

# A G E N D A

## JOINT UNION MANAGEMENT COMMITTEE MEETING

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

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

**Regrets:** Luis Diaz

**Recorder:** Jennifer Reid

**Chair:** Ann Forrest

1. Call to Order: 10:36
2. Approval of Agenda
  - a) Nothing to add to agenda
3. Review and Approval of the Minutes from September 2019
  - a) No amendments – Minutes approved
4. Progress on Action Items/Previous Business
  - a) Union Membership Forms (Kristin)
    - i. BCGEU to create a fillable PDF form. HR will push out to all of departments when it is ready

**ACTION:** Kristin to follow up with Ashley to see about setting up as a 'task' in Workday

- b) Okanagan Enhanced Educational Fund (Gill)
  - i. Circulated a revised draft based on discussions at September meeting – still questions with regard to the review committee
  - ii. PD limits are clear: \$1500 for regular employees and \$750 for auxiliary; allowing funds to be layered, mirroring the PD Fund. Recipients should know within a month if application of award will be accepted
  - iii. Wanting to see two separate committees (PD Fund Committee and Enhanced Fund Committee) with all application forms being separate
  - iv. It was suggested to add Support Contact information on the form
  - v. Application deadlines currently based on semesters. Proposal for a third intake for students not in semestered programs (ie: Trades or certification programs that run a full year; that do not start in September or January). It was suggested to change deadline to May1 rather than May 31 to allow more time for review

- vi. Recommendation for committee to meet twice a year depending on the number of applicants
- vii. Proposal to change closing date of fiscal year with announcement to go out in January regarding the May 31 cut-off
- viii. Administrative fees still not in agreement. Gill will ask Deb to closely track time

**ACTION:** Gill will ask Deb to draft up a communication page for launching of fund in early January. Will push out to members once the changes are finalized

c) PD Fund (Gill)

- i. Encouraging access to fund, but no guarantee to funding until the committee meets. This will be based on eligibility and when applying for the fund
- ii. Must apply within 4 months of the event – discussed if we should change to 6 months
- iii. Several revisions made to language in draft
- iv. Ann suggested to change amount of the fund to match the Enhanced Education Fund from \$1200 up to \$1500; auxiliary would go up to \$750

**ACTION:** Gill will ask Lisa and Deb to make amendments and send out to the committee

d) Food Services Staff Seniority (Kristin/Ann)

- i. Ann has not heard back from VP of UFCW after several attempts. She will continue to contact and will update as soon as she gets more information
- ii. Ruth has been collecting information regarding seniority hours from Food Services staff. She has received responses from about half of former Aramark employees. Deadline to have T4's and paystubs in by Nov 30<sup>th</sup>

e) Special Apparel (Luis)

- i. Nothing to add

5. BCGEU/FA Representation on Health and Safety Committee (Gill)

- a) In process of renewals of all OHS employees across the province
- b) BCGEU will put out something at the end of the month regarding formal appointments
- c) New structure has not started yet but aiming for December 1. Ann will send out a letter stating who is under each committee

6. New Business

a) Conflict of Interest/Conflict of Commitment (Gill)

- i. University rolling out declarations as the group is growing broader than just faculty. The approach is to find out who has ability to impact or process things like procurement, which would affect BCGEU members. Individuals should declare conflict of interest
- ii. Michael Judd, Conflict of Interest Administrator, will be meeting with Executive team for Okanagan campus to discuss whether this will be a blanket rollout verses an individual responsibility

**ACTION:** Gill to send a copy of declaration to Ann

- b) 69.2 – Step 1 Grievance Procedure (Janna)
  - i. Open conversation in reference to employees attending grievance meetings and how employees should be following step-by-step procedure when reporting these grievances
  
- c) JJEC
  - i. Committee Guidelines (Janna/Terri)
    - 1. Follow up on new language in agreement, pre and post
    - 2. Feedback on JJEC form
      - a. Definition of designate on form
      - b. Reps chosen to sit in on meeting, must be either JJEC member, HR member or Shop Steward
      - c. In order to determine which JJEC rep, an invite should be sent out to the two people scheduled and they can defer to a designated person
  
  - ii. Draft Forms (Janna/Terri)
    - 1. Some members do not want to make changes to original form. New form is being created to mirror the language and to alleviate questions and provide clarification.
    - 2. Suggestion to have 1 form for the employee and 1 for the employer
  
  - ACTION:** Ann has concerns in regards to BCGEU Reclass Form and wants to revisit
  
  - iii. Shared Folder Update (Janna/Terri)
    - 1. No update – this is done

7. Concluded: 12:04pm

**Next meeting:** Tuesday, January 14, 2020  
**Location:** ADM 006A  
**Time:** 10:30am-12:00pm