fit work areas with sit-stand desks.
- HR provided Bill Ng's response, which was that if the project is funded by the COV then the areas under renovation would be fitted with the sit stand desks. If the project is not funded by COV then there isn't a budget for it, but he will be trying to build it into plans. The Employer also provided that Bill estimated the cost replace all desks with sit stand desks would be over 2 million dollars.
- The Union said that they were familiar with desks that can be placed on the desk that can be bought from Staples for less than \$269.00. The Employer provided that HR is looking into it, but still has to purchase them. The Employer also provided that there are height restrictions to these desks that have to be considered.

Action: Remove

IV) **New Business:**

a) Item: Investigational Assistants and Disclosure Clerk Pool Beth Grayson

Discussion:

- The Union was wondering what the status was for the pool, and how short term positions that are needed immediately are filled. The Union was wondering if the people chosen already have the training (put on by MCS).
- The Employer stated that since the collapse of "the pool" (IA Pool) HR hasn't sent anyone out on short term assignments, and is pushing to have all the assignments posted so that the candidates are fully qualified. Also stated that we the Employer haven't done any "on-loan" arrangements since the pool was stopped.
- The Union wanted to know about training to be a Disclosure Clerk as they heard that an employee was getting training, but wasn't an IA. The Employer said they heard of this, and the situation was that an employee from a District was loaned to Homicide to help with a file from their District, but the employee will not be going on scribe training and is not being trained in Homicide.
- The Employer re-iterated that HR is encouraging people to get the training and go through the posting process.
- The Union asked if there was going to be two different pools (one for IA's and one for Disclosure Clerks). The Employer provided that they do not think that there will be as most of the assignments are going on for longer than 6 months so they will have to be posted anyways.
- The Union said that the concern is that when others hear that casuals are being given preference by getting placements, training and experience, it is frustrating for others that are taking the correct steps to go through the appropriate training.
- The Employer said that on loan arrangements are to be made through HR, not from section to section, which has happened without HR's

knowledge. The Employer suggested that it should be raised at SMT to advise Managers that the on-loans have to go through HR.

- Other issues with HR not being notified of the “on-loan” and people being placed in other areas are IT access to files, on-boarding, pay, timecards, etc.

Action: Christine to raise at SMT. Remove.

- b) Item: Notification to HR when Shop Stewards attending meetings Christine McLean

Discussion:

- The Employer is requesting that Shop Stewards let HR know if they are attending a meeting with an employee if they weren't originally a planned attendee. The Employer requested this for two reasons. Firstly, so that the Manager/Supervisor is aware and second, so HR knows who the participants are.

Action: Remove

- c) Item: Fit for Duty Policy & Supervisor Training Christine McLean

Discussion:

- The Employer advised that the Fit for Duty policy will be pushed out on Thursday and has been sent out through Power DMS for all employees.
- The Employer also advised that there will be mandatory training for Supervisors for “Impairment in the Workplace”. There are 2 parts to the training, the online CPKN and the one day classroom training. The classroom training will have HR and lawyers from Roper Greyell.
- The Union asked if the Business Representative can attend so that she is aware of what is be rolled out to Teamsters Supervisors.

Action: Christine to send dates to Karlene for the classroom training. Remove.

Next meeting:

Date: December 6, 2018
Time: 10:00 hrs
Location: Graveley Street - Room TBD