

MINUTES

JOINT UNION MANAGEMENT COMMITTEE MEETING

Tuesday, October 10, 2017
10:00am to 11:30am
ADM 006A

Members: Tena McKenzie, Cheryl Ash, George Athans, Craig MacFarlane, Janna Fisk, Kristin Cacchioni, Karen Whitehouse, Ann Forrest

Regrets: Connie Neid, Gillian Henderson, Martin Gibb

Recorder: Jacky Ivans

Chair: Anne Forrest

1. **Call to Order:**10:06am
2. **Approval of Agenda**
 - a) Approved by all.
3. **Review and Approval of the Minutes from June 2016.**
 - a) Approved by all.
4. **Progress on Action Items/Previous Business**
 - a) **Family Practice Job Posting**
 - i. UBCO Senior HR Manager inquired with UBCV HR but no new information. Will bring forward to the next meeting.
 - b) **Updating of the JJEC Excel spreadsheet**
 - i. University suggested that it be updated every two months because from month to month there's not much change.
 - ii. Union stated that there had been a lot of change recently and another reclassification is coming up but they don't want to do all the work again if there's past information to reference.
 - iii. The University informed all that past reclassifications can be accessed through the shared JJEC Committee directory.
 - iv. University suggested to try updating every two months at this point and if issues, then the committee can revisit.
5. **New Business**
 - a) **Reclassification vs. New Positions** (A. Forrest, K. Whitehouse)
 - i. Union sought clarification on 'full' consideration vs. 'first' consideration and reclassification practice.
 - ii. University explained that there are three kinds of reclassification:
 1. When the job has evolved and reclassification required so it goes to JJEC and retro reclassified and not posted.

2. When employee initiates the change, the supervisor agrees and it goes to JJEC. It's gets retro with a new posting.
3. When new duties and the employer requests reclassification. The job is posted and the employee in that position is given first opportunity. Until recently, there has never been a situation in which a staff member was not interested in pursuing the promotion..
- iii. Layoff language is not automatic and the University says there's a need now to discuss what is the most reasonable and fair way to settle this.
- iv. The Union's interpretation of full consideration and first consideration:
 1. Full consideration is to give an interview.
 - a. If have basic qualifications, no need to interview.
 - b. If the job classification goes up two levels, and the current employee doesn't meet qualifications, then interview.
 2. First consideration is they get consideration of that job if they have qualifications.
 - a. No posting.
 - b. No interviews.
- v. The University interpretation was that 'first' means you get interviewed first but the language states that a position must be posted and interview others; however, the practice does not work and there's a need to go back to layoff language and decide if every re-class should involve an interview or if option to waive it.
- vi. Union examined if Collective Agreement procedures regarding first consideration were followed with the Grad Studies position that was recently eliminated.
- vii. The University replied as to procedures followed:
 1. They identified the need to layoff.
 2. Informed the union and the committee.
 - a. They went through job description's duties, line by line, with the Union to show where all the duties were spread to among other positions
 3. Met with the department.
 4. Then met with the employee and presented what positions were open.
- viii. Union further queried if the layoff language requires the University to freeze positions that the employee may qualify for so the employee has time to consider.
- ix. The University replied that in some situations such as the Grad Studies one, there were ten positions vacant on campus and it's difficult to freeze multiple openings for a time period such as a week.
- x. The Union shared other unions' processes of freezing positions when an employee is informed of layoff and providing them with five days to respond. They don't see five days as a long time to hold vacancies.
 1. Article 36.2 states 'when giving layoff notice, then list of vacancies should be provided.
 2. Clarified that this doesn't occur at the pre-layoff meeting.

- xi. The University stated that the timelines should be reconsidered as the period should be kept stable for the employee as per the old language but it has been modified for this campus.
 - 1. Need to also consider how these timelines affect the operation of the campus.
- xii. The Union agreed that timelines should be discussed further and that they only want the employee to be in the best possible position for a layoff.
- xiii. Further discussion between the Union and University ensued regarding whether the Grad Studies position that the employee applied and interviewed for was an internal placement and if given the option for bumping.
- xiv. The Union identified the need for the Union representatives to know the rules before they give the member their rights and advice.
- xv. The Union and University discussed a current reclassification scenario in the library.
 - 1. First vs full consideration debated again.
 - 2. How to reintegrate back into the workforce without bumping.
 - 3. The University to make every effort to accommodate.
 - 4. Discuss reclassification vs a new job.
 - a. Difficulty with Article 20- b and c.
 - b. If treating as a reclassification, then disadvantaging members looking for a new job.
 - 5. The employee met minimum qualifications and has been interviewed.
- xvi. The University stated the need to change the language as it's ambiguous.
 - 1. Look at creating a MOA or...
 - 2. Wait until bargaining.
- xvii. The Union suggested creating an agreement to follow until next bargaining and the University agreed.
- xviii. **ACTION:** The Union to discuss the language changes required. An agreement to be made by both parties to apply until next bargaining.

b) Layoff Process/ Vacant Positions (K. Whitehouse)

- i. See above.

c) Reclassification Process and Timelines (C. Ash)

- i. The Union questioned the process and timeline for when a reclassification should be considered by the JJEC as they understood that if an employee or manager submits a reclassification request that it should be at the committee within 20 days.
 - 1. There is a request in the works now so need to confirm.
- ii. The University confirmed that this is the process if the request has been completed correctly and all appropriate approvals/signatures provided by supervisor(s).
- iii. The Union informed all that one reclassification that was submitted to HR sat for a year and a half.
- iv. The Union and University discussed this scenario and the internal approval process of the job description before it goes to HR.

1. Supervisors such as a dean or someone who can make budget decisions if the reclassification affects that must provide approval.
- v. **ACTION:** The University will follow up on the existing request to ensure it's responded to within 20 days.

Action Item	Responsible Person	Date to be Completed	Status
Family Practice Job Posting	University waiting to hear back from CUPE		Bring forward to next meeting.
Article 36.2 and Article 20 b) and c): Discuss layoff language, timelines and freezing of positions.	Union to discuss further and an agreement to be made until next bargaining.		
Follow up on recent reclassification request to ensure it's responded to within 20 days.	University		

Meeting Concluded: 11:30am

Next meeting: Tuesday, November 14, 2017
Location: PPS Boardroom ADM 006A
Time: 10:00 am