



VANCOUVER POLICE DEPARTMENT



MINUTES

TEAMSTERS LABOUR/MANAGEMENT

Date & Time	Tuesday, January 9 at 1200 HRS
Location:	Room 358, 3585 Graveley St.

IN ATTENDANCE FOR JANUARY 9, 2018

TEAMSTERS: Ms. Karlene Bateman, Ms. Ruby Rivas, Ms. Patty Ashford, Ms. Maria-Lise Dhami

VPD: Ms. Christine McLean, Ms. Sandy Lidder, Ms. Lisa Tran, Ms. Mary Sommerville, Ms. Cathy MacPherson, S/Sgt Andrew Chan, Inspector Matt Harty, Superintendent Martin Bruce

➤ Discussion of Agenda for the following items: Tabled at Last Meeting a) Compressed work Schedules –Patty Ashford b) Hearing Tests for Civilians- Christine McLean c) Procedure Manuals –Charlaine McLeod/Mary Sommerville d) Casuals (Feedback) – Human Resources New Business 1) IA Pool/Disclosure Clerks - Teamsters & Human Resources 2) Scribes –Karlene Bateman 3) 9 Day Fortnight 4) Respectful Workplace File
➤ Meeting Chair – Ms. Christine McLean ➤ Minutes– Ms. Jacqueline Bazett

Approval of Agenda- Approved; Added New Business Point 4

Approval of October Minutes: Minutes will be point form from this point onwards

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

- A request was submitted for a 4 day compressed work week by an employee and is currently waiting for a response from HR.
- HR advised that it needs to be confirmed that Sworn Members will not be covering the work that needs to be done on the weekly leave day.
- If no issues, will be approved.

- REMOVED -

B. ISSUE: HEARING TESTS FOR CIVILIANS**CHRISTINE MCLEAN**

- HR responded to the request to have hearing tests for civilian employees and provided that HR does not have the resources to staff large amounts of 'drop-ins' for civilians; however, Individuals can request a hearing test if they have concerns with their hearing.
- A question was raised regarding whether or not Traffic Authority members were given hearing tests. HR confirmed that they are.

- REMOVED -**C. ISSUE: PROCEDURE MANUALS****CHARLAINE MCLEOD****TABLED: CHARLAINE UNABLE TO ATTEND. MARY SOMMERVILLE TO EMAIL CHARLAINE****D. ISSUE: CASUALS –ISSUES REGARDING FEEDBACK****HUMAN RESOURCES**

- HR is looking at creating a better feedback system to engage supervisor/staff so that casuals are provided better feedback that is more open and honest.
- It is understood that supervisors' honesty is key for developing employees that may have unestablished skills.
- HR is open to feedback. If the Teamsters have feedback on the process they can provide the information for consideration.
- The union suggested to add some information into the S/Sgt training regarding providing feedback
- Sandy is working on following up when casuals are completing assignments

NEW BUSINESS**1. ISSUE: IA POOL/DISCLOSURE CLERKS****HUMAN RESOURCES/TEAMSTERS**

- There was a discussion regarding the IA pool and its effectiveness, as well as the concerns about the pool in regards to how employees are selected for assignments and called out.
- The issues that HR is currently having are:
 - People are being moved without HR's knowledge
 - Length of assignments that then require a backfill in IMS
 - Hard to look far enough ahead to predict need as time of assignments are unknown at the time of request
 - Improper training
 - People in the pool concerned they aren't being given the opportunity
 - Some IA's are coming back from assignments bragging about not having to work hard
- HR is looking into clarifying the roles of the IA's that are assigned out from the pool
- The IA pool will be replaced by a disclosure clerk pool that will focus primarily on disclosure
 - Current IA's on assignment from the pool will stay at current pay rate until they return from assignment.
 - The pay will be a lower rate of pay than the current IA rate, which is a PG 21
 - HR will need to look at testing and training required to be considered for this pool
- Teamsters concern is that disclosure clerks are getting IA work, would like to ensure that won't continue and that managers known not to give IA work to disclosure clerks
- Be mindful that there may be some overlap in duties (for basic duties)

2. ISSUE: SCRIBES

KARLENE BATEMAN

- The issue of scribe training for sworn members was raised. The concern is that sworn members are being offered training when Teamster IA's can do the scribing.
- It was asked if it was Incident Commanders requesting sworn members to scribe as if was an active scene then it would not be appropriate for a civilian to be called in.
- The history of Scribe training was discussed (Refer to previous LMM minutes)

ANDREW CHAN TO LOOK INTO THIS TRAINING & KARLENE IS TO LOOK INTO WHEN FIONA IS COMING NEXT

3. ISSUE: 9 DAY FORTNIGHT/ MEDIUM TERM SICK

KARLENE BATEMAN

- For the 9 day Fortnight schedule .75 hours taken from another bank to cover (STAT days), which affects the replenishment for med-term sick leave as the consecutive working days (30 days) is interrupted by the .75 hours.
- HR advised that Payroll is completing manual adjustments for this so that the med-term bank replenishment isn't impacted, but is looking into how SAP can do this automatically instead.
- It is agreed, that the previous decision stands in that the .75 will not affect the replenishment.

4. ISSUE: RESPECTFUL WORKPLACE FILE

KARLENE BATEMAN

- The union asked about where files are stored/field.
- HR advised that the documents that form the investigation portion of these processes remain separate from the personnel file, and are stored separately in a locked cabinet with restricted access.
- HR also provided that if a disciplinary letter were to be issued then it would be filed in their personnel file, which only HR has access to. Employees however can request to review their file.

MEETING ADJOURNED: 1250 HOURS

NEXT MEETING – March 6, 2018 @ 1100 in Room 358