

**Corrections Component 1.1 Committee Agreement between
Kamloops Regional Correctional Centre
and BCGEU Local 105**

Article 2(b) – Substitution & Functional Workgroups

Objective

To enhance the security, safety, and effective management of Kamloops Regional Correctional Centre, while maintaining the principal of security as outlined in Article 2(b) of the Correctional Services Component as the basis for substitution.

Work Groups Defined

- Operations
- Programs
- Sentence Management Unit

Guidelines for Substitution

1. Selections shall be based on service seniority of persons with a satisfactory appraisal and placement within a functional workgroup who are on shift when the approved substitution occurs.
2. Employees must apply to substitute within their functional workgroup in writing or via e-mail to the Assistant Deputy Warden of Staffing. The employer will respond to an application within 15 working days. An employee may withdraw an application to substitute at any time in writing or via e-mail to the Assistant Deputy Warden of Staffing.
3. The employer will prepare, post, and maintain an eligibility list of employees who are available to substitute in a specific classification / functional workgroup.
4. Employees returning from an extended absence or a transfer from another centre will be required to complete an Acting Correctional Supervisor course before becoming eligible for substitution.
5. Employees moving to a new functional workgroup are required to complete a minimum of 30 of 45 consecutive shifts in their new workgroup before becoming eligible for substitution.
6. Employees must complete the "*Occupational Health and Safety – The Supervisors Role*" on-line self-directed ACTS course before becoming eligible for substitution.

7. Training for substitution shall be made in order of service seniority of those who applied. Training will commence within a reasonable time from the date the employee submits their letter requesting substitution. "Trained", for the purpose of this agreement, shall be defined as any specialized instruction received which is post or work specific, including but not limited to: Integrated Offender Management, Scheduling, Admissions and Discharge, Classification, Operations, Conditional Release Coordinator, and Programs.
8. Based on the stated objective in this letter of understanding re: Article 2(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 this objective, approved substitution will be granted to the senior qualified employee, who is on shift, for the duration of the substitution or for a significant part of the shift.

Duration

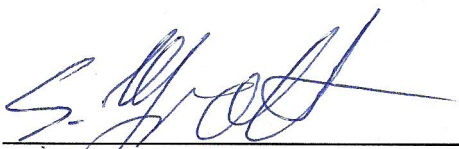
This agreement remains in effect for the duration of the 17th Component Agreement or until mutually amended.

Signed on behalf of Local 105 BCGEU

Signed on behalf of KRCC



K. Hayes, Local Vice Chair



For: E. Vike, Warden



J. Corno Staff Representative

Date: October 2, 2014