



HAMILTON POLICE SERVICE

INFORMATION REPORT

TO:	Chair and Members Hamilton Police Service Board
BOARD MEETING DATE:	March 28, 2025
SUBJECT:	WSIB Backfill – Communications Operators
REPORT NUMBER:	25-022
SUBMITTED BY:	Frank Bergen, Chief of Police
SIGNATURE:	

EXECUTIVE SUMMARY

- The Civilian Collective Agreement requires the Hamilton Police Service to permanently fill 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) Communications Operator who meets these criteria. Specifically, it is determined by the WSIB that this Member will not return to the Communications Operator role. This file will continue to be monitored and supported; however, should they reach a point they could return it will likely be in an alternate job that complies with any restrictions and/or limitations.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Full-time Communications Operators are back-filled by part-time members until such a time that a full-time replacement is appointed.

The cost to backfill the absent employee with one (1) approved Communications Operator is approximately \$131,112 inclusive of salary and benefits, and based on step 4 of the 10 E pay grade.

Historically, approved full-time replacements related to sick or WSIB have been funded through the department's overtime and part-time wage budgets.

Hiring full-time backfills reduces the pressures of overtime and use of part-time staff. In addition, savings are generated on the wages of those

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employees off work. Based on this, staff recommend leveraging the existing overtime budgets, part-time budgets, and WSIB savings to fund this new member, resulting in no impact to the overall operating budget.

Staffing: The Approved headcount for civilian Communications Operators will be increased by one (1) FTE.

Legal Implications: N/A

INFORMATION

In Communications there is a requirement to have a minimum of twelve (12) Members in the room at any given time. Communications Operators provide dispatch and 911 services to the Community and act as the primary responders when 911 is accessed.

When full-time Communications Operators are unavailable for their shift, they are backfilled by part-time Members. If we are not able to fill the spot with a part-time member, it is offered as overtime to full-time Communications Operators to ensure our minimum staffing is met and to maintain the service to the public.

The Civilian Collective Agreement requires the Hamilton Police Service to permanently fill 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.

All Members off on WSIB continue to receive wages and benefits as per our Collective Agreement and WSIB schedule 2 policies.

Currently, the replacement costs for these Members are offset by the part-time budget and through the Service's WSIB savings.

By filling these positions permanently, we will abide by the terms of the Collective Agreement, ensure full-time coverage year round and avoid additional overtime costs.

ALTERNATIVES FOR CONSIDERATION

Not Applicable

APPENDICES AND SCHEDULES ATTACHED

Not Applicable

FB/R. Ballantyne

c: Michael Spencer, Superintendent – Field Support
Duncan Robertson, Director – Finance
Vince, Campisi, HRIS Coordinator – Human Resources

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