

Young, Shawn G MCF:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, November 4, 2015 11:43 AM
To: Fogtmann, Kim MCF:EX; Young, Shawn G MCF:EX
Subject: Hours at Training Level of Correctional Service Growth Series -Counting for 913 Hours for Movement from Level 1 to Level 2

Good morning, Kim and Shawn;

I have had the opportunity to review the matter of counting hours accumulated by new Correctional Officers in the Growth Series with colleagues most familiar with the administration of growth series in the hiring process. I can now
s.13

Accordingly, the critical piece is a common approach by the Youth Custody Centres to the use of the Training Level and that is an item that I will leave with both of you to engage in discussions with your MCFD colleagues to resolve.

Sincerely,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

From: Fogtmann, Kim MCF:EX
Sent: November-04-15 2:50 PM
To: Veale, Greg PSA:EX
Cc: Mosig, Tracy PSA:EX; MacCarthy, Steven PSA:EX; Carragher, Bill PSA:EX; Norman, Sherri L PSA:EX; Young, Shawn G MCF:EX
Subject: RE: Hours at Training Level of Correctional Service Growth Series -Counting for 913 Hours for Movement from Level 1 to Level 2

Thanks Greg, BYCS and PGYCS (MCFD) offer letters and administration are currently the same for the correctional officer growth/training series and do not include 168 hrs training at range 9 from the 913 hrs required at range 11 which is also consistent with the MyHR website info re: correctional officer growth series and training. Kim

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Fogtmann, Kim MCF:EX

From: Veale, Greg PSA:EX
Sent: Tuesday, November 3, 2015 8:38 AM
To: Fogtmann, Kim MCF:EX
Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good morning, Kim;

I will get that clarity as soon as possible for you, Kim, and Ann is our "go to" person in Compensation who has the best knowledge of the growth series and the administration of them, so I want to make sure she is able to fully review the administration carried out by PGRCC and what the rest of Adult Custody is doing relative to what MCFD is doing so we can get it all sorted out. The challenge otherwise is as Steve MacCarthy put it: two different approaches to the same occupational group and growth series and that could lead to other issues.

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From: Fogtmann, Kim MCF:EX
Sent: Monday, November 2, 2015 9:01 PM
To: Veale, Greg PSA:EX
Subject: Re: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Greg, we will await instruction. I have advised our Staff Rep we are seeking clarity on the issue. Time is however of the essence as I am sure you can appreciate.

I would request a copy of any document that shows where ACD and MCFD or Youth Custody signed or agreed to that clearly indicates the training hrs are included in the 913 at range 11. Many of the docs I get from our local steward at PGYCS have provided info that supports his cases but are not necessarily the entirety of the info, further he will argue positions from other components ie: Sheriffs that are not applicable to us in YCS so I rely on PSA advice/documentation as should be the case anyways. Sorry, but I don't know who Ann Williams is.

Thanks. Kim

From: Veale, Greg PSA:EX
Sent: November-02-15 3:33 PM
To: Fogtmann, Kim MCF:EX; MacCarthy, Steven PSA:EX; Norman, Sherri L PSA:EX
Cc: Carragher, Bill PSA:EX; Mosig, Tracy PSA:EX

Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

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Subject: Re: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Appears Tracy is out of office til Thurs - **Greg**, can you give me the green light then and confirm for me that I am ok to proceed with the tasks identified ... specifically: submit info to payroll to pay any ee's who had increments due after May 09, 2015 168 hrs earlier to account for training hours inclusion in Range 11. Thanks. Kim

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Subject: Re: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Tracy - please confirm that I am correct/ok to proceed with tasks identified in yellow below and I will initiate post haste. Kim

From: Fogtmann, Kim MCF:EX
Sent: November-02-15 12:43 PM
To: MacCarthy, Steven PSA:EX; Norman, Sherri L PSA:EX
Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX

Subject: Re: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi there, all retro payments to ee's as of May 09/2015 included the training hrs in the 913 at range 11 (which is consistent with the union's calcs, and apparently Adult Custody as well). Though I never understood why training appeared to be included since the dates we were required to submit for this were required as follows: Training 168 hrs, date 913 hrs completed at range 11, date 913 hrs completed at range 12 and so forth. At any rate I am glad it was paid this way if in fact training needed to be included. PS: Tracy, I still have one staff that payroll has not fixed properly despite multiple instruction to do so and I have no one else to assist so if we could chat about that it would be helpful.

Of note: PGYCS business office, myself included, does not rely on info submitted to us by the shop stewards or internal forms from other ministries when we do our work, instead we defer only to PSA/myhr info, advice and interpretation. As such, could it not be spelled out in the myhr website under "co growth series" specifically that training hrs are to be included in range 11 ? I don't see that anywhere and in not having info there it causes a great deal of confusion for everyone involved including sometimes PSA folks as well. We work to what the myhr website says "literally" in absence of other info. If info about inclusion of training hrs is on Myhr and we have missed it please advise as to where I can locate or can someone send me the document/s that specifically articulate same?

Tasks as result: I will now instruct my folks that training is to be included when we submit for range 11 913 hrs. PGYCS will have to amend our offer letters to reflect same for future and I will need to advise BYCS to include training hrs as part of range 11's 913 hrs as well. PGYCS will also have to submit any increments we submitted for after the May 09, 2015 retro payouts to reflect earlier achievement by 168 hrs and ensure they are paid for this discrepancy. I anticipate there will be approx. 5 ee's that we submitted for 168 hrs late since May /2015.

PS: Can someone also advise when the probation period starts please - does it include the training hrs as well in the 6 months or is it only 6 months of actual work on the job ?

Thank you to everyone for your assistance. Kim

From: MacCarthy, Steven PSA:EX

Sent: November-02-15 11:14 AM

To: Fogtmann, Kim MCF:EX; Norman, Sherri L PSA:EX

Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX

Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Kim,

Thank you for your note.

Regrettably, this sort of technical subject matter is well beyond my sphere of knowledge and experience.

It appears from your comments that there may be some degree of conflicting practice/advice on the matter insofar as how it's addressed in Adult Custody. If so then clearly any such conflict must be resolved to ensure that a consistent and equitable compensation scheme governs all employees within the identified categories.

Greg and Tracy, I must defer to your respective expertise and related experience concerning the issues Kim has brought to your attention, inclusive of the alleged disparity in the relevant practice between Adult and Youth Custody.

Presumably the existing controversy admits to a satisfactory resolution through a sound interpretation and consistent application of the relevant MOU's to both entities.

Should there be uncertainty respecting the interpretation of the relevant contractual provisions/ancillary documentation please advise Bill Carragher and me.

Regards,

Steve

From: Fogtmann, Kim MCF:EX
Sent: Sunday, November 1, 2015 11:44 AM
To: MacCarthy, Steven PSA:EX; Norman, Sherri L PSA:EX
Subject: Fw: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]
Importance: High

Sorry to bother you both but Steve I am still trying to wrap up the growth series grievance - one outstanding not ee retro not due to us but PSA this time cause they misapplied increment date based on regular conversion date vs. completion of 1827 hrs. I have left a message for ^{s.22} a week or so ago per your prior instruction Steve. I didn't need to call him before because retro started happening immediately after you told me to call him. We have fixed approx. 13 of 14 ee's as result. But I called him on this because it is stalled for this one fellow despite frequent notices to sent to payroll to remedy their boo boo. error.

Further, I am now receiving conflicted info as you can see below. Payrol paid growth series greivors pretty much consistent to unions calcs who included the training hrs in the 913 required at range 11 to move the ee to range 12 sooner than what Greg Veale says below should occur (that the ee must work 913 hrs at range 11 excluding training hrs).

I don't know who else to contact to get a straight answer so reaching out to you both. Can we get on call this week Steve, I see Sherri is away but I would surely appreciate your advice. Seems payroll may have processed similar to the ACD salary adjustment form (attached) but then that would be contrary to what Greg has said and what we are telling the staff rep was supposed to occur per PSA policy related to the Growth Series and despite my sending dates training was completed, date of growth model increments etc. Seems like left hand not consistent with right hand and I am somewhere stuck in the middle and unsure what info to rely on.

Important because I have a new ee who is reaching his Range 12 increment. Greg says below that ee can't go to range 11 till complete a full 913 working hrs at range 11. Union says they only need to complete 168 hrs training and 745 hrs at range 11 (cause is what Adult Custody does apparently) to qualify for range 12. So

if training hrs are not included in the 913 at Range 11 our ee he has not yet reached trigger date, if it is included then he is 100 hrs late. Further, we built our offer letters based on consistent to Greg's info below.

If you recall, we were originally leaving folks at training range 9 for 913 hrs, they should have only spent 168 hrs at training range and moved directly to range 11 immediately after. We remedied the grievance (shy the fellow mentioned above) by moving folks back 745 hrs. If what the union is suggesting (what appears ACD has been doing) in moving ee's to range 12 168 hrs sooner (231 hrs for ACD) effectively abolishes range 9 so why have it all and not start all ee's at range 11 as that is what the earlier movement to range 12 really to me is being done from a pay perspective. All that said, payroll was consistent in retro for most part in keeping with union calcs which based their calcs on inclusion of the training hrs to make up up the 913 hrs of range 11 and to move to range 12. How that could then occur I don't know because PSA and payroll required hrs spent at training level and dates, hrs spent at each growth model and date completed based on 913.

...Or does this all mean that payroll is applying pay correctly regardless of advice from PSA? An opportunity to chat Steve would be most helpful.

Kim (250) 649-3854

From: Fogtmann, Kim MCF:EX
Sent: November-01-15 10:56 AM
To: Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Greg and Tracy, I had a growth series grievance here at Prince George Youth Custody Services involving 14 ees. It cost us a lot of money to fix and we are still waiting for one to be completed by payroll so I need advice to ensure issues do not happen again. Greg I am writing for advice, Tracy I am including you in this email because you were working on the grievance I referenced (10 months ago) and had payroll contact me to get the dates for each employee re: training start dates, growth range start dates for each level attained and date and CO series start dates which I provided to payroll.

In the email below Greg, you talk about the growth series as applies to correctional officers. I assume you are aware of the Psjep Mou / ACD/MCFD but attaching it and some other docs for reference. Tracy, I know you are familiar with it. Despite your info below Greg, which was our understanding originally - that range 11's 913 hrs do not include training hours to advance to range 12, the retro pay the ee's recived as a result of the grievance was pretty consistent with the union's calcs who included the training hrs at range 9 as part of range 11's total 913. I don't know how that is possible if they are separate as the hours/dates dates were provided separately to PSA, can only surmise payroll followed some of directive to include? Long and short of it is, I have a newer employee who now is due for range 12 increment. Union argues it is late by 100 hrs, I said it is on track cause we don't include the 168 hrs of our training program as part of range 11's 913 hrs. per PSA direction. I need to know which it is, does PSA/payroll process range 11 hrs to with inclusion of training hrs to total 913 to get to range 12 regardless of sending dates separately? Do I report staff are due for an increment for range 12 to PSA once they have completed 168 hrs of our training program and 745 hrs at range 11 or after they complete 168 hrs training (non-work) and an a full 913 hrs worked at range 11?

As you can well imagine that although 168 hrs is a small amount, when paid incorrectly and compounded over several years before remedy it becomes quite substantial. I really need clarification to ensure payroll, PSA, union and myself are on same page.

Please review attachments and advise so I can assure/ensure that PGYCS processes are appropriate (despite ACD pay adjustment sheet etc if that s the case) in not including the training as part of the 913 hrs when we submit for growth model increments. This is quite urgent so a timely response would be much appreciated. Sorry I did not go through general mailer but I get different folks every time I submit info and I need consistency on this.

Than you. Kim

From: Fogtmann, Kim MCF:EX
Sent: November-01-15 12:44 AM
To: Veale, Greg PSA:EX
Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Greg, Shawn forwarded this to me for another case I was working on - a growth series grievance where it is being argued that training hrs are included in Range 11's 913 hrs. So I appreciate your response, It is what I was similarly advised many many months ago and what appears on PSA website re: correctional officer training and correctional officer growth to 18.

That said, Warden Phil Chafe, PGRCC advised our Staff Rep that they pay/or paid as follows in yellow: so....why were/are we being instructed differently ? Who is incorrect -? Did PSA miss something, did Adult Custody misapply or am I misinterpreting below given they appear to have 3 separate trainings ie: does the "include training level hours" mean the training required for that level only or is it referring each time to the original 231 orientation hrs ? It does appear to differentiate between straight time work hours and training orientation....but then says "include training level" everywhere. Please advise. Kim

Successfully completed **231 hours Security Officer Orientation Training**; Passed all quizzes/tests and comprehensive exams; performance evaluation indicates that your current performance meets ministry standards of performance – Training Level Grid 9, Step 1 (COR L1 (grid 11) –Step 1TMA to be added)

Successfully completed 913 straight-time worked hours (**include training level hours**); Successfully completed **Basic Security Officer Training**; Passed all quizzes/tests for Basic Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (COR L2 (grid 12) - Step 1 TMA to be adjusted)

Successfully completed a total of 1826 straight-time worked hours (**include training level, COR L1 and L2 level**); performance evaluation indicates that your current performance meets ministry standards of performance. (COR L3 (grid 13) - Step 1 TMA to be adjusted)

Successfully completed a total of 2739 straight-time worked hours (**include training level, COR L1, L2, and L3 level**); Successfully completed **Advanced Security Officer Training**; Passed all quizzes/tests for Advanced Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (FWL (grid 16) - Step 1 TMA to be adjusted)

STIP hours are not counted towards hours worked.

From: Young, Shawn G MCF:EX
Sent: October-20-15 8:30 AM
To: Fogtmann, Kim MCF:EX; Arnold, Jim D MCF:EX
Subject: FW: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

FYI

From: MyHR [mailto:myhr@gov.bc.ca]
Sent: Monday, October 19, 2015 4:40 PM
To: Young, Shawn G MCF:EX
Subject: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good afternoon, Shawn;

Thank you for your query regarding the administration of the Growth Plan for the Correctional Services (Corrections Officer) and whether the hours spent in Initial training prior to actual placement into the Growth Plan levels count toward the 913 hours for Grid 11 Step 1 of the Plan. As we discussed on the phone, the quick answer is 's.1' and below is the explanation for the answer.

s.13

I trust that this provides you with the necessary information that you need to engage in discussions with the Union around the current grievance that has been presented. If additional questions arise, I can also be reached at 250 371 4345 and we can chat further.

Sincerely,

Greg Veale
Manager, HR Advisory Interpretation Services

Handwritten note: See 2015-07-20

Thank you for contacting the BC Public Service Agency.
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Greg Veale
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Fogtmann, Kim MCF:EX

From: Fogtmann, Kim MCF:EX
Sent: Sunday, November 1, 2015 10:57 AM
To: Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]
Attachments: ACD Growth Series pay per Phil Chafe.docx; scan0001.pdf; Appendix L Growth Series.pdf
Importance: High

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Hi Greg, I was thinking about this in light of Shawn's question to you and we need to keep it simple and not muddy up any further by adding conversion. Conversion is separate and apart and not just determined by hours worked ie; must also include projection of full time work. The ACD doc I sent re: "salary adjustments form" is from 2005, it appears to include training hrs and predates the hiring of any part time regulars - which didn't start til approx. 2008 - so not reflective of hiring of Aux vs. PT regs. either.

Further, I have had many staff who never work more than 1300 hrs because they resign, they will therefore never achieve regular status / be converted and the question remains the same - simply, do we or do we not include training the 913 hrs at range 11. and where is the PSA info that governs that advice to us.

kim

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Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: Re: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

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Thank you to everyone for your assistance. Kim

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Sent: November-02-15 11:14 AM
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Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
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...Or does this all mean that payroll is applying pay correctly regardless of advice from PSA? An opportunity to chat Steve would be most helpful.

Kim (250) 649-3854

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To: Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
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As you can well imagine that although 168 hrs is a small amount, when paid incorrectly and compounded over several years before remedy it becomes quite substantial. I really need clarification to ensure payroll, PSA, union and myself are on same page.

Please review attachments and advise so I can assure/ensure that PGYCS processes are appropriate (despite ACD pay adjustment sheet etc if that s the case) in not including the training as part of the 913 hrs when we submit for growth model increments. This is quite urgent so a timely response would be much appreciated. Sorry I did not go through general mailer but I get different folks every time I submit info and I need consistency on this.

Than you. Kim

From: Fogtmann, Kim MCF:EX
Sent: November-01-15 12:44 AM
To: Veale, Greg PSA:EX
Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

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That said, Warden Phil Chafe, PGRCC advised our Staff Rep that they pay/or paid as follows in yellow: so....why were/are we being instructed differently ? Who is incorrect -? Did PSA miss something,

did Adult Custody misapply or am I misinterpreting below given they appear to have 3 separate trainings ie: does the "Include training level hours" mean the training required for that level only or is it referring each time to the original 231 orientation hrs ? It does appear to differentiate between straight time work hours and training orientation....but then says "include training level" everywhere. Please advise. Kim

Successfully completed **231 hours Security Officer Orientation Training**; Passed all quizzes/tests and comprehensive exams; performance evaluation indicates that your current performance meets ministry standards of performance – Training Level Grid 9, Step 1 (COR L1 (grid 11) –Step 1TMA to be added)

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Successfully completed a total of 1826 straight-time worked hours (**include training level, COR L1 and L2 level**); performance evaluation indicates that your current performance meets ministry standards of performance. (COR L3 (grid 13) - Step 1 TMA to be adjusted)

Successfully completed a total of 2739 straight-time worked hours (**include training level, COR L1, L2, and L3 level**); Successfully completed **Advanced Security Officer Training**; Passed all quizzes/tests for Advanced Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (FWL (grid 16) - Step 1 TMA to be adjusted)

STIP hours are not counted towards hours worked.

From: Young, Shawn G MCF:EX
Sent: October-20-15 8:30 AM
To: Fogtmann, Kim MCF:EX; Arnold, Jim D MCF:EX
Subject: FW: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

FYI

From: MyHR [<mailto:myhr@gov.bc.ca>]
Sent: Monday, October 19, 2015 4:40 PM
To: Young, Shawn G MCF:EX
Subject: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

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s.13

I trust that this provides you with the necessary information that you need to engage in discussions with the Union around the current grievance that has been presented. If additional questions arise, I can also be reached at 250 371 4345 and we can chat further.

Sincerely,

Greg Veale
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Greg Veale
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MyHR 250.952.6000 | Toll Free 1.877.277.0772

Fogtmann, Kim MCF:EX

From: Fogtmann, Kim MCF:EX
Sent: Monday, November 2, 2015 3:23 PM
To: Veale, Greg PSA:EX
Cc: Mosig, Tracy PSA:EX
Subject: Re: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Thanks Greg I appreciate your follow up/help on this. I will need ^{s.22} assistance re: probably another 5 ee's that would have been due increments since May 2015 cause they were submitted by us at 913 hrs exclusive of training hrsso would have to be backed up 168 hrs for increment date and pay adjusted accordingly.

From: Veale, Greg PSA:EX
Sent: November-02-15 3:09 PM
To: Fogtmann, Kim MCF:EX
Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good afternoon, Kim;

I've got the list of the employees from Tracy, who has asked me to help out here in her absence for the next couple of days; is the employee who has not been brought up to date ^{s.22} If so, I had one of my colleagues do some searching in PeopleSoft and we found that ^{s.22}
^{s.22}

2015. Not sure why it took that long, but that would have the effect of delaying his receipt of retro pay, unfortunately.

Additionally, I have contacted ^{s.22} and have asked him to contact you directly to make sure we get the outstanding employee correctly updated and she should be in contact with you tomorrow morning.

Sincerely,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

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Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
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Fogtmann, Kim MCF:EX

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Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
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Appears Tracy is out of office til Thurs - Greg, can you give me the green light then and confirm for me that I am ok to proceed with the tasks identified ... specifically; submit info to payroll to pay any ee's who had increments due after May 09, 2015 168 hrs earlier to account for training hours inclusion in Range 11. Thanks. Kim

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Hi Tracy - please confirm that I am correct/ok to proceed with tasks identified in yellow below and I will initiate post haste. Kim

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Thank you to everyone for your assistance. Kim

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Sent: November-02-15 11:14 AM
To: Fogtmann, Kim MCF:EX; Norman, Sherri L PSA:EX
Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

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Regards,

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Sent: Sunday, November 1, 2015 11:44 AM
To: MacCarthy, Steven PSA:EX; Norman, Sherri L PSA:EX
Subject: Fw: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

0004467

Importance: High

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...Or does this all mean that payroll is applying pay correctly regardless of advice from PSA? An opportunity to chat Steve would be most helpful.

Kim (250) 649-3854

From: Fogtmann, Kim MCF:EX
Sent: November-01-15 10:56 AM

To: Veale, Greg PSA:EX; Mosig, Tracy PSA:EX

Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Greg and Tracy, I had a growth series grievance here at Prince George Youth Custody Services involving 14 ees. It cost us a lot of money to fix and we are still waiting for one to be completed by payroll so I need advice to ensure issues do not happen again. Greg I am writing for advice, Tracy I am including you in this email because you were working on the grievance I referenced (10 months ago) and had payroll contact me to get the dates for each employee re: training start dates, growth range start dates for each level attained and date and CO series start dates which I provided to payroll.

In the email below Greg, you talk about the growth series as applies to correctional officers. I assume you are aware of the Psjep Mou / ACD/MCFD but attaching it and some other docs for reference. Tracy, I know you are familiar with it. Despite your info below Greg, which was our understanding originally - that range 11's 913 hrs do not include training hours to advance to range 12, the retro pay the ee's recived as a result of the grievance was pretty consistent with the union's calcs who included the training hrs at range 9 as part of range 11's total 913. I don't know how that is possible if they are separate as the hours/dates were provided separately to PSA, can only surmise payroll followed some of directive to include? Long and short of it is, I have a newer employee who now is due for range 12 increment. Union argues it is late by 100 hrs, I said it is on track cause we don't include the 168 hrs of our training program as part of range 11's 913 hrs. per PSA direction. I need to know which it is, does PSA/payroll process range 11 hrs to with inclusion of training hrs to total 913 to get to range 12 regardless of sending dates separately? Do I report staff are due for an increment for range 12 to PSA once they have completed 168 hrs of our training program and 745 hrs at range 11 or after they complete 168 hrs training (non-work) and an a full 913 hrs worked at range 11 ?

As you can well imagine that although 168 hrs is a small amount, when paid incorrectly and compounded over several years before remedy it becomes quite substantial. I really need clarification to ensure payroll, PSA, union and myself are on same page.

Please review attachments and advise so I can assure/ensure that PGYCS processes are appropriate (despite ACD pay adjustment sheet etc if that s the case) in not including the training as part of the 913 hrs when we submit for growth model increments. This is quite urgent so a timely response would be much appreciated. Sorry I did not go through general mailer but I get different folks every time I submit info and I need consistency on this.

Than you. Kim

From: Fogtmann, Kim MCF:EX

Sent: November-01-15 12:44 AM

To: Veale, Greg PSA:EX

Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

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That said, Warden Phil Chafe, PGRCC advised our Staff Rep that they pay/or paid as follows in yellow: so....why were/are we being instructed differently ? Who is incorrect -? Did PSA miss something, did Adult Custody misapply or am I misinterpreting below given they appear to have 3 separate trainings ie: does the "include training level hours" mean the training required for that level only or is it referring each time to the original 231 orientation hrs ? It does appear to differentiate between straight time work hours and training orientation.....but then says "include training level" everywhere. Please advise. Kim

Successfully completed **231 hours Security Officer Orientation Training**; Passed all quizzes/tests and comprehensive exams; performance evaluation indicates that your current performance meets ministry standards of performance – Training Level Grid 9, Step 1 (COR L1 (grid 11) –Step 1TMA to be added)

Successfully completed 913 straight-time worked hours (include training level hours); Successfully completed **Basic Security Officer Training**; Passed all quizzes/tests for Basic Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (COR L2 (grid 12) - Step 1 TMA to be adjusted)

Successfully completed a total of 1826 straight-time worked hours (include training level, COR L1 and L2 level); performance evaluation indicates that your current performance meets ministry standards of performance. (COR L3 (grid 13) - Step 1 TMA to be adjusted)

Successfully completed a total of 2739 straight-time worked hours (include training level, COR L1, L2, and L3 level); Successfully completed **Advanced Security Officer Training**; Passed all quizzes/tests for Advanced Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (FWL (grid 16) - Step 1 TMA to be adjusted)

STIP hours are not counted towards hours worked.

From: Young, Shawn G MCF:EX
Sent: October-20-15 8:30 AM
To: Fogtmann, Kim MCF:EX; Arnold, Jim D MCF:EX
Subject: FW: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

FYI

From: MyHR [<mailto:myhr@gov.bc.ca>]
Sent: Monday, October 19, 2015 4:40 PM
To: Young, Shawn G MCF:EX
Subject: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good afternoon, Shawn;

Thank you for your query regarding the administration of the Growth Plan for the Correctional Services (Corrections Officer) and whether the hours spent in initial training prior to actual placement into the Growth Plan levels count toward the 913 hours for Grid 11 Step 1 of the Plan. As we discussed on the phone, the quick answer is: "No" and below is the explanation for the answer.

s.13

I trust that this provides you with the necessary information that you need to engage in discussions with the Union around the current grievance that has been presented. If additional questions arise, I can also be reached at 250 371 4345 and we can chat further.

Sincerely,

Greg Veale
Manager, HR Advisory Interpretation Services

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Greg Veale
BC Public Service Agency
[AskMyHR](#)
MyHR 250.952.6000 | Toll Free 1.877.277.0772

Fogtmann, Kim MCF:EX

From: Veale, Greg PSA:EX
Sent: Monday, November 2, 2015 3:10 PM
To: Fogtmann, Kim MCF:EX
Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good afternoon, Kim;

I've got the list of the employees from Tracy, who has asked me to help out here in her absence for the next couple of days; is the employee who has not been brought up to date^{s.22} If so, I had one of my colleagues do some searching in PeopleSoft and we found that^{s.22}
^{s.22}

2015. Not sure why it took that long, but that would have the effect of delaying his receipt of retro pay, unfortunately.

Additionally, I have contacted^{s.22} and have asked him to contact you directly to make sure we get the outstanding employee correctly updated and she should be in contact with you tomorrow morning.

Sincerely,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

From: Fogtmann, Kim MCF:EX
Sent: Monday, November 2, 2015 12:44 PM
To: MacCarthy, Steven PSA:EX; Norman, Sherri L PSA:EX
Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: Re: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

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Greg Veale

BC Public Service Agency

[AskMyHR](#)

MyHR 250.952.6000 | Toll Free 1.877.277.0772

Fogtmann, Kim MCF:EX

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Sent: Monday, November 2, 2015 2:57 PM
To: MacCarthy, Steven PSA:EX; Norman, Sherri L PSA:EX
Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: Re: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Appears tracy is out of the office, can someone else confirm for me before I proceed with task

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From: Fogtmann, Kim MCF:EX
Sent: Sunday, November 1, 2015 11:44 AM
To: MacCarthy, Steven PSA:EX; Norman, Sherri L PSA:EX
Subject: Fw: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]
Importance: High

Sorry to bother you both but Steve I am still trying to wrap up the growth series grievance - one outstanding not ee retro not due to us but PSA this time cause they misapplied increment date based on regular conversion date vs. completion of 1827 hrs. I have left a message for ^{s.22} a week or so ago per your prior instruction Steve. I didn't need to call him before because retro started happening immediately after you told me to call him. We have fixed approx. 13 of 14 ee's as result. But I called him on this because it is stalled for this one fellow despite frequent notices to sent to payroll to remedy their boo boo. error.

Further, I am now receiving conflicted info as you can see below. Payrol paid growth series greivors pretty much consistent to unions calcs who included the training hrs in the 913 required at range 11 to move the ee to range 12 sooner than what Greg Veale says below should occur (that the ee must work 913 hrs at range 11 excluding training hrs).

I don't know who else to contact to get a straight answer so reaching out to you both. Can we get on call this week Steve, I see Sherri is away but I would surely appreciate your advice. Seems payrol may have processed similar to the ACD salary adjustment form (attached) but then that would be contrary to what Greg has said and what we are telling the staff rep was supposed to occur per PSA policy related to the Growth Series and despite my sending dates training was completed, date of growth model increments etc. Seems like left hand not consistent with right hand and I am somewhere stuck in the middle and unsure what info to rely on.

Important because I have a new ee who is reaching his Range 12 increment. Greg says below that ee can't go to range 11 till complete a full 913 working hrs at range 11. Union says they only need to complete 168 hrs training and 745 hrs at range 11 (cause is what Adult Custody does apparently) to qualify for range 12. So if training hrs are not included in the 913 at Range 11 our ee he has not yet reached trigger date, if it is included then he is 100 hrs late. Further, we built our offer letters based on consistent to Greg's info below.

If you recall, we were originally leaving folks at training range 9 for 913 hrs, they should have only spent 168 hrs at training range and moved directly to range 11 immediately after. We remedied the grievance (shy the fellow mentioned above) by moving folks back 745 hrs. If what the union is suggesting (what appears ACD has been doing) in moving ee's to range 12 168 hrs sooner (231 hrs for ACD) effectively abolishes range 9 so why have it all and not start all ee's at range 11 as that is what the earlier movement to range 12 really to me is being done from a pay perspective. All that said, payrol was consistent in retro for most part in keeping with union calcs which based their calcs on inclusion of the training hrs to make up up the 913 hrs of range 11 and to move to range 12. How that could then occur I don't know because PSA and payrol required hrs spent at training level and dates, hrs spent at each growth model and date completed based on 913.

...Or does this all mean that payrol is applying pay correctly regardless of advice from PSA? An opportunity to chat Steve would be most helpful.

Kim (250) 649-3854

From: Fogtmann, Kim MCF:EX
Sent: November-01-15 10:56 AM
To: Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Greg and Tracy, I had a growth series grievance here at Prince George Youth Custody Services involving 14 ees. It cost us a lot of money to fix and we are still waiting for one to be completed by payroll so I need advice to ensure issues do not happen again. Greg I am writing for advice, Tracy I am including you in this email because you were working on the grievance I referenced (10 months ago) and had payroll contact me to get the dates for each employee re: training start dates, growth range start dates for each level attained and date and CO series start dates which I provided to payroll.

In the email below Greg, you talk about the growth series as applies to correctional officers. I assume you are aware of the Psjep Mou / ACD/MCFD but attaching it and some other docs for reference. Tracy, I know you are familiar with it. Despite your info below Greg, which was our understanding originally - that range 11's 913 hrs do not include training hours to advance to range 12, the retro pay the ee's rec'd as a result of the grievance was pretty consistent with the union's calcs who included the training hrs at range 9 as part of range 11's total 913. I don't know how that is possible if they are separate as the hours/dates were provided separately to PSA, can only surmise payroll followed some of directive to include? Long and short of it is, I have a newer employee who now is due for range 12 increment. Union argues it is late by 100 hrs, I said it is on track cause we don't include the 168 hrs of our training program as part of range 11's 913 hrs. per PSA direction. I need to know which it is, does PSA/payroll process range 11 hrs to with inclusion of training hrs to total 913 to get to range 12 regardless of sending dates separately? Do I report staff are due for an increment for range 12 to PSA once they have completed 168 hrs of our training program and 745 hrs at range 11 or after they complete 168 hrs training (non-work) and an a full 913 hrs worked at range 11 ?

As you can well imagine that although 168 hrs is a small amount, when paid incorrectly and compounded over several years before remedy it becomes quite substantial. I really need clarification to ensure payroll, PSA, union and myself are on same page.

Please review attachments and advise so I can assure/ensure that PGYCS processes are appropriate (despite ACD pay adjustment sheet etc if that s the case) in not including the training as part of the 913 hrs when we submit for growth model increments. This is quite urgent so a timely response would be much appreciated. Sorry I did not go through general mailer but I get different folks every time I submit info and I need consistency on this.

Than you. Kim

From: Fogtmann, Kim MCF:EX
Sent: November-01-15 12:44 AM
To: Veale, Greg PSA:EX
Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Greg, Shawn forwarded this to me for another case I was working on - a growth series grievance where it is being argued that training hrs are included in Range 11's 913 hrs. So I appreciate your response, it is what I was similarly advised many months ago and what appears on PSA website re: correctional officer training and correctional officer growth to 18.

That said, Warden Phil Chafe, PGRCC advised our Staff Rep that they pay/or paid as follows in yellow: so....why were/are we being instructed differently ? Who is incorrect -? Did PSA miss something, did Adult Custody misapply or am I misinterpreting below given they appear to have 3 separate trainings ie: does the "include training level hours" mean the training required for that level only or is it referring each time to the original 231 orientation hrs ? It does appear to differentiate between straight time work hours and training orientation....but then says "include training level" everywhere. Please advise. Kim

Successfully completed **231 hours Security Officer Orientation Training**; Passed all quizzes/tests and comprehensive exams; performance evaluation indicates that your current performance meets ministry standards of performance – Training Level Grid 9, Step 1 (COR L1 (grid 11) –Step 1TMA to be added)

Successfully completed 913 straight-time worked hours (include training level hours); Successfully completed **Basic Security Officer Training**; Passed all quizzes/tests for Basic Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (COR L2 (grid 12) - Step 1 TMA to be adjusted)

Successfully completed a total of 1826 straight-time worked hours (include training level, COR L1 and L2 level); performance evaluation indicates that your current performance meets ministry standards of performance. (COR L3 (grid 13) - Step 1 TMA to be adjusted)

Successfully completed a total of 2739 straight-time worked hours (include training level, COR L1, L2, and L3 level); Successfully completed **Advanced Security Officer Training**; Passed all quizzes/tests for Advanced Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (FWL (grid 16) - Step 1 TMA to be adjusted)

STIP hours are not counted towards hours worked.

From: Young, Shawn G MCF:EX
Sent: October-20-15 8:30 AM
To: Fogtmann, Kim MCF:EX; Arnold, Jim D MCF:EX
Subject: FW: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

FYI

From: MyHR [mailto:myhr@gov.bc.ca]
Sent: Monday, October 19, 2015 4:40 PM
To: Young, Shawn G MCF:EX
Subject: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good afternoon, Shawn;

Thank you for your query regarding the administration of the Growth Plan for the Correctional Services (Corrections Officer) and whether the hours spent in initial training prior to actual placement into the Growth Plan levels count toward the 913 hours for Grid 11 Step 1 of the Plan. As we discussed on the phone, the quick answer is 's.13 and below is the explanation for the answer.

s.13

I trust that this provides you with the necessary information that you need to engage in discussions with the Union around the current grievance that has been presented. If additional questions arise, I can also be reached at 250 371 4345 and we can chat further.

Sincerely,

Greg Veale
Manager, HR Advisory Interpretation Services

Thank you for contacting the BC Public Service Agency.
Visit [AskMyHR](#) to create, update or track your service requests.

Greg Veale
BC Public Service Agency

[AskMyHR](#)
MyHR 250.952.6000 ; Toll Free 1.877.277.0772

Fogtmann, Kim MCF:EX

From: Young, Shawn G MCF:EX
Sent: Monday, November 2, 2015 2:21 PM
To: Veale, Greg PSA:EX
Subject: RE: updated practice

Thanks Greg – Everything that I have read leads me to believe your original interpretation is correct. The point being if the training period is a prerequisite to the growth series then how can it be included as part of the growth series? From the documents you and Kim have provided it appears to me the process audit is using is a carryover from the old conversion portion of the MOU which speaks to employees prior to 2001 and not after. They have adopted the old 0-913 hours as it used to be prior to 2001 changes. Anyway I appreciate you keeping us up to speed on this issue as it is being pursued by the union.

Shawn

From: Veale, Greg PSA:EX
Sent: Monday, November 2, 2015 1:43 PM
To: Young, Shawn G MCF:EX
Subject: RE: updated practice

Good afternoon, Shawn;

I agree with that proposition and I relied on all of the documents that I could find relating to the administration of the CO Growth Series, but here is the problem as pointed out by Steve MacCarthy and I have to go along with that, too: we have two different practices being applied to the same occupational group of employees and that's problematic, hence the correction of my initial advice. I'm going to continue to chat with Steve to see if there is specific documentation in the form of an amended MOU or LOU on the Training Level hours, so that we can have something definitive to refer to, and as soon as I can get that, I'll provide that for you and Kim.

s.13

Sincerely,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

From: Young, Shawn G MCF:EX
Sent: Monday, November 2, 2015 1:34 PM
To: Veale, Greg PSA:EX
Subject: RE: updated practice

I can appreciate that the scan shows Adult custody internal hiring documents but I could scan our documents that would say the opposite of what they are saying. Do we have anything related to the negotiation history that demonstrates an agreement between the employer and BCGEU on this issue? Also does the fact that adult corrections hire their staff as regulars have any influence on the interpretation as our staff are hired as auxiliaries?

Just want to ask all the critical questions before I go back to the union on my previous issue as it will have broader implications.

From: Veale, Greg PSA:EX
Sent: Monday, November 2, 2015 1:20 PM
To: Young, Shawn G MCF:EX
Subject: RE: updated practice

Good afternoon, Shawn;

Thanks for your email and I want to apologize for the incorrect advice that I provided you with regarding this matter. I have also chatted with Steve MacCarthy and Bill Carragher, so they are aware of the incorrect advice I provided and that I have sent Kim a correcting email. It turns out that the practice that I originally thought was being followed by both MCFD and Adult Custody was amended, at least in connection with Adult Custody, back in 2005 and Phil Chafe provided Kim with that document and I have attached it here. It shows that the hours accumulated at the Training Level are being counted when it comes to determining the 913 hours for Level 1 time, which I was not aware of, unfortunately. Kim sent it along to me and as a result, I had to conclude that my earlier advice was not in step with the information in the document.

Sincerely,

Greg

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From: Young, Shawn G MCF:EX
Sent: Monday, November 2, 2015 1:08 PM
To: Veale, Greg PSA:EX
Subject: updated practice

Hey Greg I know from speaking with Kim that you are responding on multiple fronts on the issue of training placement hours being included as part of the growth series. In your last communication to Kim and Steve you noted “, as I took a service request from Shawn Young and provided incorrect advice, unfortunately, not being aware of an update to the practice being followed re: Correctional Officers. ” Can you please forward me the updated practice for correctional officers you are referring to.

You may also get other communications from Kim as this is also tied to another issue she is managing.

Thank you

Shawn

Shawn Young

*Director of Programs, PGYCS/
Regional Director of Youth Justice North
1211 Gunn Rd.
Prince George, British Columbia, V2N 4P2*

*Telephone: 250 649-3853; Cell (250) 960 - 9366
Email: Shawn.Young@gov.bc.ca*

Fogtmann, Kim MCF:EX

From: Fogtmann, Kim MCF:EX
Sent: Monday, November 2, 2015 1:41 PM
To: Young, Shawn G MCF:EX
Subject: Re: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]
Attachments: scan0001.pdf; Appendix L Growth Series.pdf

I have this from Adult Custody - 2005 inc. salary adjustment form and Appendix L Psjep info from 2001. Both union gave to me and I sent to PSA - if they are referencing anything else I don't know.

From: Young, Shawn G MCF:EX
Sent: November-02-15 1:16 PM
To: Fogtmann, Kim MCF:EX
Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Do you have a copy of the 2005 document he is referring to?

From: Fogtmann, Kim MCF:EX
Sent: Monday, November 2, 2015 1:10 PM
To: Young, Shawn G MCF:EX
Subject: Fw: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

From: Veale, Greg PSA:EX
Sent: November-02-15 10:10 AM
To: Fogtmann, Kim MCF:EX; Mosig, Tracy PSA:EX
Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good morning, Kim;

s.13

Once again, I apologize for my error and ask that you pass my apology along to Shawn, too.

Sincerely,

Greg

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From: Fogtmann, Kim MCF:EX
Sent: Sunday, November 1, 2015 10:57 AM
To: Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]
Importance: High

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In the email below Greg, you talk about the growth series as applies to correctional officers. I assume you are aware of the Psjep Mou / ACD/MCFD but attaching it and some other docs for reference. Tracy, I know you are familiar with it. Despite your info below Greg, which was our understanding originally - that range 11's 913 hrs do not include training hours to advance to range 12, the retro pay the ee's recived as a result of the grievance was pretty consistent with the union's calcs who included the training hrs at range 9 as part of range 11's total 913. I don't know how that is possible if they are separate as the hours/dates dates were provided separately to PSA, can only surmise payroll followed some of directive to include? Long and short of it is, I have a newer employee who now is due for range 12 increment. Union argues it is late by 100 hrs, I said it is on track cause we don't include the 168 hrs of our training program as part of range 11's 913 hrs. per PSA direction. I need to know which it is, does PSA/payrol process range 11 hrs to with inclusion of training hrs to total 913 to get to range 12 regardless of sending dates separately? Do I report staff are due for an increment for range 12 to PSA once they have completed 168 hrs of our training program and 745 hrs at range 11 or after they complete 168 hrs training (non-work) and an a full 913 hrs worked at range 11 ?

As you can well imagine that although 168 hrs is a small amount, when paid incorrectly and compounded over several years before remedy it becomes quite substantial. I really need clarification to ensure payroll, PSA, union and myself are on same page.

Please review attachments and advise so I can assure/ensure that PGYCS processes are appropriate (despite ACD pay adjustment sheet etc if that s the case) in not including the training as part of the 913 hrs when we submit for growth model increments. This is quite urgent so a timely response would be much appreciated. Sorry I did not go through general mailer but I get different folks every time I submit info and I need consistency on this.

Than you. Kim

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Successfully completed **231 hours Security Officer Orientation Training**; Passed all quizzes/tests and comprehensive exams; performance evaluation indicates that your current performance meets ministry standards of performance -- Training Level Grid 9, Step 1 (COR L1 (grid 11) --Step 1TMA to be added)

Successfully completed **913 straight-time worked hours (include training level hours)**; Successfully completed **Basic Security Officer Training**; Passed all quizzes/tests for Basic Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (COR L2 (grid 12) - Step 1 TMA to be adjusted)

Successfully completed a total of **1826 straight-time worked hours (include training level, COR L1 and L2 level)**; performance evaluation indicates that your current performance meets ministry standards of performance. (COR L3 (grid 13) - Step 1 TMA to be adjusted)

Successfully completed a total of **2739 straight-time worked hours (include training level, COR L1, L2, and L3 level)**; Successfully completed **Advanced Security Officer Training**; Passed all quizzes/tests for Advanced Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (FWL (grid 16) - Step 1 TMA to be adjusted)

STIP hours are not counted towards hours worked.

From: Young, Shawn G MCF:EX
Sent: October-20-15 8:30 AM
To: Fogtmann, Kim MCF:EX; Arnold, Jim D MCF:EX
Subject: FW: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

FYI

From: MyHR [<mailto:myhr@gov.bc.ca>]
Sent: Monday, October 19, 2015 4:40 PM

To: Young, Shawn G MCF:EX

Subject: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good afternoon, Shawn;

Thank you for your query regarding the administration of the Growth Plan for the Correctional Services (Corrections Officer) and whether the hours spent in initial training prior to actual placement into the Growth Plan levels count toward the 913 hours for Grid 11 Step 1 of the Plan. As we discussed on the phone, the quick answer is ^{s.13} and below is the explanation for the answer.

s.13

I trust that this provides you with the necessary information that you need to engage in discussions with the Union around the current grievance that has been presented. If additional questions arise, I can also be reached at 250 371 4345 and we can chat further.

Sincerely,

Greg Veale

Manager, HR Advisory Interpretation Services

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Greg Veale

BC Public Service Agency

[AskMyHR](#)

MyHR 250.952.6000 | Toll Free 1.877.277.0772

APPENDIX B**Modified Point Bands**

Amend Appendix B of the Memorandum of Understanding respecting the Public Service Job Evaluation Plan, dated October 28, 1998, as follows:

Level	Current Point Break	Revised Point Break	Points in Band
32	NA	1015 or 1045 *	90 or 120 *
30	925	925	60
27	870	865	60
24	810	805	90
21	750	715	90
18	625	625	80
15	545	N/C	85
13	460	N/C	90
11	370	N/C	90
9	280	N/C	90
7	190	N/C	90
6	100	N/C	

*1045 points if new Degree G agreed-to in Work Assignments factor

GROWTH PLAN TO THE APPRENTICESHIP COUNSELLOR 2 LEVEL

Effective April 1, 2001	Effective March 30, 2003
Full Working Level AC 2 Current Grid 23, Step 1	Full Working Level AC 2 Current Grid 24, Step 1
Level 3 Current Grid 22, Step 1 913 hours	Level 3 Current Grid 22, Step 1 913 hours
Level 2 Current Grid 21, Step 1 913 hours	Level 2 Current Grid 21, Step 1 913 hours
Level 1 Current Grid 20, Step 1 913 hours	Level 1 Current Grid 20, Step 1 913 hours

GROWTH PLAN TO THE AC 2 LEVEL

- The growth model applies only to employees appointed on or after April 1, 2001 to positions established at the Apprenticeship Counsellor 2 level. Ministries that are able to attract fully qualified and experienced applicants to the AC 2 level may hire directly to the AC 2 level. Appointment to and movement through the growth model will be as per the growth plan set out below. The Employer will determine when the growth model is required.
- It is the responsibility of the Employer to determine the staffing qualifications when hiring for AC 2 positions inclusive of the staffing qualifications for each level of the growth model to which individual applicants will be placed.
- Increments are not applicable until an employee attains the AC 2 level. The increment date shall be set at the date of attaining the AC 2 level and the first increment will occur one year later, consistent with the Employer's policy on increments.

Note:

Apprenticeship Counsellor 2 = Counsellor Apprenticeship/Industrial Training 2
Apprenticeship Counsellor 1 = Counsellor Apprenticeship/Industrial Training 1

Amendment to the MOU - PSJEP**Appendix L**

model at the end of the shift during which 913 hours paid at the straight time rate are accumulated.

- Time worked on the old model will be credited on the new model. For example, a Correctional Services Level 4 (SO) with 457 hours of service will convert to Level 1 of the new model and will only need to complete an additional 456 hours of service before being eligible for the next level.
- If 913 hours are reached in the middle of the day, the new level will be applied at the end of the shift and accumulation of hours toward the next level will start at the beginning of the following work shift.

Conversion Chart

Current Model		New Model
CSL 4, Step 1 0 - 913 hours	➡	Level 1, Step 1
CSL 4, Step 1 914 - 1827 hours	➡	Level 2, Step 1
CSL 4, Step 2 0 - 913 hours	➡	Level 3, Step 1
SO, Step 2 914 hours	➡	Full Working Level, Step 1

**GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6
(Correctional Officer)**

- The growth model applies only to employees appointed on or after April 1, 2001 to positions established at the Correctional Services Level 6 (Corrections Officer). Ministries that are able to attract fully qualified and experienced applicants to the CSL 6 level may hire directly to the CSL 6 level. Appointment to and movement through the growth model will be as per the growth plan set out below. The Employer will determine when the growth model is required.
- It is the responsibility of the Employer to determine the staffing qualifications when hiring for CSL 6 positions inclusive of the staffing qualifications for each level of the growth model to which individual applicants will be placed.
- Training activities such as the Justice Institute training program for new Security Officers at the Ministries of Attorney General or Children and Families will be compensated at a placement rate during the training, which is a prerequisite for placement at the appropriate level in the growth model. Placement in the growth model is not a "reclassification" for the purpose of salary treatment on placement in the model upon completion of the training phase.
- Increments are not applicable until an employee attains the CSL 6 level. The increment date shall be set at the date of attaining the CSL 6 level and the first increment will occur one year later, consistent with the Employer's policy on increments.

Conversion

- Employees hired before April 1, 2001 and not yet at the full working level (CSL 6) will be placed onto the growth model as per the conversion chart below.
- Employees at the Correctional Services Level 4 (SO), Step 3 will not be converted to the new growth model. Movement to the CSL 6 for these employees will be determined by the ministry and will be based on the employees meeting ministry standards of performance. Salary on placement at the full working level (CSL 6) will be to the salary step closest to, but not lower than their current salary.
- Each level on the new growth model is to be "the equivalent of 6 months full time employment." Once placed on the model, employees who meet ministry standards of performance will be eligible to move to the next level of the

Amendment to the MOU – PSJEP

Appendix L

GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6 (CO)

Effective April 1, 2001
Full Working Level CSL 6 (CO) Current Grid 15, Step 1
Level 3 Current Grid 13, Step 1 913 hours
Level 2 Current Grid 12, Step 1 913 hours
Level 1 Current Grid 11, Step 1 913 hours

Training Placement:

Effective April 1, 2001
Grid 9, Step 1 6 months Until training is completed (up to approximately 6 months). After completion of training, employees move to the appropriate level of the model.

Fogtman, Kim MCF:EX

From: Veale, Greg PSA:EX
Sent: Monday, November 2, 2015 1:20 PM
To: Young, Shawn G MCF:EX
Subject: RE: updated practice
Attachments: scan0001 (2).pdf

Good afternoon, Shawn;

Thanks for your email and I want to apologize for the incorrect advice that I provided you with regarding this matter. I have also chatted with Steve McCarthy and Bill Carragher, so they are aware of the incorrect advice I provided and that I have sent Kim a correcting email. It turns out that the practice that I originally thought was being followed by both MCFD and Adult Custody was amended, at least in connection with Adult Custody, back in 2005 and Phil Chafe provided Kim with that document and I have attached it here. It shows that the hours accumulated at the Training Level are being counted when it comes to determining the 913 hours for Level 1 time, which I was not aware of, unfortunately. Kim sent it along to me and as a result, I had to conclude that my earlier advice was not in step with the information in the document.

Sincerely,

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You may also get other communications from Kim as this is also tied to another issue she is managing.

Thank you

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Shawn Young

Director of Programs, PGYCS/

*Regional Director of Youth Justice North
1211 Gunn Rd.
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Email: Shawn.Young@gov.bc.ca*

Fogtmann, Kim MCF:EX

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Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: Re: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi there, all retro payments to ee's as of May 09/2015 included the training hrs in the 913 at range 11 (which is consistent with the union's calcs, and apparently Adult Custody as well). Though I never understood why training appeared to be included since the dates we were required to submit for this were required as follows: Training 168 hrs, date 913 hrs completed at range 11, date 913 hrs completed at range 12 and so forth. At any rate I am glad it was paid this way if in fact training needed to be included. PS: Tracy, I still have one staff that payroll has not fixed properly despite multiple instruction to do so and I have no one else to assist so if we could chat about that it would be helpful.

Of note: PGYCS business office, myself included, does not rely on info submitted to us by the shop stewards or internal forms from other ministries when we do our work, instead we defer only to PSA/myhr info, advice and interpretation. As such, could it not be spelled out in the myhr website under "co growth series" specifically that training hrs are to be included in range 11 ? I don't see that anywhere and in not having info there it causes a great deal of confusion for everyone involved including sometimes PSA folks as well. We work to what the myhr website says "literally" in absence of other info. If info about inclusion of training hrs is on Myhr and we have missed it please advise as to where I can locate or can someone send me the document/s that specifically articulate same?

Tasks as result: I will now instruct my folks that training is to be included when we submit for range 11 913 hrs. PGYCS will have to amend our offer letters to reflect same for future and I will need to advise BYCS to include training hrs as part of range 11's 913 hrs as well. PGYCS will also have to submit any increments we submitted for after the May 09, 2015 retro payouts to reflect earlier achievement by 168 hrs and ensure they are paid for this discrepancy. I anticipate there will be approx. 5 ee's that we submitted for 168 hrs late since May/2015.

PS: Can someone also advise when the probation period starts please - does it include the training hrs as well in the 6 months or is it only 6 months of actual work on the job ?

Thank you to everyone for your assistance. Kim

From: MacCarthy, Steven PSA:EX
Sent: November-02-15 11:14 AM
To: Fogtmann, Kim MCF:EX; Norman, Sherri L PSA:EX
Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Kim,

Thank you for your note.

Regrettably, this sort of technical subject matter is well beyond my sphere of knowledge and experience.

It appears from your comments that there may be some degree of conflicting practice/advice on the matter insofar as how it's addressed in Adult Custody. If so then clearly any such conflict must be resolved to ensure that a consistent and equitable compensation scheme governs all employees within the identified categories.

Greg and Tracy, I must defer to your respective expertise and related experience concerning the issues Kim has brought to your attention, inclusive of the alleged disparity in the relevant practice between Adult and Youth Custody.

Presumably the existing controversy admits to a satisfactory resolution through a sound interpretation and consistent application of the relevant MOU's to both entities.

Should there be uncertainty respecting the interpretation of the relevant contractual provisions/ancillary documentation please advise Bill Carragher and me.

Regards,

Steve

From: Fogtmann, Kim MCF:EX
Sent: Sunday, November 1, 2015 11:44 AM
To: MacCarthy, Steven PSA:EX; Norman, Sherri L PSA:EX
Subject: Fw: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]
Importance: High

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Important because I have a new ee who is reaching his Range 12 increment. Greg says below that ee can't go to range 11 till complete a full 913 working hrs at range 11. Union says they only need to complete 168 hrs training and 745 hrs at range 11 (cause is what Adult Custody does apparently) to qualify for range 12. So if training hrs are not included in the 913 at Range 11 our ee he has not yet reached trigger date, if it is included then he is 100 hrs late. Further, we built our offer letters based on consistent to Greg's info below.

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...Or does this all mean that payroll is applying pay correctly regardless of advice from PSA? An opportunity to chat Steve would be most helpful.

Kim (250) 649-3854

From: Fogtmann, Kim MCF:EX
Sent: November-01-15 10:56 AM
To: Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Greg and Tracy, I had a growth series grievance here at Prince George Youth Custody Services involving 14 ees. It cost us a lot of money to fix and we are still waiting for one to be completed by payroll so I need advice to ensure issues do not happen again. Greg I am writing for advice, Tracy I am including you in this email because you were working on the grievance I referenced (10 months ago) and had payroll contact me to get the dates for each employee re: training start dates, growth range start dates for each level attained and date and CO series start dates which I provided to payroll.

In the email below Greg, you talk about the growth series as applies to correctional officers. I assume you are aware of the Psjep Mou / ACD/MCFD but attaching it and some other docs for reference. Tracy, I know you are familiar with it. Despite your info below Greg, which was our understanding originally - that range 11's 913 hrs do not include training hours to advance to range 12, the retro pay the ee's rec'd as a result of the grievance was pretty consistent with the union's calcs who included the training hrs at range 9 as part of range 11's total 913. I don't know how that is possible if they are separate as the hours/dates were provided separately to PSA, can only surmise payroll followed some of directive to include? Long and short of it is, I have a newer employee who now is due for range 12 increment. Union argues it is late by 100 hrs, I said it is on track cause we don't include the 168 hrs of our training program as part of range 11's 913 hrs. per PSA direction. I need to know which it is, does PSA/payroll process range 11 hrs to with inclusion of training hrs to total 913 to get to range 12 regardless of sending dates separately? Do I report staff are due for an

increment for range 12 to PSA once they have completed 168 hrs of our training program and 745 hrs at range 11 or after they complete 168 hrs training (non-work) and an a full 913 hrs worked at range 11 ?

As you can well imagine that although 168 hrs is a small amount, when paid incorrectly and compounded over several years before remedy it becomes quite substantial. I really need clarification to ensure payroll, PSA, union and myself are on same page.

Please review attachments and advise so I can assure/ensure that PGYCS processes are appropriate (despite ACD pay adjustment sheet etc if that s the case) in not including the training as part of the 913 hrs when we submit for growth model increments. This is quite urgent so a timely response would be much appreciated. Sorry I did not go through general mailer but I get different folks every time I submit info and I need consistency on this.

Than you. Kim

From: Fogtmann, Kim MCF:EX
Sent: November-01-15 12:44 AM
To: Veale, Greg PSA:EX
Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Greg, Shawn forwarded this to me for another case I was working on - a growth series grievance where it is being argued that training hrs are included in Range 11's 913 hrs. So I appreciate your response, it is what I was similarly advised many many months ago and what appears on PSA website re: correctional officer training and correctional officer growth to 18.

That said, Warden Phil Chafe, PGRCC advised our Staff Rep that they pay/or paid as follows in yellow: so....why were/are we being instructed differently ? Who is incorrect -? Did PSA miss something, did Adult Custody misapply or am I misinterpreting below given they appear to have 3 separate trainings ie: does the "include training level hours" mean the training required for that level only or is it referring each time to the original 231 orientation hrs ? It does appear to differentiate between straight time work hours and training orientation....but then says "include training level" everywhere. Please advise. Kim

Successfully completed **231 hours Security Officer Orientation Training**; Passed all quizzes/tests and comprehensive exams; performance evaluation indicates that your current performance meets ministry standards of performance – Training Level Grid 9, Step 1 (COR L1 (grid 11) –Step 1TMA to be added)

Successfully completed 913 straight-time worked hours (include training level hours); Successfully completed **Basic Security Officer Training**; Passed all quizzes/tests for Basic Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (COR L2 (grid 12) - Step 1 TMA to be adjusted)

Successfully completed a total of 1826 straight-time worked hours (include training level, COR L1 and L2 level); performance evaluation indicates that your current performance meets ministry standards of performance. (COR L3 (grid 13) - Step 1 TMA to be adjusted)

Successfully completed a total of 2739 straight-time worked hours (include training level, COR L1, L2, and L3 level); Successfully completed **Advanced Security Officer Training**; Passed all quizzes/tests for Advanced Security Officer

Training; performance evaluation indicates that your current performance meets ministry standards of performance.
(FWL (grid 16) - Step 1 TMA to be adjusted)

STIP hours are not counted towards hours worked.

From: Young, Shawn G MCF:EX
Sent: October-20-15 8:30 AM
To: Fogtmann, Kim MCF:EX; Arnold, Jim D MCF:EX
Subject: FW: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

FYI

From: MyHR [mailto:myhr@gov.bc.ca]
Sent: Monday, October 19, 2015 4:40 PM
To: Young, Shawn G MCF:EX
Subject: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good afternoon, Shawn;

Thank you for your query regarding the administration of the Growth Plan for the Correctional Services (Corrections Officer) and whether the hours spent in initial training prior to actual placement into the Growth Plan levels count toward the 913 hours for Grid 11 Step 1 of the Plan. As we discussed on the phone, the quick answer is s.13 and below is the explanation for the answer.

s.13

I trust that this provides you with the necessary information that you need to engage in discussions with the Union around the current grievance that has been presented. If additional questions arise, I can also be reached at 250 371 4345 and we can chat further.

Sincerely,

Greg Veale
Manager, HR Advisory Interpretation Services

Thank you for contacting the BC Public Service Agency.
Visit [AskMyHR](#) to create, update or track your service requests.

Greg Veale
BC Public Service Agency

[AskMyHR](#)
MyHR 250.952.6000 | Toll Free 1.877.277.0772

Fogtmann, Kim MCF:EX

From: MacCarthy, Steven PSA:EX
Sent: Monday, November 2, 2015 12:09 PM
To: Fogtmann, Kim MCF:EX
Subject: FW: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Hi Kim,

FYI.

S

From: MacCarthy, Steven PSA:EX
Sent: Monday, November 2, 2015 11:37 AM
To: Veale, Greg PSA:EX; Mosig, Tracy PSA:EX; Carragher, Bill PSA:EX
Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Many thanks, Greg.

As always, it was a pleasure speaking with you this morning.

Regards,

S

From: Veale, Greg PSA:EX
Sent: Monday, November 2, 2015 11:34 AM
To: MacCarthy, Steven PSA:EX; Mosig, Tracy PSA:EX; Carragher, Bill PSA:EX
Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Greetings!

Thanks, Steve and Bill! Further to our phone chat, I think we have the training hours and Level 1 hours issue now sorted out, as I took a service request from Shawn Young and provided incorrect advice, unfortunately, not being aware of an update to the practice being followed re: Correctional Officers. I have subsequently contacted Kim via phone message and email to apologize and correct the advice given, ^{s.13}
s.13

Cheers,

Greg

PS I had started this email prior to our phone chat, so I figured I should send this along so you have an email to confirm that I have apologized and corrected my initial advice that I gave to Shawn Young.

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

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Cc: Carragher, Bill PSA:EX; Veale, Greg PSA:EX; Mosig, Tracy PSA:EX
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Kim (250) 649-3854

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Successfully completed **231 hours Security Officer Orientation Training**; Passed all quizzes/tests and comprehensive exams; performance evaluation indicates that your current performance meets ministry standards of performance – Training Level Grid 9, Step 1 (COR L1 (grid 11) –Step 1 TMA to be added)

Successfully completed 913 straight-time worked hours (**include training level hours**); Successfully completed **Basic Security Officer Training**; Passed all quizzes/tests for Basic Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (COR L2 (grid 12) - Step 1 TMA to be adjusted)

Successfully completed a total of 1826 straight-time worked hours (**include training level, COR L1 and L2 level**); performance evaluation indicates that your current performance meets ministry standards of performance. (COR L3 (grid 13) - Step 1 TMA to be adjusted)

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STIP hours are not counted towards hours worked.

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Sent: October-20-15 8:30 AM
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Sincerely,

Greg Veale
Manager, HR Advisory Interpretation Services

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Greg Veale
BC Public Service Agency
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MyHR 250.952.6000 | Toll Free 1.877.277.0772

Fogt. mann, Kim MCF:EX

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Cc: Young, Shawn G MCF:EX; Mosig, Tracy PSA:EX
Subject: Fw: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

FYI and further to my recent emails Steve, Sherri and Tracy:

We have been reporting new range increments since May 09, 2015 (after retro payouts which included the training hrs) at 913 hr marks. As such, I now have to ensure that any ee's entitled to range increments since that time receive 168 hrs retro and earlier completion date. We will notify payroll after training completion to move to range 11 and 745 hrs later will re advise that they are due for range 12. Tracy, I assume that any already at the CO level will continue appropriately through the grids because we don't report hrs for any ee after they start Grid 1 of CO series ?

I will look at any growth series range ee's we have reported range increments for since may 2015 and have it backdated 168 hrs. There is likely 5 of them.

Can the PSA update MYHR website to reflect training hrs inclusion in Range 11 as it is seriously confusing us and apparently advisors we need to get advice from as well - needs to be spelled out ie: range 11 to be inclusive of all training hrs cause I have no documentation I can locate to that effect.

Also can someone advise when the probation period starts - does it include training hrs?

Kim

From: Veale, Greg PSA:EX
Sent: November-02-15 10:10 AM
To: Fogtmann, Kim MCF:EX; Mosig, Tracy PSA:EX
Subject: RE: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good morning, Kim;

s.13

Once again, I apologize for my error and ask that you pass my apology along to Shawn, too.

Sincerely,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
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Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

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That said, Warden Phil Chafe, PGRCC advised our Staff Rep that they pay/or paid as follows in yellow: so....why were/are we being instructed differently ? Who is incorrect -? Did PSA miss something, did Adult Custody misapply or am I misinterpreting below given they appear to have 3 separate trainings ie: does the "include training level hours" mean the training required for that level only or is it referring each time to the original 231 orientation hrs ? It does appear to differentiate between straight time work hours and training orientation....but then says "include training level" everywhere. Please advise. Kim

Successfully completed **231 hours Security Officer Orientation Training**; Passed all quizzes/tests and comprehensive exams; performance evaluation indicates that your current performance meets ministry standards of performance – Training Level Grid 9, Step 1 (COR L1 (grid 11) –Step 1TMA to be added)

Successfully completed 913 straight-time worked hours (**include training level hours**); Successfully completed **Basic Security Officer Training**; Passed all quizzes/tests for Basic Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (COR L2 (grid 12) - Step 1 TMA to be adjusted)

Successfully completed a total of 1826 straight-time worked hours (**include training level, COR L1 and L2 level**); performance evaluation indicates that your current performance meets ministry standards of performance. (COR L3 (grid 13) - Step 1 TMA to be adjusted)

Successfully completed a total of 2739 straight-time worked hours (**include training level, COR L1, L2, and L3 level**); Successfully completed **Advanced Security Officer Training**; Passed all quizzes/tests for Advanced Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance. (FWL (grid 16) - Step 1 TMA to be adjusted)

STIP hours are not counted towards hours worked.

From: Young, Shawn G MCF:EX
Sent: October-20-15 8:30 AM
To: Fogtmann, Kim MCF:EX; Arnold, Jim D MCF:EX
Subject: FW: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

FYI

From: MyHR [<mailto:myhr@gov.bc.ca>]

Sent: Monday, October 19, 2015 4:40 PM

To: Young, Shawn G MCF:EX

Subject: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Good afternoon, Shawn;

Thank you for your query regarding the administration of the Growth Plan for the Correctional Services (Corrections Officer) and whether the hours spent in initial training prior to actual placement into the Growth Plan levels count toward the 913 hours for Grid 11 Step 1 of the Plan. As we discussed on the phone, the quick answer is ^{s.13} and below is the explanation for the answer.

s.13

I trust that this provides you with the necessary information that you need to engage in discussions with the Union around the current grievance that has been presented. If additional questions arise, I can also be reached at 250 371 4345 and we can chat further.

Sincerely,

Greg Veale

Manager, HR Advisory Interpretation Services

Thank you for contacting the BC Public Service Agency.

Visit [AskMyHR](#) to create, update or track your service requests.

Greg Veale

BC Public Service Agency

[AskMyHR](#)

MyHR 250.952.6000 | Toll Free 1.877.277.0772

Fogtmann, Kim MCF:EX

From: Fogtmann, Kim MCF:EX
Sent: Sunday, November 1, 2015 12:45 AM
To: Veale, Greg PSA:EX
Subject: URGENT - Fw: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Importance: High

Hi Greg, Shawn forwarded this to me for another case I was working on - a growth series grievance where it is being argued that training hrs are included in Range 11's 913 hrs. So I appreciate your response, it is what I was similarly advised many many months ago and what appears on PSA website re: correctional officer training and correctional officer growth to 18.

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STIIP hours are not counted towards hours worked.

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FYI

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s.13

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Sincerely,

Greg Veale
Manager, HR Advisory Interpretation Services

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Visit [AskMyHR](#) to create, update or track your service requests.

Greg Veale
BC Public Service Agency

[AskMyHR](#)
MyHR 250.952.6000 | Toll Free 1.877.277.0772

Thank you for your query regarding the administration of the Growth Plan for the Correctional Services (Corrections Officer) and whether the hours spent in initial training prior to actual placement into the Growth Plan levels count toward the 913 hours for Grid 11 Step 1 of the Plan. As we discussed on the phone, the quick answer is 'No' and below is the explanation for the answer.

s.13

I trust that this provides you with the necessary information that you need to engage in discussions with the Union around the current grievance that has been presented. If additional questions arise, I can also be reached at 250 371 4345 and we can chat further.

Sincerely,

Greg Veale
Manager, HR Advisory Interpretation Services

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Visit [AskMyHR](#) to create, update or track your service requests.
Greg Veale
BC Public Service Agency
[AskMyHR](#)
MyHR 250.952.6000 | Toll Free 1.877.277.0772

APPENDIX B**Modified Point Bands**

Amend Appendix B of the Memorandum of Understanding respecting the Public Service Job Evaluation Plan, dated October 28, 1998, as follows:

Level	Current Point Break	Revised Point Break	Points in Band
32	NA	1015 or 1045 *	90 or 120 *
30	925	925	60
27	870	865	60
24	810	805	90
21	750	715	90
18	625	625	80
15	545	N/C	85
13	460	N/C	90
11	370	N/C	90
9	280	N/C	90
7	190	N/C	90
6	100	N/C	

*1045 points if new Degree G agreed-to in Work Assignments factor

GROWTH PLAN TO THE APPRENTICESHIP COUNSELLOR 2 LEVEL

Effective April 1, 2001	Effective March 30, 2003
Full Working Level AC 2 Current Grid 23, Step 1	Full Working Level AC 2 Current Grid 24, Step 1
Level 3 Current Grid 22, Step 1 913 hours	Level 3 Current Grid 22, Step 1 913 hours
Level 2 Current Grid 21, Step 1 913 hours	Level 2 Current Grid 21, Step 1 913 hours
Level 1 Current Grid 20, Step 1 913 hours	Level 1 Current Grid 20, Step 1 913 hours

GROWTH PLAN TO THE AC 2 LEVEL

- The growth model applies only to employees appointed on or after April 1, 2001 to positions established at the Apprenticeship Counsellor 2 level. Ministries that are able to attract fully qualified and experienced applicants to the AC 2 level may hire directly to the AC 2 level. Appointment to and movement through the growth model will be as per the growth plan set out below. The Employer will determine when the growth model is required.
- It is the responsibility of the Employer to determine the staffing qualifications when hiring for AC 2 positions inclusive of the staffing qualifications for each level of the growth model to which individual applicants will be placed.
- Increments are not applicable until an employee attains the AC 2 level. The increment date shall be set at the date of attaining the AC 2 level and the first increment will occur one year later, consistent with the Employer's policy on increments.

Note:

Apprenticeship Counsellor 2 = Counsellor Apprenticeship/Industrial Training 2
Apprenticeship Counsellor 1 = Counsellor Apprenticeship/Industrial Training 1

Amendment to the MOU - PSJEP**Appendix L**

model at the end of the shift during which 913 hours paid at the straight time rate are accumulated.

- Time worked on the old model will be credited on the new model. For example, a Correctional Services Level 4 (SO) with 457 hours of service will convert to Level 1 of the new model and will only need to complete an additional 456 hours of service before being eligible for the next level.
- If 913 hours are reached in the middle of the day, the new level will be applied at the end of the shift and accumulation of hours toward the next level will start at the beginning of the following work shift.

Conversion Chart

Current Model		New Model
CSL 4, Step 1 0 - 913 hours	⇒	Level 1, Step 1
CSL 4, Step 1 914 - 1827 hours	⇒	Level 2, Step 1
CSL 4, Step 2 0 - 913 hours	⇒	Level 3, Step 1
SO, Step 2 914 hours	⇒	Full Working Level, Step 1

Amendment to the MOU - PSJEP**Appendix L****GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6
(Correctional Officer)**

- The growth model applies only to employees appointed on or after April 1, 2001 to positions established at the Correctional Services Level 6 (Corrections Officer). Ministries that are able to attract fully qualified and experienced applicants to the CSL 6 level may hire directly to the CSL 6 level. Appointment to and movement through the growth model will be as per the growth plan set out below. The Employer will determine when the growth model is required.
- It is the responsibility of the Employer to determine the staffing qualifications when hiring for CSL 6 positions inclusive of the staffing qualifications for each level of the growth model to which individual applicants will be placed.
- Training activities such as the Justice Institute training program for new Security Officers at the Ministries of Attorney General or Children and Families will be compensated at a placement rate during the training, which is a prerequisite for placement at the appropriate level in the growth model. Placement in the growth model is not a "reclassification" for the purpose of salary treatment on placement in the model upon completion of the training phase.
- Increments are not applicable until an employee attains the CSL 6 level. The increment date shall be set at the date of attaining the CSL 6 level and the first increment will occur one year later, consistent with the Employer's policy on increments.

Conversion

- Employees hired before April 1, 2001 and not yet at the full working level (CSL 6) will be placed onto the growth model as per the conversion chart below.
- Employees at the Correctional Services Level 4 (SO), Step 3 will not be converted to the new growth model. Movement to the CSL 6 for these employees will be determined by the ministry and will be based on the employees meeting ministry standards of performance. Salary on placement at the full working level (CSL 6) will be to the salary step closest to, but not lower than their current salary.
- Each level on the new growth model is to be "the equivalent of 6 months full time employment." Once placed on the model, employees who meet ministry standards of performance will be eligible to move to the next level of the

Amendment to the MOU – PSJEP**Appendix L****GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6 (CO)**

Effective April 1, 2001
Full Working Level CSL 6 (CO) Current Grid 15, Step 1
Level 3 Current Grid 13, Step 1 913 hours
Level 2 Current Grid 12, Step 1 913 hours
Level 1 Current Grid 11, Step 1 913 hours

Training Placement:

Effective April 1, 2001
Grid 9, Step 1 6 months Until training is completed (up to approximately 6 months). After completion of training, employees move to the appropriate level of the model.



Ministry for
Children and Families

Human Resource Services

MEMORANDUM

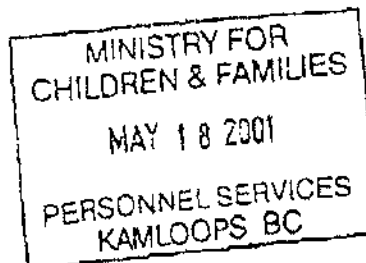
PO Box 9703 STN PROV GOVT, Victoria BC V8W 9S1

Tel: (250) 952-6740 Fax: (250) 952-6725

Judy
Ber
Kathy
File

May 14, 2001

To: Directors, Youth Custody Centres
Boulder Bay
Burnaby
Centre Creek
High Valley
Lakeview
Prince George
Victoria



Re: Appendix L of MOU - PSJEP - Correctional Officer Growth Model

One of the outcomes of the 13th Master Agreement is the creation of a growth model for Corrections Officers classified as Correctional Services Level 6 (CSL6). The growth model will replace the use of the Correctional Services Level 4 position (Security Officer) effective April 1, 2001.

Details of the growth model for CSL6 are attached. The plan also includes a conversion chart for placement of employees who are currently classified as Security Officers.

Movement through the growth model is based on the number of hours worked. The decision was made, in consultation with the Youth Custody Centres (YCC), that the primary responsibility for tracking the hours worked, for the purposes of growth movement, will rest with the YCC. The process is to be as follows:

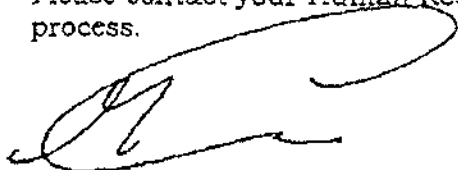
1. Administrative staff of the YCC will track the hours worked by each employee in the growth model.
2. Once an employee has worked the requisite hours and confirmation that the employee is meeting the ministry standards of performance has been documented, an e-mail is to be sent to the Regional Human Resource Technician. This e-mail should indicate the employee name, employee number, and the date on which the hours were achieved.
3. The Human Resource Technician will confirm the hours worked with CHIPS and with the appropriate Payroll Clerk in Victoria Pay Office.
4. Once the hours are verified, the Human Resource Technician will complete the appropriate paperwork to implement the change in pay and will provide a letter to the employee and a copy to the YCC advising of the change in pay and the effective date.

.../2

• THE GOVERNMENT OF BRITISH COLUMBIA IS AN "EMPLOYMENT EQUITY EMPLOYER" •

Current employees not yet at the full working level (CSL5) must be placed into the growth model as per the attached conversion chart. Please review employees' hours and advise the Regional Human Resources Manager of the correct placement in the growth model. As conversion to the growth model may represent an increase in pay, it is important that this action take place as soon as possible.

Please contact your Human Resource Office if you have any questions concerning this process.



Greg Conner
A/Director
Human Resource Services Branch

Attachments

pc Human Resource Managers
Business Managers, YCC
Alan Markwart, Justice Services Section
Colleen Venables, Financial Services Branch
Sabrina Hastings, Payroll

J:\CLASSIFI\marlyn's working files\YYC 13th Master changes May 01.doc

GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6 (CO)

Effective April 1, 2001
Full Working Level CSL 6 (CO) Current Grid 15, Step 1
Level 3 Current Grid 13, Step 1 913 hours
Level 2 Current Grid 12, Step 1 913 hours
Level 1 Current Grid 11, Step 1 913 hours

Training Placement:

Effective April 1, 2001
Grid 9, Step 1 6 months Until training is completed (up to approximately 6 months). After completion of training, employees move to the appropriate level of the model.

**GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6
(Correctional Officer)**

- The growth model applies only to employees appointed on or after April 1, 2001 to positions established at the Correctional Services Level 6 (Corrections Officer). Ministries that are able to attract fully qualified and experienced applicants to the CSL 6 level may hire directly to the CSL 6 level. Appointment to and movement through the growth model will be as per the growth plan set out below. The Employer will determine when the growth model is required.
- It is the responsibility of the Employer to determine the staffing qualifications when hiring for CSL 6 positions inclusive of the staffing qualifications for each level of the growth model to which individual applicants will be placed.
- Training activities such as the Justice Institute training program for new Security Officers at the Ministries of Attorney General or Children and Families will be compensated at a placement rate during the training, which is a prerequisite for placement at the appropriate level in the growth model. Placement in the growth model is not a "reclassification" for the purpose of salary treatment on placement in the model upon completion of the training phase.
- Increments are not applicable until an employee attains the CSL 6 level. The increment date shall be set at the date of attaining the CSL 6 level and the first increment will occur one year later, consistent with the Employer's policy on increments.

Conversion

- Employees hired before April 1, 2001 and not yet at the full working level (CSL 6) will be placed onto the growth model as per the conversion chart below.
- Employees at the Correctional Services Level 4 (SO), Step 3 will not be converted to the new growth model. Movement to the CSL 6 for these employees will be determined by the ministry and will be based on the employees meeting ministry standards of performance. Salary on placement at the full working level (CSL 6) will be to the salary step closest to, but not lower than their current salary.
- Each level on the new growth model is to be "the equivalent of 6 months full time employment." Once placed on the model, employees who meet ministry standards of performance will be eligible to move to the next level of the

model at the end of the shift during which 913 hours paid at the straight time rate are accumulated.

- Time worked on the old model will be credited on the new model. For example, a Correctional Services Level 4 (SO) with 457 hours of service will convert to Level 1 of the new model and will only need to complete an additional 456 hours of service before being eligible for the next level.
- If 913 hours are reached in the middle of the day, the new level will be applied at the end of the shift and accumulation of hours toward the next level will start at the beginning of the following work shift.

Conversion Chart

Current Model		New Model
CSL 4, Step 1 0 - 913 hours	➡	Level 1, Step 1
CSL 4, Step 1 914 - 1827 hours	➡	Level 2, Step 1
CSL 4, Step 2 0 - 913 hours	➡	Level 3, Step 1
SO, Step 2 914 hours	➡	Full Working Level, Step 1



FAX COVER SHEET

DATE: May 30/01

TO: Directors, YCC PHONE: _____
FAX: _____

FROM: Deanna Ward PHONE: (250) 387-0823
Classification Tech FAX: (250) 356-5384
Ministry for Children and Families

RE: Appendix L of Hou.

The Government of British Columbia is an Employment Equity Employer

Message

Correctional officer Growth Model.

Number of pages including cover sheet: _____

Urgent: ☐

Personal: ☐

Confidential: ☐

Original will be mailed: ☐ Yes ☐ No

Ministry for
Children and Families

Human Resource Services Branch
737 Courtney Street
Victoria BC V8W 9S1

Telephone: (250) 952-6377
Facsimile: (250) 952-6725

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89

Public Service Employee
Relations CommissionClassification &
Organization

MEMORANDUM

March 28, 2001

File: 11147-00

To: Lynda Tarras
Tom Egan
Jim O'Byrne
Marilyn Thornton

Re: Amendment to Appendix L of MOU – PSJEP

Appendix L of the Memorandum of Understanding regarding the Public Service Job Evaluation Plan has been amended in the 13th Master Agreement to include a growth model for Correctional Officers classified as Correctional Services Level 6 (CSL 6). This growth model will replace the use of the Correctional Services Level 4 position (Security Officer) effective April 1, 2001.

Attached is a copy of the growth model for the CSL6. The plan includes a conversion chart for placement of employees who are currently classified as Security Officers. The model also includes an option for a training placement level. This is intended to provide salary placement for new employees should the ministry opt to eliminate pre-employment training requirements by providing the training "in-house" to new employees once they have been hired.

The classification code and salary levels for the new growth position are listed below.

Class Code	Class Title	Level 1	Level 2	Level 3
3721120	Correctional Services – Growth	1256.78 Grid 11, Step 1	1293.49 Grid 12, Step 1	1331.43 Grid 13, Step 1

If you have any questions regarding the implementation of the growth model, please contact Ann Williams at 387-0451.

Barry Turner
Executive Director

Attachment

Amendment to the MOU – PSJEP

Appendix L

GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6 (CO)

Effective April 1, 2001
Full Working Level CSL 6 (CO) Current Grid 15, Step 1
Level 3 Current Grid 13, Step 1 913 hours
Level 2 Current Grid 12, Step 1 913 hours
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Grid 9, Step 1 6 months Until training is completed (up to approximately 6 months). After completion of training, employees move to the appropriate level of the model.

Amendment to the MOU – PSJEP**Appendix L****GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6
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Amendment to the MOU – PSJEP**Appendix L**

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CSL 4, Step 1 914 - 1827 hours	⇒	Level 2, Step 1
CSL 4, Step 2 0 - 913 hours	⇒	Level 3, Step 1 ✓
SO, Step 2 914 hours	⇒	Full Working Level, Step 1

Fogtmann, Kim MCF:EX

From: O'Keefe, Patti A MCF:EX
Sent: Friday, November 13, 2015 6:56 AM
To: Arnold, Jim D MCF:EX; Young, Shawn G MCF:EX
Subject: Training and Range Hours

FYI.....

From: Fogtmann, Kim MCF:EX
Sent: Thursday, November 12, 2015 9:15 PM
To: O'Keefe, Patti A MCF:EX
Subject: FYI

Hi Patti, PSA re-confirmed practice for us that we separate the training hrs from the 913 hrs required at Range 11.

So we are in fact doing correctly per below.

168 hrs at range 9 (formal training)
913 at range 11
913 at range 12
913 at range 13

Kim

Fogtmann, Kim MCF:EX

From: Fogtmann, Kim MCF:EX
Sent: Tuesday, January 6, 2015 3:54 PM
To: MYHR PSA:EX
Subject: RE: Pay adjustment & Growth Series range adjustment required for 15 employees [Incident: 141203-000038]

So they would receive range 9 for their first 5 weeks and be adjusted to range 11 immediately afterwards? That will apply to any of these folks who did not receive their appropriate increase after the 5 weeks in class training.

K

From: MyHR [<mailto:myhr@gov.bc.ca>]
Sent: Tuesday, January 6, 2015 3:19 PM
To: Fogtmann, Kim MCF:EX
Subject: Pay adjustment & Growth Series range adjustment required for 15 employees [Incident: 141203-000038]

Hi Kim,

s.13

Regards,
Tracy Mosig
BC Public Service Agency

Visit [AskMyHR \(click here\)](#) to view and update your service requests

Fogtmann, Kim MCF:EX

From: MyHR <myhr@gov.bc.ca>
Sent: Wednesday, January 7, 2015 11:01 AM
To: Fogtmann, Kim MCF:EX
Subject: Pay adjustment & Growth Series range adjustment required for 15 employees [Incident: 141203-000038]

Hi Kim,

s.13

Regards,
Tracy Mosig
BC Public Service Agency

Visit **AskMyHR** ([click here](#)) to view and update your service requests

Fogtmann, Kim MCF:EX

From: MYHR PSA:EX
Sent: Monday, October 19, 2015 12:28 PM
To: Young, Shawn G MCF:EX
Subject: Correctional Services Training wages and growth series (youth custody) [Incident: 151019-000446]

Thank you for contacting the BC Public Service Agency. Your request has been received and is summarized below.

Visit [AskMyHR](#) to create, update or track your service requests.

BC Public Service Agency

[AskMyHR](#)

MyHR 250.952.6000 | Toll Free 1.877.277.0772

Service Request Summary

s.13

Are training hours include as part of the employee's first 913 hours?

Fogtmann, Kim MCF:EX

From: MacCarthy, Steven PSA:EX
Sent: Friday, April 17, 2015 9:51 AM
To: Gilbert, Peggy Sue PSA:EX
Cc: Fogtmann, Kim MCF:EX; Carragher, Bill PSA:EX
Subject: FW: Pay grid series- auxillaries- et al grievance- PGYCC

Good morning Peggy Sue,

Would you kindly provide us today with your response to Ms. Fogtmann's email below.

Thank you,

Steven

From: Fogtmann, Kim MCF:EX
Sent: Monday, April 13, 2015 2:01 PM
To: Gilbert, Peggy Sue PSA:EX
Cc: Carragher, Bill PSA:EX; MacCarthy, Steven PSA:EX
Subject: Re: Pay grid series- auxillaries- et al grievance- PGYCC
Importance: High

Hi Peggy, I have been in contact with our Labour Relations Specialist, Steven MacCarthy for assistance with remedying the Growth Series issue at PGYCS. I have previously sent the required spreadsheets and the list of effected employees requiring compensation. To date I am unaware of progress in this regard.

In my view the following needed to happen in order to resolve this issue.

1. Adjust all employees (excluding s.22 - previously adjusted) to start at Range 11 of the Growth Series 766 hrs earlier and pay them the difference between Range 9 to Range 11 for these hours with applicable TMA etc.
2. Backdate these same employees 766 hrs from their current range and pay them the difference at the higher applicable rate.
3. Pay them any other monies due as a result of their adjusted movement through the growth series as may be applicable.

If you have not received sufficient information in order to complete this process please advise so I may be of assistance. Otherwise I would appreciate knowing why this appears to be taking so long an in order that we may resolve this issue. Please forward your response to Steve, Bill and myself.

Thank you. Kim

Fogtmann, Kim MCF:EX

From: Fogtmann, Kim MCF:EX
Sent: Wednesday, November 18, 2015 10:06 PM
To: Fogtmann, Kim MCF:EX
Subject: Fw: PGYCC "Et al" Grievance re: Growth Series MOU (

From: MacCarthy, Steven PSA:EX
Sent: January-16-15 10:23 AM
To: Fogtmann, Kim MCF:EX
Subject: Re: PGYCC "Et al" Grievance re: Growth Series MOU (

Hi Kim,

Thanks for this.

I'm hopeful this matter can be fully and satisfactorily resolved in reasonably short order.

However, it would be deeply troubling if the union contends that the grievors should all be retroactively started at the Grid 11 level because of whatever errors of this sort occurred at BYCSC.

That's just not going to happen.

Quite apart from this, I'd encourage you to use this case as a basis for taking whatever steps may be required within MCFD to ensure this issue won't be a recurring one.

Regards,

Steve

From: Fogtmann, Kim MCF:EX
Sent: Thursday, January 15, 2015 05:56 PM Pacific Standard Time
To: MacCarthy, Steven PSA:EX
Subject: RE: PGYCC "Et al" Grievance re: Growth Series MOU (

Thanks Steve, I thought they should have been paid at range 11 when first starting as bycs was and as only had limited history I thought they had something in place in YCS that I was missing - I only recently became aware that BYCS should have been applying range 9 for the formal training as well and not starting at range 11. So, the good news is that given we were all supposed to start at range 9 for the formal training period, three of the staff on my list will likely not need remedy. Thanks for reviewing and for the assistance. I will work with Tracy on this. Kim

From: MacCarthy, Steven PSA:EX
Sent: January-15-15 3:22 PM
To: Mosig, Tracy PSA:EX
Cc: Faoro, Rick MCF:EX; Fogtmann, Kim MCF:EX; Carragher, Bill PSA:EX; Williams, Ann S PSA:EX
Subject: RE: PGYCC "Et al" Grievance re: Growth Series MOU (

Tracey,

It occurs to me that I neglected to comment on an important, albeit implicit, point.

s.13

S

From: Mosig, Tracy PSA:EX
Sent: Thursday, January 15, 2015 3:09 PM
To: MacCarthy, Steven PSA:EX
Subject: RE: PGYCC "Et al" Grievance re: Growth Series MOU (

Thanks, will do.

From: MacCarthy, Steven PSA:EX
Sent: Thursday, January 15, 2015 3:07 PM
To: Mosig, Tracy PSA:EX
Cc: Faoro, Rick MCF:EX; Carragher, Bill PSA:EX; Williams, Ann S PSA:EX; Fogtmann, Kim MCF:EX
Subject: RE: PGYCC "Et al" Grievance re: Growth Series MOU (

Hi Tracey,

I don't understand that Burnaby Youth has been starting its "new hire/trainees" at Grid 11, Step 1.

Rick—can you please clarify.

s.13

In the words of a very old expression, "two wrongs don't make a right".

Thanks,

Steve

From: Mosig, Tracy PSA:EX
Sent: Thursday, January 15, 2015 11:32 AM
To: MacCarthy, Steven PSA:EX
Subject: RE: PGYCC "Et al" Grievance re: Growth Series MOU (

Hi Steve,

Thanks very much for this. I understand that we will be granting the grievance and am I right in assuming that you want PGYCC to follow the MOU – PSJEP guidelines as per the grievance starting at Grid 9 and not what the Director, Kim Fogtmann suggested eg. pay the employees starting at Grid 11 as per Burnaby Youth Custody?

Thanks, Tracy

From: MacCarthy, Steven PSA:EX
Sent: Thursday, January 15, 2015 11:16 AM
To: Mosig, Tracy PSA:EX
Cc: Fogtmann, Kim MCF:EX; Faoro, Rick MCF:EX; Carragher, Bill PSA:EX; Norman, Sherri L PSA:EX
Subject: PGYCC "Et al" Grievance re: Growth Series MOU (

Hi Kim,

Bill Carragher and I reviewed this case with Rick Faoro this morning.

The net result is that the employer will be granting this grievance.

Could you please work with PGYCC Director, Kim Fogtmann, to determine and implement the resulting remedy for each of the 14 signatories to the above grievance.

s.13

Please contact me at your convenience should you have any questions on the forgoing.

With thanks and regards,

Steve

Steven MacCarthy, Senior Labour Relations Specialist
Labour Relations Branch | Employee Relations | BC Public Service Agency | 810 Blanshard St |
Victoria, BC | V8W 9E7 | 250 387-0496 | Fax 250 387-0527
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

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Fogtmann, Kim MCF:EX

From: Mosig, Tracy PSA:EX
Sent: Thursday, January 15, 2015 3:25 PM
To: MacCarthy, Steven PSA:EX
Cc: Faoro, Rick MCF:EX; Fogtmann, Kim MCF:EX; Carragher, Bill PSA:EX; Williams, Ann S PSA:EX
Subject: RE: PGYCC "Et al" Grievance re: Growth Series MOU (

Yes, I will be addressing this with payroll. Regards and thanks, Tracy

From: MacCarthy, Steven PSA:EX
Sent: Thursday, January 15, 2015 3:22 PM
To: Mosig, Tracy PSA:EX
Cc: Faoro, Rick MCF:EX; Fogtmann, Kim MCF:EX; Carragher, Bill PSA:EX; Williams, Ann S PSA:EX
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5

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Sent: Thursday, January 15, 2015 11:16 AM
To: Mosig, Tracy PSA:EX
Cc: Fogtmann, Kim MCF:EX; Faoro, Rick MCF:EX; Carragher, Bill PSA:EX; Norman, Sherri L PSA:EX
Subject: PGYCC "Et al" Grievance re: Growth Series MOU (

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The net result is that the employer will be granting this grievance.

Could you please work with PGYCC Director, Kim Fogtmann, to determine and implement the resulting remedy for each of the 14 signatories to the above grievance.

s.13

Please contact me at your convenience should you have any questions on the forgoing.

With thanks and regards,

Steve

Steven MacCarthy, Senior Labour Relations Specialist
Labour Relations Branch | Employee Relations | BC Public Service Agency | 810 Blanshard St |



Where ideas work

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Fogtmann, Kim MCF:EX

From: Fogtmann, Kim MCF:EX
Sent: Monday, January 19, 2015 10:54 AM
To: MYHR PSA:EX
Subject: RE: Pay adjustment & Growth Series range adjustment required for 15 employees [Incident: 141203-000038]

Hi Tracy all folks identified in the grievance satisfactorily completed the training after 147 (147 hours from the date they started initial pay). All increments should occur in the growth series after they complete 913 hrs, then after 1827 (1 yr) in the correctional officer series I think...per master agreement?. All folks performance was satisfactory. Would payroll not have their pay info in order to make these adjustments ie: start date and pay history? Sick time etc. in order to complete the adjustments?

From: MyHR [<mailto:myhr@gov.bc.ca>]
Sent: Monday, January 19, 2015 10:25 AM
To: Fogtmann, Kim MCF:EX
Subject: Pay adjustment & Growth Series range adjustment required for 15 employees [Incident: 141203-000038]

Hi Kim,

Regarding your query to MyHR involving the correctional services growth series grievance, now that Labour Relations have given their opinion that we should resolve the grievance 'without prejudice/precedent', we need to look at how to address their grid levels and salary progression for each employee noted.

The MOU - Public Service Job Evaluation Plan (PSJEP) states the following:

"Each level on the new growth model is to be "the equivalent of 6 months full time employment." Once placed on the model, employees who meet Ministry standards of performance will be eligible to move to the next level of the model at the end of the shift during which 913 hours paid at the straight time rate are accumulated."

Having said the above, could you please provide me with the following:

- Names and start dates (you have already provided)
- Date when training was completed at Grid 9 and employee should move to Grid 11
- Date when 913 hours was completed at Grid 11 and satisfactory standards of performance was achieved
- Date when 913 hours was completed at Grid 12 and satisfactory standards of performance was achieved
- Date when 913 hours was completed at Grid 13 and satisfactory standards of performance was achieved
- Confirm grid level employee should currently be at.

As I am sure you are aware, vacation, CTO and special leaves with pay count towards the 913 hours. STIIP, WorkSafeBC and leaves of absence without pay (eg. maternity leave) are not considered in the accumulation of hours to move up to the next level in a growth series.

Once I received the requested information, I will have Payroll make the necessary adjustments to the "et al" employees noted in the grievance.

Regards,
Tracy Mosig
BC Public Service Agency

250-356-8934

Visit **AskMyHR** ([click here](#)) to view and update your service requests

Morita, Kelly MTIC:EX

From: Mand, Nin MCF:EX
Sent: January-25-16 1:49 PM
To: Teng, Zita MCF:EX; Boon, Emily MCF:EX
Subject: FW: Auxiliary Youth Supervisor Entry level grid

Hi both. Not sure what is within scope so will send to you and you can vet out as appropriate?

From: Mand, Nin MCF:EX
Sent: Tuesday, January 20, 2015 3:47 PM
To: Faoro, Rick MCF:EX; Fogtmann, Kim MCF:EX; McDonnell, Anita MCF:EX; Sauve, Melanie A MCF:EX; Townsend, Denise MCF:EX
Subject: FW: Auxiliary Youth Supervisor Entry level grid

Here is proposed salary information for future postings:

Correctional Services (CO) R18 (Growth)
Starting Salary Grid 9 Training \$21.01/hr for training period

Growth Grids 11-13 \$22.20- \$23.48 + 1 Grid Temporary Market Adjustment

Salary at full working level \$27.06/hr - \$30.78/hr + 1 Grid Temporary Market Adjustment
Temporary, Auxiliary On-Call - As and When Required- Up to # Positions Available

From: Woo, Betty A MCF:EX
Sent: Tuesday, January 20, 2015 9:48 AM
To: Mand, Nin MCF:EX
Subject: RE: Auxiliary Youth Supervisor Entry level grid

Hi Nin,

Please see below as per your request. I have used the new rates effective APRIL 5, 2015.

GRID 9 - STEP 1 as of April 5, 2015 = \$21.012

EFFECTIVE RATES AS OF APRIL 5, 2015

Grid 11 - step 1 = \$22.2079

TMA = \$.63

Total = \$22.8379

Grid 12 - step 1 = \$22.8357

TMA = \$.65

Total = \$23.4857

Grid 13 - step 1 = \$23.4847

TMA = \$.67

Total = \$24.1549

Grid 18 - step 1 = \$27.0674

TMA = \$.79
Total = \$27.8574

From: Mand, Nin MCF:EX
Sent: Monday, January 19, 2015 4:14 PM
To: Woo, Betty A MCF:EX
Cc: Faoro, Rick MCF:EX; Townsend, Denise MCF:EX; Fogtmann, Kim MCF:EX; Sauve, Melanie A MCF:EX
Subject: Auxiliary Youth Supervisor Entry level grid

Hi Betty. We need to adjust our practice for any future auxiliary youth supervisor posting and offer letters to reflect the following (not for existing group already posted and hired):

- 1) Auxiliary is hired at Grid 9 Training level and then progresses from there- further information will be confirmed in writing by Rick regarding when they progress to CS Growth series
- 2) Growth series will be Grid 11-13 and then jumps to Grid 18 with TMA one level as of April 1, 2015 as per collective agreement.

Can you please enter the correct hourly wage for the following and we can ensure all centres are using same information going forward?

- 1) Grid 9 hourly wage
- 2) Grid 11-13 hourly wage range \$#- \$#
- 3) Grid 18+ 1 TMA hourly wage range

Thanks!

Correctional Services (CO) R18 (Growth)

Starting Salary Grid 9 Training \$#/hr Growth Grids 11-13 \$# + 1 Grid Temporary Market Adjustment

Salary at full working level \$#/hr - \$#/hr + 1 Grid Temporary Market Adjustment

Temporary, Auxiliary On-Call - As and When Required

Morita, Kelly MTIC:EX

From: Mand, Nin MCF:EX
Sent: January-25-16 1:51 PM
To: Teng, Zita MCF:EX; Boon, Emily MCF:EX
Subject: FW: Pay adjustment & Growth Series range adjustment required for 15 employees [Incident: 141203-000038]
Attachments: Salary Adjustment Request SO-CO Growth Plan FWL (June 2014) (2).docx; Training Wage.docx

From: Mand, Nin MCF:EX
Sent: Tuesday, January 6, 2015 6:29 PM
To: Fogtmann, Kim MCF:EX
Cc: Faoro, Rick MCF:EX; McDonnell, Anita MCF:EX
Subject: RE: Pay adjustment & Growth Series range adjustment required for 15 employees [Incident: 141203-000038]

Hi Kim. Thanks for forwarding the information.^{s.22} Rick may have some background in this regard as well and could identify the date we moved to a post-hire training program (that pre-dates me in management role). I think it is important for everyone to check their archives and put together a chronology of events in relation to the hiring and training levels and decisions. This would mostly be Rick's records and perhaps YCMC calls and meeting minutes.

The auxiliary offer letter used by BYCS in October 2008 was updated with PSA (Deb Siirila)..... From digging around in my files it looks like that grid level 11 was in place in 2007 as well (I have a VYCS sample letter from 2007 that shows same levels). So practice has been in place for some time.

I have attached the Adult Custody Division growth series information (they still use SO/CO designation). Their initial training is 33 days (231 hours) and they start at Grid 9 before moving to Grid 11 after completion of training. The implications for BYCS in this regard are massive if there is retroactive application..... in 2011 I put together a proposal to move to Grid 9 for training period which I sent to Barry. He chose to continue at Grid 11 range (see attached proposal).

Also of note- once we agree what the growth plan should be and create and updated offer letter template for both centres to use we also need to adjust the offer letter as of April 1, 2015 to reflect growth to Grid 18 not Grid 16 as per master agreement.

From: Fogtmann, Kim MCF:EX
Sent: Tuesday, January 6, 2015 5:05 PM
To: Mand, Nin MCF:EX
Subject: FW: Pay adjustment & Growth Series range adjustment required for 15 employees [Incident: 141203-000038]

Hi Nin just to and FYI on our growth series pay issue grievance at PGYCS and possible ramifications for BYCS.

We started our auxiliary youth supervisors at range 9 for their first 6 months - should have been 4-5 weeks (range 11 to start immediately after training completion). As such we need to adjust our folks range 11 increment to start after the 4-5 weeks of initial training which I intend to have done for approx 9-10 folks, however, the offer letter in the s-drive indicates they start at range 11 of the growth series when they are first hired (BYCS and possibly VYCS used the letter) so I am thinking if the range 9 growth series wasn't applied at

per the MOU there may be a wage recoup back to 2007 - 2008 for BYCS when the range 11 letter was first implemented.

Unless there was a sidebar agreement somewhere to start folks at range 11 outside of the MOU? Pre-2007 we did have folks start at range 11 but that was because they took employment readiness training via the JIBC which I think was on their own and they hired until it was completed and then perhaps the training came back in house?

Or am I missing something else? I wanted to ask before spoke to Anita as I have no historical hire pre 2007.

From: MyHR [<mailto:myhr@gov.bc.ca>]

Sent: Tuesday, January 6, 2015 3:19 PM

To: Fogtmann, Kim MCF:EX

Subject: Pay adjustment & Growth Series range adjustment required for 15 employees [Incident: 141203-000038]

Hi Kim,

s.13

Regards,

Tracy Mosig

BC Public Service Agency

Visit [AskMyHR \(click here\)](#) to view and update your service requests

MINISTRY of JUSTICE
Adult Custody Division

SECURITY OFFICER/CORRECTIONAL OFFICER GROWTH PLAN
SALARY ADJUSTMENT REQUEST

TO: BC PUBLIC SERVICE AGENCY, MyHR Service Technician

EMPLOYEE NAME: _____ EMP #: _____

DATE HOURS REACHED _____ EFFECTIVE DATE: _____

Check **NEW FORM - EFFECTIVE June 2014**
One

Salary Adjustment Required	
Successfully Completed 231 hours Security Officer Orientation Training; Passed all quizzes/tests and comprehensive exams; performance evaluation indicates that your current performance meets ministry standards of performance - Training Level Grid 9, Step 1(721119)	Correctional Services (Growth to R16) 721120 - COR L1 (grid 11) -Step 1 TMA to be added
Completed 913 straight-time worked hours (include training level hours); Successfully completed Basic Security Officer Training; Passed all quizzes/tests for Basic Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance.	Correctional Services (Growth to R16) 721120 - COR L2 (grid 12)-Step 1 TMA to be adjusted
Completed a total of 1826 straight-time worked hours (include training level, COR L1 and L2 level); performance evaluation indicates that your current performance meets ministry standards of performance.	Correctional Services (Growth to R16) 721120 - COR L3 (grid 13)-Step 1 TMA to be adjusted
Completed a total of 2739 straight-time worked hours (include training level, COR L1, L2, and L3 level); Successfully completed Advanced Security Officer Training; Passed all quizzes/tests for Advanced Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance.	Correctional Services (Growth to R16) 721122 - FWL (grid 16)- Step 1 TMA to be adjusted

ADW - Staffing (SIGNATURE): _____

DATE: _____

June 2014

110
112

MINISTRY of JUSTICE
Adult Custody Division

CC: Employee
Personnel File
Payroll

March 15, 2010

Staffing Committee

Re: Security Officer Growth Series - Salary Adjustment

New security officers progress through the growth levels and steps of the Correctional Services Growth Series from the training level to the full working level of Correctional Services R16 upon:

- successful completion of the training associated with the level;
- completion of the total number of hours required for the level (includes straight-time hours completed at the training level, COR L1, L2, and L3); and
- Performance appraisal indicates that your current performance meets ministry standards of performance.

The salary adjustment is effective the date the employee meets all of the above conditions. Where an employee does not complete the required training during the time period associated with the level, **retroactive pay is not provided** to the date they completed the "hours worked" associated with the level; ergo, where an employee subsequently completes the training after having already met the "hours worked" criteria, the salary adjustment would not be effective until they completed the training.

Staff that are unable to complete the training due to the employer's actions (e.g., face to face training unavailable, time to complete online training not provided), but meet the other criteria, shall not be penalized and will be moved to the next level in the Correctional Officer Growth Series.

Tony Porter
Policy and Program Analyst
Adult Custody Division

June 2014

MINISTRY of JUSTICE
Adult Custody Division

Security of Information / Protection d'information

June 2014

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114

Efficiency Review:

There is an ongoing need to examine all areas of business for efficiencies. Training delivery remains an ongoing challenge given budgetary limitations. The following specifically addresses new auxiliary youth supervisor hiring, primarily conducted at BYCS.

Given the attrition rate with newly hired auxiliary youth supervisor employees, the following proposal is an effort to minimize costs related to the hiring/training of new auxiliary youth supervisors who often depart shortly after hiring to other related employment. Previous YCMC discussion did not support a move to a pre-hire training model with costs being absorbed by new hires. We will continue with a post hire training model. The growth model will also be supported by the shifts in the training model and is consistent with ACD wage structure.

Changes include:

- Introducing a training wage similar to ACD model

YCS New Hire - Current wage structure

Effective March 29, 2009							
Title	Grid	Step	Time	Annual	Bi-weekly	Hourly	With TMA
Correctional Services (Growth to CO) and one grid TMA applied	11	1	For first 30 days and up to 913 hours	38,588.68	1,479.10	21.1300	21.7274
	12	1	913 hrs	39,679.74	1,520.92	21.7274	22.3447
	13	1	913 hrs	40,807.06	1,564.13	22.3447	22.9824
Correctional Services (CO) R16 (FWL) plus 3 grid TMA	16	1	1827	48,406.09	1,855.40	26.5057	Full TMA rates are reflected
		2	1827	49,824.30	1,909.76	27.2823	"

included	3	1827	51,290.00	1,965.94	28.0849	"B"
	4	1827	52,809.44	2,024.18	28.9169	"B"
	5	max	55,109.47	2,112.34	30.1763	"B"

Proposed changes (highlighted in yellow):

Effective March 29, 2009							
Title	Grid	Growth	Time	Annual	Bi-weekly	Hourly	TMA to be applied
Training	9-1	Entry level	30 days (210 paid hours)	36,511.19	1,399.47	19.9924	None
Correctional Services (Growth to CO) includes TMA plus 1 grid	11-1	Level 1	Next 913 hrs	39,679.74	1,520.92	21.7274	1 grid To 12-1
	12-1	Level 2	913 hrs	40,807.06	1,564.13	22.3447	1 grid To 13-1
	13-1	Level 3	913 hrs	41,971.68	1,608.77	22.9824	1 grid To 14-1
Correctional Services (CO) R16 (FWL) plus 3 grid TMA	19 FWL	1	1827	48,406.09	1,855.40	26.5057	3 grid
		2	1827	49,824.30	1,909.76	27.2823	3 grid
		3	1827	51,290.00	1,965.94	28.0849	3 grid
		4	1827	52,809.44	2,024.18	28.9169	3 grid
		5	max	55,109.47	2,112.34	30.1763	3 grid

ACD Correctional Officer Growth series

- Correctional Officers progress through the growth levels and steps of the Correctional Services (CS) (Growth) from the training level to the full working level (FWL) of Correctional Services N16 upon
 - the successful completion of the training associated with the level,
 - completion of the total number of hours associated with the level (includes straight-time hours completed at the training level, COR L1, L2, and L3), and,

- EPDP indicates current performance meets ministry standards of performance
- It normally takes 5.5 years to reach the maximum salary level
- Note: effective September 28, 2008, in accordance with the Memorandum of Agreement; Level 1 (grid 11), Level 2 (grid 12), and Level 3 (grid 13) in the Growth Series receive a Temporary Market Adjustment (TMA) of 1 grid and the Full Working Level (Grid 16) receives a TMA of 3 grids.

Net Result:

Introducing the training level will result in an anticipated savings per hire of 12:

12 new hires x 210 hours x difference between training level 9 with no TMA and grid 11 with TMA of \$1.735 per hour= **\$4372**

**Youth Custody Services 3.1 Committee Meeting
March, 02, 2015**

ATTENDING: Lenora Angel, Rick Faoro, Dean Purdy, Brandon Thistle, Michele Aquado,
Anita McDonnell, Craig Tott, Jenny Ewing, Mike Eso, Brian Campbell, Kim Fogtmann

AGENDA

- 1.) **Budget, Labour Relations and Grievance Update** – the Employer updated the Union on the current budget deficit they are facing with the announced reduction to federal funding. The two parties also discussed labour relations and grievance related issues at both Centres.
- 2.) **Surplus Parka Letter (Component Bargaining)** – the Employer confirmed that there is a limited supply of parkas that will be made available for staff who are required to perform outdoor duties at Prince George Youth Custody Services during inclement weather conditions.
- 3.) **Correctional Officers doing Sheriff Duties**– the Union raised a concern that some youth custody staff are performing Sheriff transports. The Employer stated that with the pending closure of the Victoria Youth Custody Centre the Victoria Community Support Team have been assisting the Sheriff's during the transition until a viable option for the after hour movement of youth is developed.
- 4.) **Pension Adjustments**–The Union raised an issue with the practice of tracking employee seniority by hours rather than date. The Employer responded that this is the current practice by the folks at the Public Service who are the gatekeepers of the hours of work. Both parties are in agreement with the former practice of seniority by date rather than hours. A conference call has been set up to review with all parties.
- 5.) **Draft Rotation Agreement (Component Bargaining)** – the Union presented a draft response to the Employers post rotational guidelines document for review.. Some minor changes noted. The Employer will provide feedback shortly.
- 6.) **Growth Series PGYCS and BYCS** – the Union raised an issue with regard to employees who were not being paid at the appropriate level. This was an oversight that has been corrected at PGYCS and is not an issue at BYCS. All new recruits will enter the CO growth series at grid 9 for the duration of their orientation training (168 hrs). Once their training is complete they would move to grid 11. They would subsequently move up a grid each time they achieve 913hrs. Once they achieve grid 13 they would move to grid 16 when they achieve another 913 hrs.(this will become grid 18 effective April 01/15
- 7.) **Victoria Youth Custody Centre** – the parties discussed the current timeline regarding the closure of the Centre and where the Employer is at with folks who are still in workforce adjustment and awaiting placement.
- 8.) **Canadian Winter Games Prince George 2015** – the Union provided some feedback on the members who volunteered at the games. Apparently there were some communication issues with

staff being notified in a timely manner with regard to the government support. This has since been rectified and the proper mailing lists are in place for the future.

- 9.) **WES Scores-** The parties discussed the WES survey which is scheduled for later this year.
- 10.) **Supernumerary Regulars-**the Union was seeking clarification with regard to the status of supernumerary regular employees due to the terminology. The Employer provided clarification that these are regular employees who meet the test for conversion and per the agreement are converted. As there is no base staffing position to put them in they are classified as a supernumerary regular until a base position becomes available. They have all the same rights afforded regular employees under the collective agreement with the exception that they do not have a permanent schedule but still work 70 hours every two weeks.
- 11.) **ETO/CTO for training on a Day of Rest-**the Union was seeking clarification with regards to time credits given to staff who attends staff training. All staff training is to be booked in the most efficient manner and staff schedules adjusted accordingly with proper notification (5 days) in accordance with the collective agreement. Days off before and after an employee is changed to a new shift shall be scheduled to ensure that the hours worked are equal to those set out in Article 14 – Hours of Work, of the Master Agreement.
It is the Union's position that when an employee's schedule cannot be changed as per article 15.3 of the Master Agreement, then the applicable overtime under article 16.6 rates will apply.
- 12.) **Annual Leave and Overtime Opportunities** – the Union was seeking clarification on the status of employees who are on annual leave and whether they are eligible for overtime opportunities. The Employer responded that employees who are on annual leave will not be contacted for overtime unless they are required to attend for an emergency whereby the provisions in the collective agreement would apply.
- 13.) **Part Time Regular Agreement** – the Union indicated that a revised part time regular agreement with adult corrections is being considered and whether the Employer would be interested. The Union will forward a copy for review once it is developed
- 14.) **Next Meeting-**The parties agreed to meet every 6 months. The next meeting is scheduled for September 2015

Young, Shawn G MCF:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, November 4, 2015 11:43 AM
To: Fogtmann, Kim MCF:EX; Young, Shawn G MCF:EX
Subject: Hours at Training Level of Correctional Service Growth Series -Counting for 913 Hours for Movement from Level 1 to Level 2

Good morning, Kim and Shawn;

I have had the opportunity to review the matter of counting hours accumulated by new Correctional Officers in the Growth Series with colleagues most familiar with the administration of growth series in the hiring process. I can now
s.13

Accordingly, the critical piece is a common approach by the Youth Custody Centres to the use of the Training Level and that is an item that I will leave with both of you to engage in discussions with your MCFD colleagues to resolve.

Sincerely,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

Efficiency Review:

There is an ongoing need to examine all areas of business for efficiencies. Training delivery remains an ongoing challenge given budgetary limitations. The following specifically addresses new auxiliary youth supervisor hiring, primarily conducted at BYCS.

Given the attrition rate with newly hired auxiliary youth supervisor employees, the following proposal is an effort to minimize costs related to the hiring/training of new auxiliary youth supervisors who often depart shortly after hiring to other related employment. Previous YCMC discussion did not support a move to a pre-hire training model with costs being absorbed by new hires. We will continue with a post hire training model. The growth model will also be supported by the shifts in the training model and is consistent with ACD wage structure.

Changes include:

- Introducing a training wage similar to ACD model

YCS New Hire - Current wage structure

Effective March 29, 2009							
Title	Grid	Step	Time	Annual	Bi-weekly	Hourly	With TMA
Correctional Services (Growth to CO) and one grid TMA applied	11	1	For first 30 days and up to 913 hours	38,588.68	1,479.10	21.1300	21.7274
	12	1	913 hrs	39,679.74	1,520.92	21.7274	22.3447
	13	1	913 hrs	40,807.06	1,564.13	22.3447	22.9824
Correctional Services (CO) R16 (FWL) plus 3 grid TMA	16	1	1827	48,406.09	1,855.40	26.5057	Full TMA rates are reflected
		2	1827	49,824.30	1,909.76	27.2823	“”

included		3	1827	51,290.00	1,965.94	28.0849	“”
		4	1827	52,809.44	2,024.18	28.9169	“”
		5	max	55,109.47	2,112.34	30.1763	“”

Proposed changes (highlighted in yellow):

Effective March 29, 2009							
Title	Grid	Growth	Time	Annual	Bi-weekly	Hourly	TMA to be applied
Training	9-1	Entry level	30 days (210 paid hours)	36,511.19	1,399.47	19.9924	None
Correctional Services (Growth to CO) includes TMA plus 1 grid	11-1	Level 1	Next 913 hrs	39,679.74	1,520.92	21.7274	1 grid To 12-1
	12-1	Level 2	913 hrs	40,807.06	1,564.13	22.3447	1 grid To 13-1
	13-1	Level 3	913 hrs	41,971.68	1,608.77	22.9824	1 grid To 14-1
Correctional Services (CO) R16 (FWL) plus 3 grid TMA	19 FWL	1	1827	48,406.09	1,855.40	26.5057	3 grid
		2	1827	49,824.30	1,909.76	27.2823	3 grid
		3	1827	51,290.00	1,965.94	28.0849	3 grid
		4	1827	52,809.44	2,024.18	28.9169	3 grid
		5	max	55,109.47	2,112.34	30.1763	3 grid

ACD Correctional Officer Growth series

- Correctional Officers progress through the growth levels and steps of the Correctional Services (CS) (Growth) from the training level to the full working level (FWL) of Correctional Services N16 upon
 - the successful completion of the training associated with the level,
 - completion of the total number of hours associated with the level (includes straight-time hours completed at the training level, COR L1, L2, and L3), and,

- EPDP indicates current performance meets ministry standards of performance
- It normally takes 5.5 years to reach the maximum salary level
- Note: effective September 28, 2008, in accordance with the Memorandum of Agreement; Level 1 (grid 11), Level 2 (grid 12), and Level 3 (grid 13) in the Growth Series receive a Temporary Market Adjustment (TMA) of 1 grid and the Full Working Level (Grid 16) receives a TMA of 3 grids.

Net Result:

Introducing the training level will result in an anticipated savings per hire of 12:

12 new hires x 210 hours x difference between training level 9 with no TMA and grid 11 with TMA of \$1.735 per hour= **\$4372**

MINISTRY of JUSTICE
Adult Custody Division

SECURITY OFFICER/CORRECTIONAL OFFICER GROWTH PLAN
SALARY ADJUSTMENT REQUEST

TO: BC PUBLIC SERVICE AGENCY, MyHR Service Technician

EMPLOYEE NAME: _____ EMP #: _____

DATE HOURS REACHED _____ EFFECTIVE DATE: _____

Check **NEW FORM - EFFECTIVE June 2014**
One

Salary Adjustment Required

Successfully Completed 231 hours Security Officer Orientation Training; Passed all quizzes/tests and comprehensive exams; performance evaluation indicates that your current performance meets ministry standards of performance – Training Level Grid 9, Step 1(721119)	Correctional Services (Growth to R16) 721120 – COR L1 (grid 11) –Step 1 TMA to be added
Completed 913 straight-time worked hours (include training level hours); Successfully completed Basic Security Officer Training; Passed all quizzes/tests for Basic Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance.	Correctional Services (Growth to R16) 721120 – COR L2 (grid 12)-Step 1 TMA to be adjusted
Completed a total of 1826 straight-time worked hours (include training level, COR L1 and L2 level); performance evaluation indicates that your current performance meets ministry standards of performance.	Correctional Services (Growth to R16) 721120 – COR L3 (grid 13)-Step 1 TMA to be adjusted
Completed a total of 2739 straight-time worked hours (include training level, COR L1, L2, and L3 level); Successfully completed Advanced Security Officer Training; Passed all quizzes/tests for Advanced Security Officer Training; performance evaluation indicates that your current performance meets ministry standards of performance.	Correctional Services (Growth to R16) 721122 – FWL (grid 16)- Step 1 TMA to be adjusted

ADW - Staffing (SIGNATURE): _____

DATE: _____

MINISTRY of JUSTICE
Adult Custody Division

CC: Employee
Personnel File
Payroll

March 15, 2010

Staffing Committee

Re: Security Officer Growth Series - Salary Adjustment

New security officers progress through the growth levels and steps of the Correctional Services Growth Series from the training level to the full working level of Correctional Services R16 upon:

- successful completion of the training associated with the level;
- completion of the total number of hours required for the level (includes straight-time hours completed at the training level, COR L1, L2, and L3); and
- Performance appraisal indicates that your current performance meets ministry standards of performance.

The salary adjustment is effective the date the employee meets all of the above conditions. Where an employee does not complete the required training during the time period associated with the level, **retroactive pay is not provided** to the date they completed the "hours worked" associated with the level; ergo, where an employee subsequently completes the training after having already met the "hours worked" criteria, the salary adjustment would not be effective until they completed the training.

Staff that are unable to complete the training due to the employer's actions (e.g., face to face training unavailable, time to complete online training not provided), but meet the other criteria, shall not be penalized and will be moved to the next level in the Correctional Officer Growth Series.

Tony Porter
Policy and Program Analyst
Adult Custody Division

MINISTRY of JUSTICE
Adult Custody Division

Protect Communities, Reduce Reoffending