

MINUTES

JOINT UNION MANAGEMENT COMMITTEE MEETING

Tuesday, September 13, 2016
ADM 006A

Members: Pauline Brandes, Tena McKenzie, Karen Whitehouse, Connie Neid, Cheryl Ash, George Athans, Rob Wotherspoon, Craig MacFarlane

Regrets: Kristin Cacchioni, Martin Gibb

Chair: George Athans

1. **Call to Order:** 10:04am

2. **Approval of Agenda**

a) Approved with no changes.

3. **Review and Approval of the Minutes from August 2016.**

a) Approved by all.

4. **Progress on Action Items/Previous Business**

a) Union Review of UBCO PPT of Stat Holidays and Modified Workweeks- on 'hold' with R. Wotherspoon and is deferred to September 2016 meeting.

i. Reviewed and agreed by Union.

5. **New Business**

a) **Library- Stat Holidays** (T. McKenzie)

i. University learned that library assigning stat holidays to union members not regularly scheduled for shifts.

1. These stat holiday shifts being given to someone who had more seniority and not to person regularly scheduled to work that shift.

ii. Union explained that on statutory holidays the library reduces their operating hours. (K. Whitehouse)

1. The library's normal operating hours are usually from 7am to midnight.

2. On a statutory holiday the library reduces their hours and is usually open only from 9am to 5pm.

3. Only two staff are required to work and operate the library on stat holidays.

a. No other shifts or employees are required.

- iii. These stat holiday shifts are offered to staff with seniority when the person who regularly works the shift opts not to work that day. (K. Whitehouse)
 - 1. There are various shifts in a normal operating day at the library such as 7am-3pm, 8am-4pm, 9am-5pm, etc..
 - 2. If the library is open on stat holidays from 9am-5pm on every stat holiday then those who work other shifts, such as 8am-4pm, will never get the opportunity to work a stat holiday and obtain overtime pay.
 - a. The same employees, with the 9am-5pm shift, would receive the opportunity for the benefit of overtime pay on every stat holiday.
 - 3. Thus, for some time now the library has taken these stat holiday shifts, with overtime pay, and offered them to those with seniority first.
 - 4. They try to spread the overtime and it's never been a problem.
- iv. University concerned that the person who regularly works the shift is not given the opportunity with current practice.
- v. Union questioned the reason for proposed change. (R. Wotherspoon)
- vi. University explained their concern of whether this process affects the person who is regularly schedule to work this shift and if it follows the CA which they encourage the managers to do. (T. McKenzie)
 - 1. New manager in library questioned the process.
- vii. University instructs managers to follow Collective Agreement but there are variations such as this. (P. Brandes)
- viii. Union discussed overtime language and an equitable way to share it as there's vagueness in the agreement. (R. Wotherspoon)
 - 1. Need to discuss what the real problem is and what solutions are.
 - a. An interest based approach.
- ix. Union clarified that this issue arises in the library and is more complicated than other departments as more people involved and one of few departments with shift work. (C. Ash)
- x. University pointed out that this falls under regular work week language. (G. Athans)
- xi. Union noted that the estoppel is not effective for 2-1/2 years so have time to discuss. (R. Wotherspoon)
- xii. University addressed that both parties have the obligation to align interests. (G. Athans)
 - 1. University to review and bring back to future meeting.

b) Job Evaluation Sub Committee Manual Review Recommendations (T. McKenzie)

- i. University queried if any questions regarding recommendations. (T. McKenzie)
- ii. Union questioned if the recommendations could be reviewed and approved at this meeting as they understood there to be outstanding items that JJEC had not approved yet. (C. Ash)
 - 1. Suggested changes, from JJEC member's emails to HR member, read out to the committee.

- a. Changes included:
 - i. Grammatical issues
 - ii. Example under Interpersonal Communications, even though there is only one, could be used as a benchmark.
 - iii. Unclear to both parties as to whether the suggested changes brought forward prior to approval by JJEC committee or after.
 - iv. Union stated that the language is subjective so examples help clarify what you're looking for when you're reading job description. (C. Ash)
 - 1. Union would like to have two examples.
 - 2. Notes for raters are helpful when unclear what looking for.
 - v. T. McKenzie to send email to committee members to ask if finalized.
 - 1. If not, JJEC needs to look at again before JUMC can approve. (R. Wotherspoon)
- c) **Procedures for when managers don't follow Collective Agreement** (C. Neid)
 - i. University informed Union that HR talks to the manager about the issue and asks them to follow the CA. (P. Brandes)
 - ii. University inquired what and where the issue was. (G. Athans)
 - iii. Union advised that employees in bookstore being shorted 15 minutes of pay. (C. Neid)
 - 1. When working a 6 hour day, the auxiliary employees are told by the manager to put 5.5 hours on the timesheet so not being paid properly.
 - 2. As per article 34, if an employee works 5 hours, they are allowed two paid rest breaks.
 - iv. University questioned if employees receive a copy of the timesheet and if there is an audit trail with timesheets. (G. Athans)
 - v. Union further queried if employee expected to check paystubs to see if pay incorrect. (C. Neid)
 - vi. Staff bear some responsibility to ensure they understand the terms and conditions of their employment
 - vii. Under the CA, the Union is also afforded time and opportunity to orient new members to their terms and conditions
 - viii. University noted that it can only deal with issues when it comes to their attention. (P. Brandes)
 - 1. When they are informed of the issue, they need to do what makes it right as per CA.
 - 2. Employees have the responsibility to bring these types of issues forward.
 - ix. Union also asked if auxiliary employees are allowed to go onto a computer at work to check their paystubs. (C. Neid)
 - 1. On UBC time or their time?
 - x. University replied that employees can view paystubs here at UBC. (G. Athans)
 - 1. On their break.
 - 2. During work time if a reasonable amount of time. Eg. 5 minutes

- xi. University advised that an HR Advisor to meet with Bookstore Manager after the JUMC meeting, same day. (T. McKenzie)
 - 1. Will learn what is happening and assist in correcting any issues.
 - 2. Will keep Union informed of situation.

6. **Meeting concluded:** 10:47am

Action Item	Responsible Person	Date to be Completed	Status
Library – Stat Holidays	University		University to review and bring back to future meeting
JJEC Manual Recommendations	T. McKenzie		To email JJEC members to inquire if recommendations finalized approved by their committee
Incorrect Recording of hours on Timesheet and incorrect pay for Auxiliary employees in Bookstore	T. McKenzie		To meet with Bookstore manager to discuss and advise, as per CA. To apprise Union.

Next meeting: Tuesday, October 11, 2016
Location: PPS Boardroom ADM 006A
Time: 10:00 am