

MINUTES

JOINT UNION MANAGEMENT COMMITTEE MEETING

Tuesday, March 12, 2013 @ 11:00am

ADM 009 (HR Boardroom)

Members: George Athans, Janna Steinhorsen, Pauline Brandes, Tena McKenzie, Rob Wotherspoon, , Karen Whitehouse, Victoria Zalamea, Ken Beckett

Regrets: Martin Gibb

Recorder: J. Steinhorsen

Chair: University – George Athans

1. Call to Order: 11:00am

2. Approval of Agenda:

- Job Evaluation Sub Committee (J. Steinhorsen)
- Priority of Job evaluations (K. Whitehouse)
- Vacant Job Positions (K. Whitehouse)
- Backdating retro past the submission dated for reclassification (K. Whitehouse)
- No other items to be added

3. Job Evaluation Sub Committee

- Need to set up an initial meeting to set up parameters
- Anticipating 2 management reps and 2 union reps with an ad hoc resource for each side if needed
- Initial Meeting will be set for end of April 2013
- Will come up with names and present before the initial meeting

4. Priority of Job Evaluations

- Article 38.3 was changed in bargaining so employees need to provide 30 days notice to allow additional time for posting and filling vacancies
- Karen enquired where to do vacant positions that need to be reclassified fall into the priority of positions to be sent to the JEC committee (typically new first, then reclassifications)
- Agreed that new and recently vacated position needing classification take priority - this has been the common practice which will continue

5. Vacant job positions

- Tied into agenda item 4 (priority of job evaluations)

- Members seemed skeptical why managers needed 30 days to fill a vacancy because they aren't always filled right away and left vacant
- Karen questioned if the budget for this position would be taken away from the department if not filled right away
- Pauline indicated that managers may have a variety of reasons why they may not be filling positions right away but in cases where they can and no changes need to be made to the JD, they should post as soon as possible

6. Backdating retro pay past the submission dated for reclassification to the JJEC

- Karen questioned happens in instances where the supervisor holds off on letting a union member submit a reclassification request due to an upcoming departmental reorganization
- Example given of a position in Education where Janna advised Karen this happened and asked if the union was in support of backdating past the reclassification submission date
- Karen mentioned an example in the Library
- George confirmed that these should go back to date the reclassification is submitted by the employee to the manager, which is stipulated in the CA. Union members should be encouraged to submit something in writing to their supervisor as it is there right in the CA. Then if there are hold ups the employee has submitted the paperwork which has been dated. Any issues with this, forward to HR and we will address directly with the manager/supervisor.

*Rob indicated that the new CA should be ready – final version has been sent for printing.

Next Meeting: April 9, 2013 (George and Pauline indicated date may need to be changed)

Location: HR Boardroom ADM009

Time: 10:00 am