



OKANAGAN

Support Staff Joint Committee
Meeting Minutes
Tuesday, October 25, 2005
Graduate Studies, Room 363

Present: Arluene King, Chair
Kenneth Beckett
Karen Whitehouse
Rob Wotherspoon

George Athans
Lynn Phillips

Recording Secretary: Yvonne Novak

1. **Meeting Commenced:** 9:02 am
2. **Approval of Minutes** - Approved
3. **Approval of Agenda** – Approved with one addition (#4.12 – Security Contracts)

It was agreed that future agendas note *approval of agenda* prior to *approval of minutes*.

4. Old Business

4.1 Posting and Distribution of Minutes

The minutes will be posted on the web-site once a web-page has been created.

ACTION: UBCO

4.2 Staff Development Committee Membership

The BCGEU reported that Karen Whitehouse and Maureen Lisle will serve on this committee as union representation. Laura Thurnheer, Organizational Development and Learning Consultant, is to contact the committee regarding a meeting date to discuss terms of reference and also who will serve as University representation.

ACTION: UBCO

4.3 Health and Safety Committee Member Roles

Currently the BCGEU has nine representatives serving on this committee. Shelley Kayfish is working to recruit management representation on this committee. UBC will determine the senior management reporting relationship for this committee in the near future.

ACTION: UBCO

4.4 Interview Packages

Human Resources is preparing a step-by-step guide on the recruitment process for faculty and staff as well as set up interviewing workshops to assist selection committee members. Collective Agreement language will be worked into the guide.

ACTION: UBCO

4.5 Job Evaluation (Article 18)

Human Resources will prepare an overview of the job evaluation system and circulate the material before the next meeting. It was agreed to carry this item forward to the next agenda.

ACTION: UBCO

4.6 Employer Paid Union Leave

G. Athans will contact the Union Chair in regards to this issue.

ACTION: UBCO

4.7 WCB Variance

The BCGEU would like to go on the record as not agreeing to the variance.

4.8 Staffing Relocation

The University is investigating this issue. It was agreed to carry it forward to the next agenda.

ACTION: UBCO

4.9 Excluded Posting

A department created a new position and an internal applicant was successful. The vacant support staff position that this created was posted and filled.

4.10 Collective Agreement Distribution

The University will contact Lindi Frost in regarding the distribution of the Collective Agreement to current support staff employees.

ACTION: UBCO

4.11 Update of Collective Agreement

As discussed in 4.10.

4.12 Service Contracts

The University will contact Facilities Management regarding the current service contracts for security.

ACTION: UBCO

5. New Business

5.1 Subcontracting

The University will contact respective parties to clarify issues regarding subcontracting and replacement for union employees.

ACTION: UBCO

5.2 Job Descriptions (Article 18.02)

Human Resources will furnish management or supervisors with support staff job descriptions of their respective employees upon request.

Job postings at UBC generally reflect the key functions of the job description.

5.3 Shift Hours (Article 32.03)

Preference in the choice of shifts is determined with each department on the basis of seniority subject to conditions outlined in the article. It was noted that future postings should include hours of work.

5.4 Letter of Agreement

Student employees are permitted to work on special projects but are limited to what they can do and how much they can work. Student employees are not to replace support staff employees.

Special Notes

Jackie Podger will attend and Chair the next Joint Committee meeting.

Meeting Adjourned: 9:57 am

Next Meeting: December 6, 2005, 9:00 am, Hardy Place