




HAMILTON POLICE SERVICE

INFORMATION REPORT

TO:	Chair and Members Hamilton Police Service Board
BOARD MEETING DATE:	September 26, 2024
SUBJECT:	Civilian Backfill – Division 2 Administrative Assistant
REPORT NUMBER:	24-075
SUBMITTED BY:	Frank Bergen, Chief of Police
SIGNATURE:	

EXECUTIVE SUMMARY

- The Civilian Collective Agreement requires the Hamilton Police Service to permanently backfill a position where a Member has been absent from work for twenty-four (24) months continuously with no expected return to work in the next ninety (90) days.
- There is currently one (1) full-time Administrative Assistant who meets this criteria. Specifically, it is determined by the WSIB that one Member will not return to the role, ready to return to their pre-injury job, nor work ready in any capacity. The Member's file will continue to be monitored and supported; however, should the Member reach a point they could return it is likely it will be in an alternate job that complies with any restrictions and/or limitations.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Full-time Administrative Assistants are backfilled by part-time members until such a time that a full-time replacement is appointed.

For the purposes of this report the annual financial cost to backfill a full-time, 5E Step 4 Administrative Assistant is \$90,463, inclusive of salary and benefits, based on 2023 Collective Agreement rates.

Staffing: The approved headcount for civilian Administrative Assistant will be increased by one (1) FTE.

Legal Implications: N/A

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INFORMATION

The Division 2 full-time Administrative Assistant has been off work for more than twenty-four (24) months consecutively, with no prospect of returning to work. Based on the Civilian Collective Agreement, the Hamilton Police Service is required to permanently backfill a position where a civilian Member has been absent from work for twenty-four (24) months continuously with no expected return to work in the next ninety (90) days.

For the past two (2) years, this role has continued to be filled using the administrative pool. This makes it very challenging, as based on the Collective Agreement Provision, the incumbents cannot be assigned the work for period greater than three (3) months unless mutually agreed with the Hamilton Police Association. Currently, the replacement costs for these Members is offset by the part-time budget and through the Service's WSIB savings. All Members off on WSIB continue to receive wages and benefits as per our Collective Agreement and WSIB Schedule 2 policies. As a Schedule 2 employer, HPS does not pay premiums to WSIB and instead is responsible for continuing to pay the Member directly while they are off work. Therefore, backfilling an authorized position for a Member on WSIB means that HPS would need to compensate both Members at the same time.

As the Member vacates their WSIB benefit period in the future, the backfilled Member would take their place in the core authorized sworn headcount, and the approved backfill position would be removed from the approved backfill list.

By filling this position permanently, the Service will abide by the terms of the Collective Agreement, ensure full-time coverage year-round and seek to minimize additional part-time and overtime costs related to this position.

ALTERNATIVES FOR CONSIDERATION

Not Applicable

APPENDICES AND SCHEDULES ATTACHED

Not Applicable

FB/S.Stark

c: Sanela Dzaferi, Director, Finance
Vince Campisi, HRIS Coordinator

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