

**Corrections Component 3.2 Committee Agreement between
Vancouver Island Regional Correctional Centre
And BCGEU Local 101**

Article 4 (b) – Substitution & Functional Workgroups

Objective

To enhance the security, safety and effective management of Vancouver Island Regional Correctional Centre, while maintaining the principal of seniority as outlined in Article 4(b) of the Correctional Services Component as the basis for substitution

Workgroups Defined

For the purposes of substitution, according to Article 4 (b) and the Letter of Understanding Re: Article 4(b) of the Corrections Component Agreement, it is agreed that Vancouver Island Regional Correctional Centre has the following functional workgroups:

- Operations
- Programs
- Sentence Management Unit

Guidelines for Substitution

1. Substitution selections shall be based upon service seniority from persons with a satisfactory appraisal and placement within a functional workgroup.
2. Employees must apply to substitute within their functional workgroups, in writing or via e-mail to the Assistant Deputy Warden Staffing.
3. The employer will respond to an application within 15 working days.
4. An employee may withdraw an application to substitute at any time, in writing or via e-mail to the Assistant Deputy Warden Staffing.
5. The employer will maintain a list of eligible employees who are available to substitute in a specific classification/functional work group.
6. Wherever possible, vacancies of less than 90 consecutive shifts will be filled by substitution from within the functional workgroup and from the same shift pattern.
7. Employees returning from extended absences of more than 90 consecutive shifts will be required to complete a minimum of 20 of 30 consecutively scheduled shifts, before becoming eligible for substitution.
8. Employees moving to a new functional workgroup are required to complete 8 out of 10 shifts in their new workgroup, before becoming eligible for substitution.
9. Persons within a functional workgroup that require training to qualify for substitution will be selected, based on seniority and with a satisfactory appraisal.

10. Given the specialized nature of the Classification Officer post, persons requesting this certification training may apply for consideration from any functional workgroup. Substitution in this post will be selected based on seniority without penalty to the employer.
11. "Post qualified" shall be defined as satisfactory completion of any specialized training that is post or work group specific (see chart below).
12. Based on the stated Objective in this letter of understanding, re: Article 4(b), it is agreed that consistency of supervision and/or performance is imperative to the security, safety and good management of the Centre. To meet that objective, it is agreed that staff members who begin to substitute at the commencement of their shift shall not be displaced by a more senior officer until 4 (four) hours has elapsed subsequent to the start of the substitution.

Post	Post Qualified	Years as CO	Certification Requirements
Correctional Supervisor - Protective Custody	3 Day A/Supervisor's Course	2	
Correctional Supervisor - General Population	3 Day A/Supervisor's Course	2	
Classification Correctional Officer	J1 - Classification Officer Certification Training	5	Classification Officer Certification and Delegation Letter
Records Correctional Supervisor	J1 - Records Officer Certification Training 1 Day A/Supervisor's Course	2	Records Officer Certification
Scheduling / Training Correctional Supervisor	1 Day A/Supervisor's Course 2 Day Scheduling Course	2	
Work Programs Correctional Supervisor	1 Day A/Supervisor's Course	2	
Core Programs Correctional Supervisor	1 Day A/Supervisor's Course	2	
Control Correctional Supervisor	4 Days Control Training 1 Day A/Supervisors Course	2	

Duration

This agreement remains in effect for the duration of the 14th Component Agreement or until mutually amended.

Signed on Behalf of the BCGEU,

101

Name: Dean Purdy

Title: Chair, Local 101

Date: July 24, 2007

Signed on Behalf of the Employer Local

Name: Rawn Phalen

Title: Warden, VIRCC

Date: July 24/07