MINUTES
JOINT UNION MANAGEMENT COMMITTEE MEETING
Tuesday, February 11, 2020
10:30am-12:00pm
ADM006A

Members:  Gillian Henderson, Kristin Cacchioni, Janna Fisk, Karen Whitehouse, Ann Forrest, Terri Jones, Martin Gibb, Connie Neid, Lorna Campbell (for Luis Diaz)

Regrets:  Luis Diaz, Cheryl Ash

Recorder:  Jennifer Reid

Chair:  Gill Henderson

1. Call to Order:  10:32 am

2. Approval of Agenda
   a) nothing to add to the agenda

3. Review and Approval of the Minutes from November 2019
   a) Clarification on Enhanced Funds “Mirroring” the provisions of the PD Fund
      i. Support contact information will be BCGEU Chairperson
   b) BCGEU Request for Classification Review Form confirmed to be 1 form rather
      than 2 separate forms (1 for the employer and 1 form for the employee as
      previously discussed)
   c) Minutes approved by all

4. Progress on Action Items/Previous Business
   a) JJEC Committee Guidelines & Draft Forms
      i.  BCGEU Request for Classification form confirmed to be on one form for
          simplicity reasons (less forms to fill out). Revisions as follows:
          1. Check boxes to be added to Employee Initiated & Employer
             Initiated
          2. Cover letter summarizing differences to be changed to Cover letter
             from supervisor summarizing differences
          3. New Job Description to be changed to Final Job Description without
             Track Changes
          4. Organizational Chart from Manager
          5. Add ‘Optional’ to Job Description of any Comparator Positions
      ii.  Revisions to BCGEU Classification/Reclass Appeal Form
          1. Sensory Demands has been added under Factors
      iii. One revision made Reclassification Discussion Guidelines
          1. Explaining right to appeal and associated process and timeframe
             has been added to part (c) of document
b) Enhanced PD Fund
   i. Changes since last meeting
   ii. Reference has been posted on the website
   iii. Revisions to wording on BCGEU Okanagan Enhanced Education Fund
       1. Will run on UBCO Fiscal Apr 1 – Mar 31
       2. Ok to dip into both funds but ensure good records between the two
   ii. **ACTION:** Gill to simplify language on form, add eligibility, and change referencing on Page 7

c) PD Fund – General Terms of Reference
   i. Request to change wording to entire paragraph under *Eligibility* (#5)
   ii. *Develops Job Related Skills* (iv) to be changed to *Develops Workplace Related Skills*
   iii. *Maximum Funding Levels Set by the Committee* to be removed
   iv. **ACTION:** Gill to change language on document and re-enter info on *First Come First Served* under the Administrative Guidelines

5. Presentation on SVPRO office and Domestic Violence Training (Shilo St. Cyr 11:00am)
   a) Introduction on nature of SVPRO and discussed how to support staff and faculty
   b) Currently working on building domestic violence resources to educate that violence does not just exist at home; impacts the work environment as well (ie nurses, IT). Resources should be available by the end of June
   c) Safety Planning and Risk Assessment Resources to be available with trained Managers/Directors
   d) First point of contact is either Shilo or Carleigh for short-term supports
   e) Information from strategy groups will open 4x in March and will meet at Connect Counselling downtown
   f) **ACTION:** Shilo to send dates of meetings to Ann

6. New Business
   a) BCGEU PD Committee (Gill)
      i. Announced that L. Frost (Manager, WLE) is leaving UBCO to go to UBCV
      ii. Gill currently cross-training due to shift in WLE
          1. Administration of PD funds to be moved to Jenn R.
          2. An HR Advisor will now take Lisa’s place as the HR member on the committee for at least 1 year
   b) Training for Cheryl’s Replacement (Karen)
      i. Cheryl received training back in Jan 2018. Highlights of position were sent to Karen
      ii. Paul Gabias is back-up training for Cheryl’s job
      iii. **ACTION:** Karen to send list of Cheryl’s duties to Gill
c) Payment to Employees/ROE’s - Turn Around Time (Karen)
   i. Employee complaint regarding waiting until next pay period to get additional pay
   ii. UBC acknowledges there is 8-day period to be paid for additional work performed but not always possible due to size of the organization
   iii. ROE’s submitted electronically – employees will not receive a paper copy
   iv. **ACTION:** Janna/Kristin to follow up with Ashley Bloor on ROE’s in Workday
   v. **ACTION:** Connie to forward Workday Helpline questions to Kristin

d) SunLife RRSP Agreement/Restrictions (Karen)
   i. OUC to UBC crossover had a 15-year agreement to RRSP’s – end date coming up July 2020. SunLife was contacted with questions to the contract and was told to connect with HR to find out if locked in or not
   ii. **ACTION:** Karen to send correspondence to HR team

e) JJEC Training (Ann)
   i. Training to begin in April
   ii. Plan is currently under review
   iii. **ACTION:** Ann to get back to everyone on exact training dates

7. Any Other Business
   a) Collective Agreement has been signed and sent back – next step is printing
   b) **ACTION:** Ann to find out if agreement can be a searchable PDF

8. Concluded: 12:23pm

**Next meeting:** Tuesday, March 10, 2020
**Location:** ADM 006A
**Time:** 10:30am-12:00PM