



**North Fraser Pretrial Centre**  
**FUNCTIONAL WORK GROUPS – AGREEMENT**  
**BETWEEN**  
**NORTH FRASER PRETRIAL CENTRE (NFPC) AND BCGEU LOCAL 103**  
**ARTICLE 2(b) – Functional Work Groups and Substitution**

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The Correctional Services Component Agreement tasks each Local Union/Management Committee with establishing functional work groups and guidelines for substitution in positions that are temporarily vacant.

An objective of the parties is to provide operational consistency and good management of the centre while maintaining the principles of seniority as the basis for substitution.

North Fraser Pretrial Centre has two functional work groups for the purposes of this Article 2(b) agreement. The following guidelines will be utilized to ensure the objectives of the parties are met.

**FUNCTIONAL WORK GROUPS:**

North Fraser Pretrial Centre will be comprised of two functional work groups:

**1. Operations/Programs**

- a. Correctional Supervisor – A Pod, B Pod, C Pod
- b. Correctional Supervisor – Control
- c. Correctional Supervisor – Disciplinary Hearing Coordinator
- d. Correctional Supervisor – Scheduling
- e. Correctional Supervisor – Programs/Case Management
- f. Instructor – F Block and G Block(Shop)
- g. Instructor – Building Maintenance

**2. Sentence Management**

- a. Correctional Supervisor – OIC Records
- b. Correctional Supervisor – Classification Officer
- c. Correctional Supervisor – Offender Management

**Restrictions:**

- Any staff member returning from an extended absence of 90 calendar days or greater from their functional work groups will be required to work 15 shifts in their current classification prior to being considered for substitution.
- Any staff member returning from an extended absence of 180 calendar days or greater from their functional work group will be required to work 30 shifts in their current classification prior to being considered for substitution

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**Ministry of Public Safety &  
Solicitor General**

**Corrections Branch  
Adult Custody Division  
North Fraser Pretrial Centre**

**Mailing Address:  
1451 Kingsway Avenue  
Port Coquitlam BC V3C 1S2**

**Telephone: (604) 468-3500  
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- Employees moving to a different functional work group must meet the post qualifications and must have worked 30 calendar days in their new work group before becoming eligible for substitution. Employees will retain substitution rights in their previous functional work group for 30 calendar days.
- Employees who are new to NFPC must complete 6 months service at the centre and be qualified for the post at NFPC before they are eligible for substitution.
- The Staff Training and Recruitment Correctional Supervisor posts are excluded from this agreement.

#### ***Expression of Interest:***

- The Employer will solicit staff input for inclusion on the substitution list at a minimum annually. Only staff members interested and not already on the 2B substituting list need to express their interest, specifically identifying positions they are interested in. Employees can request consideration for more than one position. Once received, the Employer will respond within 15 days, and will post and maintain a substitution list for each work group.

#### ***Requirements:***

Eligibility to act in Correctional Supervisors positions requires the following:

- 5 years correctional experience (this may be altered if this requirement does not provide sufficient qualified applicants for substitution)
- Satisfactory MyPerformance
- Successfully completed on-site correctional supervisor training
- Satisfactory completion of any specialized training that is post or work group specific

#### ***Guidelines for Substitution:***

Vacancies of less than 30 calendar days will be filled from the 2B list, within the same functional work group. When there are no qualified employees on shift within the same functional work group, qualified employees on the 2B list from the other work group, based on service seniority and qualifications, may be selected to substitute.

A staff member who is already filling a vacancy within a classification by letter of temporary appointment may also be given consideration for substitution in a higher position during that time.

Qualified employees on shift exchange will be eligible for substitution once the qualified list of regularly scheduled staff members has been exhausted.

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**Operations/Programs**

Vacancies in operations will be filled by the most senior, qualified person on shift that can minimally cover the identified substitution periods below:

- 0630 – 1430
- 1430 – 1830
- 1830 – 2230
- 2230 – 0630

**Sentence Management**

Selections shall be filled by the most senior, qualified person on shift at the commencement of the substitution period that can complete the duration of the shift.

POST	POST QUALIFIED	CERTIFICATION REQUIREMENTS
CS - All POD posts	Correctional Supervisor training	
CS Disciplinary Hearing Coordinator	Correctional Supervisor training 1 day post orientation	Disciplinary Hearing Procedures Charge Approval training
CS Control	Correctional Supervisor training 1 day post orientation	Control trained
CS Scheduling	Correctional Supervisor training 2 day post orientation	Part 1 – Shift Scheduler Training (ACTS)
CS OIC Records	Correctional Supervisor training 2 day post orientation	Records Officer certification & 2 years records experience
CS Offender Management CS Internal Classification Officer	35 hours or 5 day post orientation	Classification certification and delegation letter
CS Programs/Case Management	Correctional Supervisor training	Case Management Coordinator orientation
Instructor	1 day post orientation	WHMIS courses

**DURATION**

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

In accordance with the provisions of Component Article 2(b) and Letter of Understanding, the parties are in agreement on the principles governing substitution as set forth in this document.

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SIGNED ON BEHALF OF BCGEU LOCAL 103 EXECUTIVE	SIGNED ON BEHALF OF LOCAL EMPLOYER
Signature: <i>Brian Campbell</i>	Signature: <i>Steve Phillips</i>
Printed Name: BRIAN CAMPBELL	Printed Name: Steve Phillips
Title: BCGEU, Local 103	Title: Warden, North Fraser Pretrial Centre
Date: 12/13/16	Date: DEC 13, 2016

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