

## MINUTES

### JOINT UNION MANAGEMENT COMMITTEE MEETING

Tuesday, March 8, 2016  
ADM 006A

**Members:** Pauline Brandes, George Athans , Tena McKenzie, Rob Wotherspoon, Karen Whitehouse, Martin Gibb, Cheryl Ash, Janna Fisk

**Regrets:** Connie Neid

**Chair:** Rob Wotherspoon

1. **Call to Order:** 10:01am
2. **Approval of Agenda**
  - No changes, approved by all.
3. **Review and Approval of the Minutes from October 13, 2015 and January 12, 2016 meetings**
  - Approved October 2015 minutes and January 2016 minutes
4. **Progress on Action Items/Previous Business**
  - a) Signatures for new Collective Agreement
    - i. Update provided. Currently at president's office awaiting signature. (R. Wotherspoon)
  - b) Union review of Base Proposal for Salary Scale Steps
    - i. Email received from Union agreeing that no changes required.
    - ii. Union requested no change to the collective agreement language at this time but the University will bring forward for the next round of bargaining. (J. Fisk)
  - c) Union review of Job Share language for Winter Leave
    - i. Agreement from Union, via email, of pro-rating Winter Leave days based on the application for just job share, unless one of the parties takes a leave of absence. (K. Whitehouse)
    - ii. University questioned if the union had prepared to discuss prorating of Winter Leave based on the appointment FTE. Issue was not contemplated in bargaining but with all other part-time appointment entitlements are prorated. (J. Fisk)

- iii. Review required by R. Wotherspoon- Union.
- iv. On agenda for next meeting.

## 5. New Business

- a) Use of Winter Holidays for short notice special days (K. Whitehouse)
  - i. Due to a recent live issue where winter holidays requested with short notice and request denied, Union wanted to clarify notes from bargaining.
    - 1. Bargaining notes said Winter Holidays to be for flexible use and thought should be able to use winter leave days for family emergency. (R. Wotherspoon)
  - ii. University agreed for flexible use, but subject to reasonable notice. (T. McKenzie)
  - iii. University went through old bargaining notes and found reference about some flexibility.
    - 1. Recalled discussion with intent that winter leave days to be used around 'winter' but agreed sometimes couldn't be so some flexibility to be afforded.
    - 2. Would be on a case by case basis, not just a given. (G. Athans)
    - 3. The CA clearly states "these days may be used during the three working days during the winter holiday season. These days may alternately be used by employees at other times during the year subject to reasonable timing of notice and operational requirements. (K. Whitehouse)
  - iv. Union and University agreed that as issues arise, the Union will notify the University so they can review and discuss further.
- b) New Classification Titles (T. McKenzie)
  - i. Not new positions, just new classification titles. Engineers and electricians, for example, have been classified to new titles as previous titles didn't match type of work they were doing.
  - ii. University made proposal as per handout. Eg. Add a facilities coordinator to Salary grade 9
  - iii. Union queried if any changes in jobs.
  - iv. University confirmed just new titles for reporting purposes.
  - v. Union to review and reply.

**Concluded: 10:22am**

Action Item	Responsible Person	Date to be Completed	Status
New Collective Agreement	R. Wotherspoon		Union President has 3 copies now for signatures.
Union review language for Winter Leave and proration for part-time appointments.	R. Wotherspoon		
Tracking of Denials of Winter Holiday Requests for short notice special days	K. Whitehouse		
Union to review new Classification titles proposal	R. Wotherspoon		

**Next meeting:** Tuesday, April 12, 2016  
**Location:** PPS Boardroom ADM 006A  
**Time:** 10:00 am