

February 2, 2012

Correctional Staff Post Rotation Guidelines

The union and employer agree as follows:

Objective:

The objective of these guidelines is to provide greater transparency to the post rotational structure, process and decision making that maintains professionalism and contributes to a healthy working environment.

Principles:

- The practice of rotating staff through work groups is desirable to broaden employee diversity and expertise, enhancing the security, safety, efficiency of the centre, and to develop a culture of professional development throughout the lifecycle of an employee's career. The primary factor in establishing post assignments is meeting the needs and the mandated functions of the centre.
- The rotation of post assignments is intended to provide officers with experience that enables them to (1) perform a broad range of duties and assignments, and (2), enhance their professional development.
- Fulfilling this objective requires each employee to be actively involved in their Employee Performance and Development Plan (EPDP) on ePerformance; identifying career/post training and developmental needs as may be required within the rotational framework.
- The rotation of post assignments is intended to afford each employee the opportunity to work in a variety of posts within their classification throughout their career.
- The rotation of post assignments is intended to maximize the pool of employees who possess the requisite skills essential to perform and achieve programming and operational requirements.

Guidelines:

1. In accordance with article 3.2(d) (6) of the Component Agreement, each 3.2 committee will establish written procedures for rotation through work groups, considering seniority, within classifications.
2. If a local agreement is unable to be reached pursuant to paragraph (1) the matter will be referred to the Article 3.1 Committee for resolution.
3. The procedures established in each centre's post rotation agreement will be consistent with the Correctional Staff Post Rotation Guidelines.
4. The Local Chairperson or designated steward will sit in on the placement meetings as an observer. The observer, where possible will be from the local correctional centre. In the case of CS rotations, where the local chair is not a CS, he/she will consider a steward of equal rank to sit in as the designated steward observer.
5. The selection of staff for rotation will be based on a number of factors; including, in no particular order:
 - Seniority (when all other factors are equal, seniority will be the tiebreaker)
 - Operational needs
 - Staff preference as indicated on their written requests and/or their Staff Development Plan

- Balance of experience (rotation in and out of each work group will be staggered as much as possible, with the composition of each work group reflecting a balance of training and experience)
 - Attendance (Notwithstanding operational requirements, any approved leave of absence arising out of a provision of the collective agreements will not be used adversely against the employee for the purpose of these guidelines.)
 - Suitability and Officer Performance (staff performance and demonstrated skill)
 - Professional development
 - Personal circumstances
6. Centres will define their own functional work groups.
 7. Centres will hold annual post rotation meetings.
 8. Centres will provide staff advance notice of the meeting date.
 9. Centres will provide staff information detailing the post rotational structure and process.
 10. Centres will notify the union observer of post rotational meetings and provide all requisite material related to those meetings.
 11. Centres will advise staff of the length of time a staff member would normally stay in each position before being moved to a new position.
 12. Centres define what training is required for each position.
 13. Centres will define what training will be provided once the person has been assigned the position.
 14. Centres will require a representative from each functional work group, by either a correctional supervisor and/or manager, to attend and provide input at these meetings.
 15. Centres will establish a process to provide feedback to staff regarding rotation decisions.
 16. No provision of this agreement will conflict with or circumvent any provision of the Master or Component Agreements.
 17. Existing agreements will remain in place until new agreements are agreed to at the local level.

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