

## **Youth Custody Services' Rotation Guidelines Correctional and Sheriff Services Component**

The Union and Employer agree as follows:

### **Objective:**

The objective of these guidelines is to support collaborative working relationships between the Employer and the Union and provide greater transparency to the time limited post rotation process and decision making. It is agreed by both parties that post rotation opportunities contribute to a healthy working environment, a culture of professional development, and general employee satisfaction.

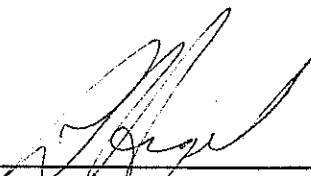
### **Principles:**

- The practice of rotating staff through internal lateral work assignments is desirable to:
  - provide diverse work experiences for employees;
  - increase knowledge, skills and abilities in operations, programs and case management rotational posts;
  - enhance the security, safety and efficiency of the centre;
  - deliver better quality client focused services; and
  - provide professional development opportunity through the progression of an employee's career.
- The Employer determines the availability of rotational posts within operational requirements and in support of the centre's mandated functions.
- Staff who are placed in time limited rotational positions may be redeployed as required (e.g., to provide living unit coverage, emergency response).
- Employees are provided an opportunity to be actively involved in their performance and development planning (My Performance/EPDP) by identifying career and post training needs, as may be required, within the rotational framework.
- The rotation of post assignments is intended to maximize the pool of employees who possess the requisite skills essential to perform and achieve program and operational requirements.
- All regular employees will have equal opportunity to express their interest in available post rotation assignments.

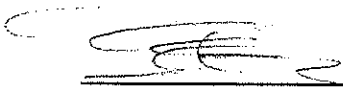
### **Guidelines:**

1. In accordance with Article 1.1 (d) (6) of the Component Agreement, the Local 3.2 Committee will establish written procedures for rotation through work groups, considering seniority, within classifications. The procedures shall include:
  - identified rotational posts within the centre;
  - time frame for each rotational post assignment;
  - current occupant of the rotational post;
  - process to express interest in the rotational post shall include a minimum of three weeks to express written interest; and

- a general description of job duties associated with the post and required training, which includes the training to be provided following the selection process.
2. If a local agreement cannot be reached pursuant to paragraph (1), the matter will be referred to the Article 3.1 Committee for resolution.
  3. The local procedures established in the centre post rotation agreement will be consistent with the Youth Custody Services' Rotation Guidelines.
  4. The Local 3.2 Committee Chairperson or a designated Steward will sit in on the rotational position selection or placement meeting as an observer. The observer, where possible, will be from the local Youth Custody Centre and shall not be a candidate for a rotational post. Where the designated Chairperson or local Steward has expressed an interest in a position, they shall be replaced with an alternate uninvolved observer. All parties agree to be respectful around the sharing of communication and decision making.
  5. The selection of staff for rotational positions will be a merit based process, which includes the following considerations, noted, in no particular order:
    - operational needs and the specific technical knowledge required for the position;
    - staff preference as indicated on their written requests and/or their performance and development plan;
    - balancing of experienced/new staff assignment to rotational positions. rotation in and out of each work group will be staggered to the degree possible, with the composition of each work group reflecting a balance of training and experience;
    - suitability (staff performance and demonstrated skill);
    - past work assignments/placements;
    - satisfactory appraisal, including attendance which is assessed satisfactory or acceptable within the circumstances; and
    - seniority (when all other factors are equal, seniority will be the tiebreaker).
  6. Centres will hold post rotation meetings for available opportunities which exceed six months in duration.
  7. Centres will provide all staff advance notice of the meeting date.
  8. Centres will notify the Union Observer and Local Chairperson of the post rotational meeting and provide all requisite materials related to those meetings.
  9. Centres will establish a process to provide feedback to staff regarding rotation decisions.
  10. No provision of this agreement will conflict with or circumvent any provision of the Master or Component Agreements.
  11. Existing processes will remain in place until new agreements are agreed to at the local level.

  
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Date: Mar 31/16

  
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 Dean Purdy  
 Component 1 Vice-President  
 Correctional and Sheriff Services, BCGEU

Date: MARCH 1, 2016