

MINUTES

JOINT UNION MANAGEMENT COMMITTEE MEETING

Tuesday, October 9, 2018
10am-11:30am
ADM006A

Members: George Athans, Craig MacFarlane, Kristin Cacchioni, Karen Whitehouse, Ann Forrest, Terri Jones, Gillian Henderson, Martin Gibb, Cheryl Ash

Regrets: Connie Neid

Recorder: Jacky Ivans

Chair: Gillian Henderson

1. **Call to Order:** 10:07am
2. **Approval of Agenda**
 - a) Nothing to add to agenda
3. **Review and Approval of the Minutes from April 2018**
 - a) Minutes approved by all.
 - b) Union to review reclassification language and bring back to future meeting.
4. **Progress on Action Items/Previous Business**
 - a) Changes to EI Maternity Leave entitlements
 - i. University confirmed benefits are extended to 18 months.
 - ii. Top up will be pro-rated.
 - b) Article 62
 - i. Union confirmed this item has been resolved.
 - c) Article 22.2
 - i. All agreed this item has been resolved.
 - d) Reclassification
 - i. As per 3.b) above, Union stated this item will be brought forward at a later date.
5. **New Business**
 - a) Frequency of Meetings (G. Henderson)
 - i. University suggested, due to meetings being cancelled often, that future JUMC meetings be scheduled four times per year and then just request when needed in between.
 - ii. The union agreed that quarterly meetings will work until new Collective Agreement but if an emergency meeting is required, to use the 2nd Tuesday of the month.
 - iii. Both parties agreed.

- iv. **ACTION:** University to update meeting invites to confirm which the regularly scheduled quarterly meetings are and which are 'tentative'.
- b) Conflict Engagement Framework (G. Henderson)
- i. Aftab Erfran, Director of Dialogue & Conflict Engagement, will be attending the Okanagan campus.
 - 1. She has created a framework with three levels of skills required for resolving conflict.
 - 2. She will reach out to employee groups to teach how to navigate and to create competency to resolve conflicts before they become complicated.
 - a. University confirmed it's not policy related.
 - ii. **ACTION:** Gillian Henderson will loop back to her to advise who to contact in BCGEU.
 - iii. **ACTION:** Ann Forrest to determine who the Union would like to take part in this training.
 - 1. Union suggested this be done with supervisors, shop stewards, etc. so they all start from the same page.
 - 2. Prior to bargaining may be beneficial as it would be transferrable.
- c) Conflict of Interest Disclosure (K. Cacchioni)
- i. Policy 97
 - 1. To date, all staff are to disclose when there's a conflict to their manager.
 - 2. Faculty are to report into Rise via CWL.
 - ii. Hubert Lai discussing more proactive approach for conflict disclosure.
 - iii. Hubert is coming to the Okanagan campus on October 18th to meet with the leadership team here.
 - 1. A questionnaire to be given to staff who supervise others or financial.
 - 2. If a red flag, then it will go to the manager to create a support plan.
 - 3. For M & P staff mostly but may be BCGEU.
 - a. It's not about the issue but about how to manage.
 - i. Want to ensure staff don't feel they're targeted in any way.
 - b. Same agreement for both campuses.
 - c. Rolled out at UBCV as well.
 - i. No issues there.
 - 4. The University wants to emphasize how staff who manage are supported.
 - a. Not to see anything they didn't already know.
 - b. It's about working with managers and a supportive plan.
 - iv. Staff Conflict of Interest Initiative (SCOI)
 - 1. See <https://scoi.ubc.ca> website for more information on the initiative.
 - v. An announcement was sent out June 2018
 - 1. **ACTION:** Kristin Cacchioni to resend the announcement.

d) Integrated Renewal Project (G. Henderson)

- i. Systems involved:
 1. Student
 2. Human Resources
 3. Financial
- ii. The launch date is April 1, 2020.
 1. If not ready then, launch date is one year later: April 1, 2021.
- iii. Still in development stage.
 1. Workday is the company UBC has purchased from and is working with.
- iv. It's a software service based system.
 1. Data held in Canada, not on our own server.
- v. This is going to change what people do and how they do it.
- vi. When further into the project, the Union and University will need more frequent meetings to discuss how work is getting done in the system.
- vii. The new system will affect BCGEU members.
 1. Jobs will change.
 2. Some will work with all three systems which is a big change.
- viii. There will be an implementation group on this campus.
 1. Implementation will be different here. eg. HR more centralized at UBCO vs. UBCV.
- ix. The Union and University will need to communicate as implementation will be fast paced.
- x. Union queried about job changes and if this will happen in the lead up to April 2020.
 1. University confirmed that late summer and early fall of 2019, implications will be seen.
- xi. The University suggested that at bargaining, they may want clauses regarding this change.
- xii. Deloitte is assisting with the change management process.

e) Cannabis at Work (G. Henderson)

- i. Handout circulated by the University.
 1. This is a draft form Barbara Meens Thistle, Vice President of HR
 2. Final notice going out tomorrow.
- ii. Gill Henderson, HR Director, has been part of a working group looking at UBC policies regarding cannabis in the workplace.
- iii. As of next week, cannabis is legal, and the University is to take more permissive approach than restrictive.
- iv. There will not be a new cannabis policy.
 1. Amending existing policies.
 2. Policies about smoking in workplace, impairment, substance abuse.
 - a. Certain gazebos will be designated for cannabis use.
- v. Health & safety of workplace still in force.
- vi. Medical accommodations still managed through the same process with Work Reintegration and Accommodation Program (WRAP)
 1. WRAP manager works with the doctor, Union rep, and employee to look at requirements.

- a. Different factors and different people so the solution is different for each situation.
 - 2. No difference as to how it's handled.
 - vii. The University clarified that there is a duty to inquire if impaired.
 - 1. Good to have the conversation before if possible.
 - 2. Legalization makes people more comfortable about having the conversation.
 - viii. The Union is concerned about all the judgement that will be happening
 - 1. Wanted to clarify if need to request accommodation if using cannabis.
 - 2. The University confirmed that accommodation not needed if using.
- f) HR Team Update (G. Henderson)
- i. Handout of HR portfolio and organizational chart circulated.
 - 1. Handout reviewed and explained who Shilo St. Cyr was.
 - 2. Can use as a contact guide for HR.
 - 3. Portfolio was created so staff know to go to the same person all the time.
 - ii. Gillian Henderson is currently working with UBCV to review the HR model, so this may be changed slightly.
 - iii. HR needs a compensation consultant on this campus.
 - 1. Job descriptions take 30% of the HR Advisors time.
 - a. This equals a .6 FTE position.
 - 2. Labour Relations managers don't have time to support campus and need HR Advisors support with this.
 - 3. If HR receives a compensation consultant, then the HR Advisors can assist with some of the labour relations work.
 - iv. University reviewed the recent changes to the HR team.
 - 1. Ashley Bloor seconded to IRP so Tanaya Marsel replaced for term as HR Associate.
 - 2. Ruth Calnan increased to .6FTE to support HR Associates as well.
 - 3. Renamed Organizational Development and Learning (ODL) to Workplace Learning and Engagement (WLE).
 - a. Aligned with UBCV wording.
 - 4. Lisa Frost promoted to manager in WLE.
 - a. An associate hired to support.
 - 5. Now a dedicated administrative assistant for WRAP support.
 - 6. University clarified that support staff fit in under whatever faculty they work in.

Concluded: 11:08am

Next scheduled meeting: January 8, 2019

Tentative meeting: Tuesday, November 13, 2018

Location: PPS Boardroom ADM 006A

Time: 10:00am