




HAMILTON POLICE SERVICE

RECOMMENDATION REPORT

TO:	Chair and Members Hamilton Police Service Board
BOARD MEETING DATE:	November 28, 2024
SUBJECT:	Civilian Backfill – Switch Board Operator
REPORT NUMBER:	24-101
SUBMITTED BY:	Frank Bergen, Chief of Police
SIGNATURE:	

RECOMMENDATION

That the approved headcount for the Civilian Switch Board Operator be increased by 1 FTE.

EXECUTIVE SUMMARY

- The Civilian Collective Agreement, article 14.1(b) requires the Hamilton Police Service (HPS) 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. Alternatively, if there has been a continuous absence less than 24 months, the parties may agree to permanently post the position. This is the current situation.
- There is currently one (1) full-time Switch Board Operator that meets this criteria. We do not anticipate the Member being able to their role, nor are they fit to return in any capacity. The Member is currently being supported by both the HPS and the Hamilton Police Association during their absence. 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 Switch Board Operators 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, 2E Step 4 Switch Board Operator is \$50,376, inclusive of salary and benefits, based on 2023 Collective Agreement rates.

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Mission: To serve and protect in partnership with our communities.

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Staffing: The approved headcount for Civilian Switch Board Operator will be increased by one (1) FTE.

Legal Implications: N/A

INFORMATION

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: Duncan Robertson, Director – Finance (interim)
Vince Campisi, HRIS Coordinator

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