



**Nanaimo Correctional Centre
Local Union Management Committee
Functional Work Units and Substitution Guidelines**

Whereas the Local Union – Management Committee has been established as a forum for joint consultation on matters of concern within the work unit;

And whereas the Committee has met to identify and establish functional workgroups at NCC and establish guidelines for substitution within the workgroups;

The Committee hereby agrees that:

Objectives of the Committee:

To enhance the security, safety and good management of the Centre's while maintaining the principle of seniority as a basis for substitution.

Work Groups Defined:

For the purposes of substitution, according to Article 4(b) of the Correctional and Sheriff Services Component Agreement, Nanaimo Correctional Centre has the following functional work units identified and established as follows:

1. **The Operations Workgroup**, which includes Shift Scheduler (CS), Shift Supervisor (CS), Recruiting Officer (CS), Control, Dorms, Exterior Prowl, Interior Prowl, Campbell House, Runner, Hobbies/ESS, Gym Officer and C/H Crew (CO).

2. **The Programs Workgroup**, which includes Work Program Supervisor (CS), Programs Officer (CS), Woodwork Instructor, Light Industry Instructor, Maintenance Instructor, Hose Wash Instructor, Farm Instructor, C/H Crew (CO), Work Program Crew Officers and Medical Support Officer.

3. **The Sentence Management Workgroup**, which includes the Conditional Release Coordinator (CS), Records Supervisor (CS), Classification Officer (CS), Guthrie CS, Case Management, CORE Program Officer, Records Officer, Mental Health Liaison Officer, and the Guthrie/TC. *Substitution for the Guthrie CS will be offered to regular Guthrie/TC Lakeside staff first.*

"Protect Communities, Reduce Reoffending"

The mission of the B.C. Corrections Branch is to increase public safety through offender management and control.

Guidelines for Substitution:

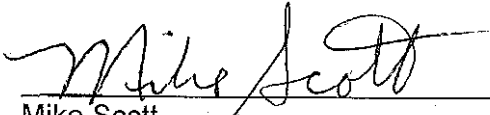
1. Substitution selections shall be based upon service seniority from employees within the functional work unit with a current satisfactory appraisal, before being offered to other workgroups.
2. Employees wishing to substitute in posts within a functional workgroup that require training (including specialized certification) may apply for consideration to the ADW of that functional workgroup. Selections for such training shall be based on seniority and a satisfactory appraisal. JI training will be scheduled with no penalty to the employer.
3. Employees wishing to substitute within their functional work units must apply to the Assistant Deputy Warden Staffing by e-mail.
4. The Assistant Deputy Warden Staffing or his/her designate will respond to these applications within 14 working days.
5. "Post qualified" shall be defined as satisfactory completion of any specialized training that is post or workgroup specific (see chart below).

Post	Post Qualified	Years as CO	Certification Requirements
Correctional Supervisor	3 Day A/Supervisor Course CORNET & CARS training	2	Scheduler post are filled by Shift Supervisors trained in TOL
Classification Officer	JI – Classification Officer Certificate Training and Delegation Letter	n/a	Classification Officer post will be filled by a Post Qualified Correctional Supervisor
Records Correctional Supervisor	JI – Records Officer Certification training 3 Day A/Supervisor Course	2	Records Officer Certification
Instructor	5 Days per post Post specific training	n/a	Must have CO status


6. The Employer shall maintain a list of employees eligible to substitute in specific classifications and functional workgroups.
7. Where an employee is required to work in more than one functional workgroup, the employee will only be entitled to substitution during those hours in which they would normally work in that workgroup.
8. An employee may withdraw an application to substitute at any time via e-mail to the Assistant Deputy Warden Staffing.

9. Wherever possible, vacancies will be filled by substitution from within the functional workgroup.
10. Employees returning from extended absences of more than 90 consecutive days, or employees new to the functional work group, will be required to work a minimum of 15 consecutively scheduled shifts before becoming eligible for substitution.
11. New transfers from other Centre's require 6 months experience at NCC before they are eligible for substitution within their functional workgroup.
12. It is agreed that consistency of supervision and/or performance is imperative to the security, safety and good management of the correctional centre. To meet this objective for substitution opportunities of less than 1 week/block, , the following is agreed:
 - a) Substitution in the Program and SMU workgroups will be offered to the senior, qualified employee on shift for the full hours of the substitution period. A daily substitution period will not be filled by more than 1 employee.
 - b) Substitution in the Operations workgroup will be offered to the senior, qualified employee on shift that will substitute for the majority of their scheduled hours of work. An employee will not be displaced from substitution unless the substitution period ends or their shift ends. A daily substitution period will not be filled by more than 2 employees.

Signed on Behalf of the BCGEU


Mike Scott
Chair Local 102

Signed on Behalf of the Employer


Teri DeFemle
Deputy Warden

Date: JAN 10, 2013.

Date: Jan 10/2013

