

## **Watch Clerk - RCMP (Permanent, Full-Time) – 1071**

### **Close Date**

August 14, 2023

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### **Position Overview**

The City of Kamloops has an exciting opportunity to join our dynamic team working alongside the RCMP as a permanent, full-time Watch Clerk - RCMP. This position performs a wide variety of administrative duties to assist the RCMP detachment teams. Working within the RCMP detachment, you will be exposed to various tasks to help support RCMP members and City administration. If this sounds like a career that interests you, apply today!

The successful applicant must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing (70% pass rate required).
3. Proficient in alphanumeric data entry, as demonstrated through testing.
4. Minimum of two years of previous experience within the last five years in a municipal support position within a policing environment, working with RCMP records systems with extensive knowledge of PRIME.
5. Demonstrated typing speed of 45 net words per minute.
6. Ability to successfully complete and pass all required courses offered on the job (such as PRIME, CPIC, firearms safety or its equivalent, etc.).
7. Ability to obtain and maintain RCMP Reliability Security Clearance. Please note, if you are unable to obtain or maintain a Clearance, your employment with the City will be terminated.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position.

More than one may be hired.

Please note that this position is currently under review and the pay grade is subject to agreement between the employer and the Union.

### **Hourly Rate**

\$33.87

## **Hours & Days of Work**

4x4 Rotation: 2 days - 6:00 AM - 6:00 PM 2 nights - 6:00 PM - 6:00 AM

## **Hours per Week**

44

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).

## **Watch Clerks - RCMP**

### LETTER OF UNDERSTANDING

BETWEEN: CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 900 (The Union)

AND: CITY OF KAMLOOPS (The Employer)

RE: VARIANCE TO HOURS OF WORK - RCMP WATCH CLERKS, RCMP, MUNICIPAL POLICE SUPPORT DIVISION

The City has created a new classification of Watch Clerk to provide administrative support to the RCMP General Duty Teams. The parties agree to vary the Collective Agreement as stated in the Articles listed below to provide efficient police support services in a 24-hour operation.

#### **1. General Principles**

- a. Watch Clerks shall work the same rotation as the General Duty Teams to which they are assigned.
- b. In any calendar year, all hours worked will be paid at straight time, except as specified in Article 14 - Overtime and Article 15 - Statutory Holiday as varied in this Letter of Understanding.
- c. Paid time off earned will be converted from a day-based entitlement to an hours-based entitlement using seven (7) hours for each working day of entitlement (health leave, annual vacation, statutory holiday).
- d. Paid time off taken shall be deducted from entitlements in hourly increments. For example, for each full shift on paid leave, an employee shall draw eleven (11) hours from health leave or vacation banks (health leave, annual vacation, family or bereavement leave).
- e. Subject to operational requirements, a maximum of two Watch Clerks will be permitted to be on annual vacation at any given time throughout the year.

#### **2. Article 13 - HOURS OF WORK**

##### **13. Hours**

- a. Watch Clerks shall work a modified work week consisting of four (4) twelve (12) hour shifts followed by forty-eight (48) hours free from work, and shifts shall rotate as follows:  
  
Two (2) day shifts from 6:00 am to 6:00 pm  
Two (2) night shifts from 6:00 pm to 6:00 am

### **13.c Work Schedule Changes**

- b. The Employer will provide a minimum of twenty-four (24) calendar days' notice of any required shift change.

### **13.e Rest Periods**

The shift shall include an unpaid one (1) hour lunch break and two (2) paid fifteen (15) minute rest periods.

## **3. Article 14 - OVERTIME**

### **14(a) Overtime Rates on Normal Work Days**

All time worked outside the normal daily twelve (12) hour shift shall be paid at double time.

### **14(b) Overtime Rates on Days of Rest and Holidays**

All time worked on the employee's day of rest shall be paid at double time.

Time worked on a Statutory Holiday shall be paid at double time for the hours in the shift that occur on any Statutory Holiday defined in Article 15(a) of the Collective Agreement. The calendar date of the defined Statutory Holiday shall be the date used to determine eligibility for overtime.

#### **Pay Rule:**

Straight time for all non-statutory holiday hours worked on the shift.  
Seven (7) hours straight time for the statutory holiday.

Double time for all Statutory Holiday hours occurring on the shift.

#### **Pay Example: (see also reference chart below)**

- Day shift employee, shift begins on Statutory Holiday - all hours worked are at double time, plus seven hours Statutory Holiday pay at straight time.
- Night shift employee, shift begins on Statutory Holiday at 7:00 pm - five (5) hours are at double time, balance of shift (seven [7] hours) are at straight time, plus seven (7) hours Statutory Holiday pay at straight time.
- Night shift employee, shift ends on Statutory Holiday at 7:00 am - first five (5) hours are at straight time, balance of shift (seven [7] hours) are at double time, plus seven (7) hours Statutory Holiday pay at straight time.

<b>Reference Chart - Overtime on Statutory Holiday for Watch Clerks</b>		
<b>Day Before Stat</b>	<b>Day of Stat</b>	<b>Day After Stat</b>
	Overtime is @ 2.0 for all time worked between 12:01 am and 12:00 midnight on the calendar stat Plus 7 hrs of stat pay	
12:01 am to 7:00 am 6 regular hrs (meal break 12:00 am to 1:00 am)	12:01 am to 7:00 am 6 hrs OT @ 2.0 (meal break 12:00 am to 1:00 am)	12:01 am to 7:00 am 6 regular hrs (meal break 12:00 am to 1:00 am)
7:00 am to 7:00 pm 11 regular hrs (meal break 12:00 pm to 1:00 pm)	7:00 am to 7:00 pm 11 hrs OT @ 2.0 (meal break 12:00 pm to 1:00 pm)	7:00 am to 7:00 pm 11 regular hrs (meal break 12:00 pm to 1:00 pm)
7:00 pm to 12:00 am 5 regular hrs	7:00 pm to 12:00 am 5 hrs OT @ 2.0	7:00 pm to 12:00 am 5 regular hrs

**14. (new) - Overtime Rates for Relief Staff (applies to this Letter of Understanding only)**

Relief staff that perform "inside" work shall be paid double time for all hours worked in excess of forty-four (44) in a pay week when they work a minimum of one (1) Watch Clerk relief shift in that pay week.

Relief staff who perform both "inside" and "outside" work shall be paid double time for all hours worked in excess of forty-eight (48) hours in a pay week when they work a minimum of one (1) Watch Clerk relief shift in that pay week.

**4. Article 15 - STATUTORY HOLIDAYS**

**15(b) Stats on Non-normal Working Day:**

Watch Clerks will receive seven (7) hours pay at straight time for all Statutory Holidays that fall within their non-working hours, including vacation days (see Article 16.c) as modified by this Letter of Understanding).

**15(d) Stat Holiday Variance for Selected Classifications**

The following language replaces Article 15(d):

Watch Clerks are required to work on all statutory holidays that fall on a scheduled work day.

**5. Article 16 - Annual Vacation:**

**16(a) Vacation Entitlement**

As per Item 1(c) of this Letter of Understanding, vacation entitlement hours are as follows:

15 working days = 105 hours  
20 working days = 140 hours  
25 working days = 175 hours  
26 working days = 182 hours  
27 working days = 189 hours  
28 working days = 196 hours  
29 working days = 203 hours  
30 working days = 210 hours  
Each time allotment of 5 additional days = 35 hours

**16(c) Statutory Holidays and Vacation**

Watch Clerks will receive seven (7) hours pay at straight time for all Statutory Holidays that fall within their vacation period.

The parties further agree that these are the only variances from the Collective Agreement; all other terms and conditions of the Collective Agreement apply.

The parties further agree that this Letter of Understanding shall not set a precedent in any other City of Kamloops operations.

Signed July 28, 2007  
Renewed for the 2019-2023 Collective Agreement term