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February 17, 2005

To: All Protection Staff

From: Peter Fuglem
Director
Protection Program

Re: Auxiliary Working Group

In October of 2004 the Protection Leadership Team (PLT) established a Working Group to review the Policies and Procedures related to the relocation, posting vacancies and the selection process of auxiliary employees.

The Working Group was tasked with reviewing the following:

1. Review the current hiring process and revise if necessary, to ensure a fair and transparent process that will be applied consistently throughout the Protection Program.
2. Consult with the Public Service Agency and review the sections of the BCGEU Master Agreement that currently restricts the portability of seniority if an employee initiates a request to voluntarily relocate to a different seniority unit.
3. Consult with the Public Service Agency and review the section of the BCGEU Master Agreement that currently does not allow an employee to retain their pay step if they voluntarily relocate to a different seniority unit.
4. Determine the auxiliary positions that these Policies and Procedures would apply to.



The Working Group has provided the following information to assist in understanding and clarifying the above issues.

1. The following documents attached have been revised and/or developed for the guidance to Local Offices when dealing with Auxiliary vacancies and relocations.
 - a. *Procedures for Filling Auxiliary Vacancies in the Protection Program*
 - b. *Auxiliary Voluntary Relocation Policy and Procedure*
 - c. *Protection Program Pay and Seniority Matrix for Auxiliary Employees*
 - d. *Explanation for the Protection Program Pay and Seniority Matrix for Auxiliary Employees*

2. The Working Group was provided interpretations and advice from the Public Service Agency that helped to understand the rationale behind the sections of the Master Agreement related to this issue. The Working Group has determined that Managers do not have the discretion to change this provision in the Master Agreement as it is based on previous arbitrations and precedent. Therefore an employee who requests relocation to a different seniority unit cannot transport their seniority. If the Employer requests the relocation then the seniority can be transported.
3. As with 2) above it has been determined that the Master Agreement does not provide for an employee's pay step to be transported because they are considered a new employee at the new location. This applies when the employee requests the relocation, not when the Employer requests the relocation. The different circumstances and provisions are explained in the Pay and Seniority Matrix attached.
4. The scope of these Policies and Procedures is considered to apply to all auxiliary positions with the exception of new hire fire crew positions.

The Working Group has now completed their work on the Policies and Procedures. They will be posted on the Protection Website to provide guidance to those employees interested in relocating or applying for vacant positions. It will also guide Local Offices to ensure a consistent approach to hiring and relocating staff within the Protection Program. These Policies and Procedures will be implemented effective immediately.

I would like to take this opportunity to thank the Working Group for committing their time to this worthwhile effort. The group members were, Bruce Young, John Tigchelaar, Gord Munro, Denis Gaudry, Dave Tweedhope, Sharon Berkey, Gene Desnoyers, Brian Simpson, Ralph Mohrmann and Lynn Kingham from the PSA.

Original signed by Peter Fuglem

Peter Fuglem
Director
Protection Program

Attachment(s): Procedures for Filling Auxiliary Vacancies in the Protection Program, Auxiliary Voluntary Relocation Policy and Procedure, Protection Program Pay and Seniority Matrix for Auxiliary Employees, Explanation for the Protection program Pay and Seniority Matrix for Auxiliary Employees