

MINUTES

JOINT UNION MANAGEMENT COMMITTEE MEETING

Tuesday, September 10, 2019
10:30am-12:00pm
ADM006A

Members: Gillian Henderson, Kristin Cacchioni, Janna Fisk, Ann Forrest, Karen Whitehouse, Terri Jones, Martin Gibb, Luis Diaz, Cheryl Ash, Connie Neid

Regrets: None

Recorder: Jennifer Reid

Chair: Gillian Henderson

1. **Call to Order:** 10:37
2. **Approval of Agenda**
 - a) Nothing to add to agenda
3. **Review and Approval of the Minutes from October 2018**
 - a) Labour Management
 - i. Agreed to meet quarterly; monthly “check-ins” to be held in calendars
 - ii. We will continue with reminders for agenda items and will cancel meeting a week in advance if no topics for discussion
 - iii. October 8 meeting is a go; then we’ll go into the December meeting
 - b) Conflict Engagement Framework with Aftab Erfan
 - i. Still being developed; looking into a pilot program with housing services in Vancouver
 - ii. Looking at a pilot rollout with a Faculty on this campus.
4. **Union Membership Form for Workday (K. Cacchioni and A. Bloor)**
 - a) With Workday it would be desirable to be able to use electronic signatures for the Union Membership Form. Ann Forrest advised that at this point there are some electronic forms but membership forms are not one of them but working toward doing it in the future, the timeline for this has yet to be determined. Two options currently available:
 1. Recreate membership form in Workday - it will show up as a task that needs to be completed when a new employee is hired. The downside to this is that the employee prints (so no control over what the prints out will look like) and fills it out by hand – does not have ability to print a clean PDF version
 2. Go completely manual – have the requirement added to the website with a checklist to ensure administrators know it is part of onboarding

ACTION: Will go with a manual copy (or a fillable form that would be printed and

signed) will provide BCGEU with a list of all new hires on a monthly basis which is a simple task in Workday as it will show departments as well. Forms that are submitted in HR will be passed along to Karen

- b) Workday offer letters - Will be the responsibility of the departments and will be sent through Workday; not printed, signed off, and emailed as presently done.

5. **Enhanced Education Fund (L. Frost and D. Harding)**

- a) Options of how funds could work have been laid out in DRAFT handout circulated with the agenda.
- b) Suggested that funds are awarded on first come first served all year around based on basic criteria
 - i. Application deadlines, discussed twice as year – end May and end October
 - ii. Tuition waivers or applications to this fund do not have to be relevant to the work staff are currently doing
- c) TOR (Terms of Reference) + Application needs to be as clean and as clear as possible
- d) It was agreed that the Enhanced Funds (initially \$1500 per year) can be in addition to PD Funds – allowing funds can be layered. We will review annually.
- e) Tuition, registration fees, and textbooks, (travel not included) are all covered costs associated with the \$1500 and reimbursement with receipts based on criteria as to what is covered
- f) Employees will have to produce evidence of successful completion and future applications to the fund will only be provided if courses have been successfully completed. Initially we will not do multi-year approvals, but will review this after the first year.
- g) It was agreed that if an employee dropped out of a program that they would be asked to reimburse the amounts paid to them, unless there were exceptional circumstances. Employee's couldn't just swap into another program as the application states what program they are putting funds toward. Agreed that there was a need to develop a communications plan
- h) Time off is not part of the \$1500 – discuss whether supervisors would have to sign off if during regular working hours clause, to be discussed further. Reference to Article 55.5 regarding approved leave, need clarity about parameters and expectations – will discuss at the October meeting.

ACTION: Revised draft to be distributed prior to the next meeting

6. **BCGEU PD Fund Guidelines (L. Frost and D. Harding)**

- a) Full expenditure of the PD fund of \$59,000 is expected and is on target.
- b) BCGEU requested the rollover spreadsheet from previous years.

ACTION: Deb Harding to provide this information to BCGEU

- c) It was agreed that \$60,000 will be the base fund for PD, the remainder of the funds will go to the Enhanced Educational Fund, but the balance to between the two funds will be review annually by JUMC.
- d) As a result \$34,000 will be available for the Enhanced Education Fund for 2020-2021 year (to be announced in January).
- e) Lisa also made the proposal that to align with the rules of other PD funds that staff be allowed to submit a claim after they had paid for a course.

ACTION: BCGEU to consider and respond to this proposal

7. JJEC (Gill)

- a) **HR Rep**
- b) **Committee Guidelines**

ACTION: Deferred discussion to the October meeting

8. Food Services Update (Kristin)

- a) Kristin advised that there is an issue with determining seniority for former Aramark employees:
 - i. Aramark unable to give us hours of seniority based on how they tracked seniority. The most accurate way to do this is for us to give letters to former employees asking the employees to produce their final pay stub
 - ii. Kristin will contact Aramark asking if we can get this information sent directly to us
 - iii. Ann to look into this to see what UFCW could provide on seniority hours.

9. Article 66.8 Special Apparel (L. Diaz)

Employees have again brought up to managers issues of funding for replacement work boots:

- i. Luis reviewed that prior to the new Collective Agreement employees were allowed \$200 every 2 years for safety boots. The new agreement improved the provision to an allotment of \$150 every year, however some staff would like to be able to pool their allowance to spend up to \$300 every two years.
- ii. Gill asked for details on how many positions and more specificity on who is required to wear the footwear? What type of boot does the \$150 get you vs the \$300? Gill reminded the committee that this was a Union proposal that the employer had just agreed to, and so she did not see a good reason to change this so soon after the agreement was reached.
- iii. Gill requested a more concrete proposal for the next meeting before making a final decision.

ACTION: Luis to bring forward a more detailed proposal.

10. New Business

Kristin advised that Angela has looked at Collective Agreement and has identified some inconsistencies regarding job evaluation processes in the draft copy, this information will be submitted to BCGEU

11. Concluded: 12:05pm

Next scheduled meeting: October 8, 2019

Tentative meeting: Tuesday, November 12, 2019

Location: PPS Boardroom ADM 006A

Time: 10:30am