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## MEMORANDUM OF AGREEMENT

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### BETWEEN:

Union of Canadian Correctional Officers –  
Syndicat des agents correctionnels du Canada –  
CSN (UCCO-SACC-CSN)

and

Correctional Service Canada

### Subject: CX Hours Reconciliation

The parties agree that all roll call transactions (RCT) and personal schedule calculator (PSC) balances in SDS for all employees will be reset to zero effective April 1<sup>st</sup> 2013.

PSC/ RCT balances will be recalculated based on the period from April 1, 2013 to August 23<sup>rd</sup> 2015 in order to identify balances relative to this period. Schedule adjustments, leave or pay action changes relating to implemented "SDS audit" plans for this period shall be included in these calculations.

#### RCT

All RCT balances between April 1st 2013 and August 23<sup>rd</sup> 2015 will be moved to the PSC in order to have all RCT balances from this period zeroed.

Moving forward, each calendar quarter as per HR Bulletins on make-up time (as referenced in Annex 1) any hours owed under RCT (i.e. shift exchanges, being late for work, etc.) must be reconciled by the employee and the manager through the use of make-up time or paid leave. At the end of the calendar quarter any remaining time owing will be reconciled through a LWOP adjustment to regular pay.

#### PSC

Post August 23<sup>rd</sup> 2015, with the event of the employee's next schedule change, Scheduled Adjusted Time (SAT) and/ or Scheduled Adjusted Rest (SAR) changes will be made in the employee's schedule as per the HR Bulletin on National Scheduling (as referenced in Annex 1) in order to return the employee to their normal schedule line fluctuation level in their PSC.

CSC and the employee will attempt, where possible, to make these changes in schedule when there would be minimal SAR/ SAT adjustments. However, in all cases such changes must be completed within 45 days of the schedule change as per the HR Bulletins (in effect as of the signing date of this



agreement) unless mutually agreed to otherwise at the national level of CSC and union but only for cases involving balances in excess of 48 hours owing or owed .

If the employee chooses not to work the required SAT(s), then they can elect to use the equivalent in paid leave credits (lieu, comp, vacation). If an employee does not work the SAT change(s) and/ or does not elect to use paid leave credits, the employer will process LWOP for that shift(s).

#### **Retirement/ Permanent Appointments Out of CX Ranks Post Aug 23<sup>rd</sup> 2015**

If an employee retires or permanently leaves the CX ranks prior to such a schedule change occurring, all necessary PSC / RCT adjustments (SAT, SAR, Paid leave, make up or LWOP) will be made in the employee's schedule (as per the HR Bulletin on National Scheduling (as referenced in Annex 1) in order to return the employee to their normal schedule line fluctuation level in their PSC and reconcile their RCT prior to their departure.

#### **PAST AUDITS**

All previous "SDS audit" plans cease the day following the date this agreement is signed.

#### **Implementation Reporting and Compliance**


The Scheduling Manager / Correctional Manager Scheduling and Deployment (CMSD) at the local level with the assistance of the Regional Senior Project Officers will provide a quarterly report / update to AWO, Regional President and local president regarding the status of employee PSC/ RCT reconciliation on an ongoing basis.

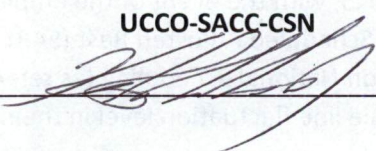
Each employee will have access in SDS to their schedule adjustments and/ or leave usage pursuant to this agreement. Officers are encouraged to verify the data and bring any discrepancies to the employer's attention through the CMSD.

The employer and the employee are required to meet their respective obligations to ensure compliance with all HR bulletins (as referenced in Annex 1) regarding the necessary scheduling adjustments of both RCT and PSC balances moving forward.

UCCO-SACC-CSN withdraws all grievances associated solely with the "SDS audit" which has occurred to date to the signing of this agreement. Any future disagreements will be reviewed by the parties in the context of the present agreement.

Dated at Ottawa, this 7<sup>th</sup> day of October, 2015.

  
CSC  
DON HEAD

UCCO-SACC-CSN  
  
OCT 07/15  
KEVIN E. GRABOWSKY

## ANNEX 1

### Bulletin

#### National Direction – National and Institutional Scheduling Committees

##### Roll Call Transaction (RCT) and Personal Schedule Calculator (PSC) balances

The employer is obligated to ensure that an employee is scheduled in accordance with the provisions of the CX Collective Agreement. Each employee is obligated to account for hours of work in accordance to the CX Collective agreement. An employee's balance is captured in the Scheduling and Deployment System (SDS) under two separate sections: Roll Call Transaction (RCT) and Personal Schedule Calculator (PSC).

##### RCT

Any roll call transaction (i.e. shift exchanges, designated paid holidays, being late for work, etc.) where hours are owed to CSC. The employee can use Make-up Time (work the hours required), Annual Leave, Leave Without Pay (LWOP), Compensatory Time and Lieu Hours to reconcile the hours owed. Reconciling hours owed must be done in line with the applicable Human Resource Management Bulletins\*. When an employee fails to reconcile the hours owed, site management shall notify 'Compensation, Pay and Benefits' to initiate overpayment recovery from the employee.

##### PSC

Any transaction regarding scheduling changes (including deployments) where an employee is moving from one schedule to another and there is a requirement to zero-out an employee's hours. Zeroing-out such hours shall occur prior to moving to the new schedule, or as soon as possible depending on an employee's shift rotation (but no longer than **45 days**). When an employee moves from one schedule to another, Scheduled Adjusted Time (SAT) and Scheduled Adjusted Rest (SAR) are utilized to ensure the hours owed are reconciled. Depending on the situation, there may be a requirement to provide additional rest days through the use of SAR - to zero-out an employee's hours. In other situations where SAT must be utilized - annual leave, LWOP, Compensatory Time and Lieu Hours may be used to reconcile the hours owed.

##### \*HR Bulletin References

2014-01	<b>National and Institutional Scheduling Committees</b>
2013-03	<b>Shift Exchange</b>
2011-03	<b>Designated Paid Holidays</b>



