



OKANAGAN

Support Staff Joint Committee
Meeting Minutes
Thursday, September 29, 2005
Hardy Place, Kelowna

Present: George Athans, Chair
Lynn Phillips
Arluene King
Karen Whitehouse
Rob Wotherspoon

Regrets: Jackie Podger
Kenneth Beckett

Recording Secretaries: Yvonne Novak
Ingrid Tilstra

Meeting Commenced: 10:10 am

1. Approval of Agenda – Approved with one addition (#19 - Staffing)

2. Housekeeping and Introductions

Members introduced themselves. The Committee agrees that meetings will be run informally, without motions.

Members are requested to include Article references when forwarding agenda items.

3. Meeting Locations and Dates (Article 17.01)

Committee members agreed to meet on the second Tuesday of each month, alternating locations and chairs between UBC Okanagan campus and Hardy Place. For a week following a long weekend, the meeting will be held on the Wednesday. Meetings will not be held in July and August due to vacation schedules.

4. Joint Committee Role

It was agreed that a broad range of issues (other than live grievances), would be discussed, as outlined in the Collective Agreement. The BCGEU suggested that meetings serve as a problem solving forum and that communication between management and employee groups remain open. UBC Okanagan encouraged members to communicate between meetings to address issues as they arise. Once approved, minutes will be posted on the Human Resources website and the BCGEU will circulate the link to all BCGEU members.

Action: UBC Okanagan

5. Union Representatives/Committees

5.1 Union Stewards

Arluene King, Karen Whitehouse and Kenneth Beckett have agreed to serve as stewards. Bob Smith, Connie Neid and Penny Shillingford will continue to act as stewards in the interim as elections are currently being held provincially.

5.2 Staff Development (Article 58)

The BCGEU raised a concern regarding adequate staffing coverage while Staff Development members are attending committee meetings and it was discussed whether alternates should be appointed. UBC Okanagan was concerned about the loss of continuity and suggested that only when it is not possible to have two members consistently attending meetings, alternates be considered.

It was agreed, as mandated by the Collective Agreement, that the Committee would consistently meet the second Wednesday of every month to allow for timely processing of Support Staff Development applications. Laura Thurnheer, Organizational Development and Learning Coordinator, to contact Arluene King regarding staff development. Arluene King to advise UBC Okanagan who the committee members will be.

Action: BCGEU & UBC Okanagan

5.3 Health & Safety Committee (Article 71.02)

UBC Okanagan advised that Shelley Kayfish, Safety and Environment Officer, is working on the composition of this committee from the employer's side and will contact Arluene King. The Collective Agreement requires that there be an equal number of representatives from each party. A member of the Faculty Association will also likely sit on this committee as per WCB direction.

Action: UBC Okanagan

5.4 Union Observer Coordinator (Article 22.01)

The Union advised that a list of observers is being compiled. The Union requests that an interview package be made available at least the day prior to the interviews. UBC Okanagan will investigate the current practice and advise.

Action: UBC Okanagan

5.5 Work Environment (Article 17.02)

The Collective Agreement allows for the establishment of a Work Environment committee as a sub committee of the Joint Committee. Those present agreed to this approach.

5.6 Job Evaluation (Article 18)

Currently Lynn Phillips and Karen Hellyer or Ken Beckett (as alternate; to be confirmed that he wishes to continue) have been involved in the revision of job descriptions. This process involves not only the committee members, but higher levels of management, including the employee's direct supervisor, the division's Assistant Vice President and the Human Resources Director

Action: BCGEU

Joint Committee involvement with the Job Evaluation Committee has yet to be determined. Currently, Lynn Phillips is responsible for the classification of new positions. The Union requested that this committee be expanded to include at least two representatives from both Union and Management.

7. Employer Paid Union Leave (Article 62.02(5))

Current provision for union leave is one week per month, or 25 percent paid release. The BCGEU raised the need to establish a central fund to cover the cost of replacement staff to avoid unfairly burdening any one particular department. UBC Okanagan will research and follow up.

Action: UBC Okanagan

8. Status of Seniority Lists (Article 26)

UBC Vancouver is currently working on resolving a technical issue regarding the seniority lists. UBC Okanagan to provide the BCGEU with a current employee transfer list.

Action: UBC Okanagan

9. New Appointments

A list of new hires (since July 1, 2005) was distributed.

10. Transfer of Seniority

The Union sought clarification regarding an instance where the question of transferability of seniority between bargaining units was raised. In this particular instance, it was confirmed that transfer of seniority was not considered.

11. Request for WCB Variance

Shelley Kayfish has been in contact with the Chief Engineer regarding the technical issues surrounding the WCB variance request. Rob Wotherspoon requested that independent technical advice would be required before by BCGEU before the union could sign off on the issue.

Action: UBC Okanagan

12. Staffing

The BCGEU expressed concerns about staff relocation between departments. UBC Okanagan will follow up with the department(s).

Action: UBC Okanagan

13. Postings- Process & Wording

The BCGEU questioned why an assistant position is excluded from the bargaining unit. UBC Okanagan to investigate and respond.

Action: UBC Okanagan

14. IT Positions

All IT positions at UBC Okanagan are excluded; however, one employee chose to remain a BCGEU member.

15. Job Descriptions – Grounds Cleaner & Security Contractors

Further detail was required on specific incidences and will be reviewed as they arise. Service contracts were supplied to the union in 2004.

16. Student Employees

Definition of limits regarding performance of bargaining unit work (AV runners, sign changers) is currently being reviewed by the BCGEU and Human Resources.

17. Renewal of Collective Agreement

As per the Memorandum of Understanding, the current Collective Agreement has been extended to June 2006.

Rob Wotherspoon has been in contact with Lindi Frost, Employee Relations Advisor at UBC Vancouver, regarding surrounding issues.

17.1 Outstanding Issues

The BCGEU is in contact with L. Frost regarding outstanding issues including successorship.

17.2 Update of Collective Agreement

UBC Okanagan advised that the Collective Agreement would not be updated to reflect UBC Okanagan references in place of OUC, as union representation has yet to be determined by the Labour Board.

17.3 Update of Signature Lines

Rob Wotherspoon will continue to be in contact with Lindi Frost regarding the updating of signature lines.

17.4 Distribution of Collective Agreement

It was agreed that Arluene King would circulate to support staff by e-mail the “draft” collective agreement which has been extended to June 30, 2006 pending a decision on representation by the Labour Board.

18. Distribution of Union Cards

Effective immediately, a copy of all the BCGEU appointment letters will be forwarded to Arluene King, in place of Rob Wotherspoon, for distribution of Union cards.

Action: UBC Okanagan

19. Staffing

When an employee must be absent for union business, the applicable green form should be forwarded to Human Resources.

Meeting adjourned: 11:38 am

NEXT MEETING: Tuesday, October 25, 2005
Graduate Studies, 9:00 am