

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