

**Corrections Services Component 3.1  
Youth Committee meeting  
November 20, 2008**

**Attending:** Barry Lynden, Rick Faoro, Kemal Khan, Marcia Marchenski, Kim Fogtmann, Wiho Papenbrock, Armando Rodrigues, Craig Tott, Christian

**Regrets:** Dean Purdy

**Agenda**

- 1) **Review Minutes from October 29/2008 Meeting**
- 2) **ETO Calculations**
- 3) **Staffing Female Living Units**
- 4) **Youth Custody Services Program Restructure**
- 5) **Uniform Committee**
- 6) **Part Time Regular Status**
- 7) **Time Off for Olympic Volunteers**
- 8) **Video Surveillance**

1) **Minutes from October 29, 2008 Meeting Reviewed**

**Items Arising**

- a. **Attendance Management** – the Employer has developed an Attendance Management Program for Youth Custody Services. Training for all Supervisors will commence at VYCS in Nov. 2008 and is expected to be completed at all Centres by the end of fiscal.
- b. **Tools and Aids** – protective shields are currently in place at all three Centres. A protocol/policy for use is currently being updated. Adult Custody staff attended the Youth Custody Management Committee meeting in October and demonstrated the “wrap”. The Youth Custody Management Committee decided that this restraint device would not be suitable for use in Youth Custody Centres.
- c. **Risk Assessments** - BYCS has completed a risk assessment at the new facility. The 3.2 Committee will review and sign off. VYCS and PGYCS will complete updated risk assessments prior to the end of fiscal.
- d. **Time off for Olympic Volunteers** – the Employer is committed to accommodating leave requests for employees who are volunteering at the 2010 Olympics. This item has been referred to the Article 29 Committee for clarification on the process for granting the leaves. The Union supports employees attending the World Police and Fire Games in 2009 and would like a similar process in place for staff who wishes to attend. The Employer will try

to accommodate as many leaves as possible at each Centre without compromising safety and security.

- e. **Hours of Work** – has been resolved at BYCS and a new schedule will be in place on January 1, 2009.
  
2. **ETO Calculations** – the Union raised an issue regarding the inconsistent calculation of ETO between the Custody Centres. The Employer responded stating that the inconsistent practise has been rectified and all Centres will be using 1827 hours as the benchmark for hours worked in a calendar year and any subsequent overages will be credited as ETO.
  
3. **Staffing Female Living Units** – the Union raised two concerns with the implementation of gender specific staffing for female living units
  - a. **How will specialized positions be defined?** The employer stated that each Centres 3.2 Committee will review all specialized positions and identify which ones will not be used as coverage for female living units or programs.
  - b. **Minimizing callboard jumping** – the Employee has put guidelines in place and call board jumping is only to be used when all other options have been exhausted. Each instance will be documented outlining the details why call board jumping was required.
  
4. **Youth Custody Services Program Restructure**-The Union raised two concerns associated with the implementation of the Program Restructure.
  - a. **the new proposed (4 on 2 off 7.5 hours) shift schedule for the Senior Youth Supervisor at VYCS and PGYCS.** The Union is requesting that the Employer consider some alternative schedules tabled by the members. The Employer responded that they are willing to review alternative schedules provided that they do no compromise the safety or security of the facility and are at no additional cost. The Union expressed their concern over the elimination of the nightshift Senior Youth Supervisor.
  - b. **Substitution** – Employees acting as the Person in Charge on nightshift at VYCS and PGYCS will only receive minimal remuneration (.51 hrs). The Employer is aware of the issue and is currently working on a resolution.
  
5. **Standard Dress** – the Union raised the following issues:
  - a. **How are standard dress issues being addressed/resolved?** There is currently a Standard Dress Committee consisting of one member from each Youth Custody Centre chaired by the Assistant Executive Director. The Committee reviews issues as they arise and forwards recommendations to the Youth Custody Management Committee for decision

