

## MINUTES

### JOINT UNION MANAGEMENT COMMITTEE MEETING

Tuesday, June 9, 2020  
10:30am-12:00pm  
Via Zoom

**Members:** Gillian Henderson, Kristin Cacchioni, Janna Fisk, Karen Whitehouse, Ann Forrest, Terri Jones, Connie Neid, Lorna Campbell, Cheryl Ash

**Regrets:** Luis Diaz (leave), Martin Gibb

**Recorder:** Jennifer Reid

**Chair:** Gillian Henderson

1. Call to Order: 10:32
2. Approval of Agenda
3. Review and Approval of the Minutes from February 2020
4. **Progress on Action Items/Previous Business**
  - a) **JJEC Committee & Training**
    - i. No dates set until we have resumption on campus
    - ii. Committee meetings via Zoom are going well and committee members are finding the new process beneficial - almost better in many ways.
    - iii. Angela McLean, Compensation Consultant, and Cheryl Ash have teamed up together to train Mike De Vies and Stephanie Oslund.
    - iv. Replacements are up in the air at this time due to COVID-19. There is talk of Cheryl stepping down but a replacement is unknown at this time.
  - b) **Enhanced PD Fund**
    - i. The current Enhanced PD Application form is unclear and does not require a written letter like the regular PD Fund. The BCGEU PD Fund committee is requesting that applicants provide a written letter going forward as it helps to better understand the individuals work and why they are applying for the funds.
    - ii. ToR and website are in need of a cleanup. It would be helpful if both funds mirror each other more closely - especially with regard to international institutions. Currently, the regular SSPD funds is the only one that covers international education. The committee has agreed that applicants can receive training at any institution as long as it is relevant to their work.

- iii. **ACTION:** Terri, BCGEU PD Chair, is working on a document that she will bring to the September meeting with specifics on what she would like to have cleaned up.
- iv. Financials – at this time, there is one budget for both funds separated into two buckets for tracking purposes. The union has request two different financial statements for future meetings.
- v. **ACTION:** Gill to have a discussion with Finance to get totals on each fund.

**c) Cheryl Ash Backfill**

- i. Backfill has been placed on hold being that the necessary training would be hands-on. Cheryl estimating that training will be put off for at least a year.

**d) ROE's under Workday**

- i. ROE's will be generated automatically after each payroll completion for employees if they are put on a leave, at the end of a job, end of an additional job or any termination. This should ensure no further delays once Workday goes live.
- ii. With regard to addition hours worked, there is a waiting period to the end of the month to ensure the whole amount is captured; when that happens, it misses the pay run and gets paid on the next pay, which causes the delay in any additional hours being paid out. Specific concerns can be brought to Janna's attention.

**e) SunLife RRSP**

- i. Margaret Leathley, Vancouver Pension Administrator, has been liaising with RRSP and pension plans as she has the most knowledge. Specific questions to be directed to Janna and she will work with Margaret on this.
- ii. RRSP information will be received directly from SunLife after the final contribution with the total amount and options of what you can and cannot do with the money. There is a 90-day window with specific options to choose from (administered through SunLife).
- iii. It is confirmed that RRSP's will not be locked-in so funds can be withdrawn if aligned with any specific rules from SunLife (ie. Before the age of 65 etc.)
- iv. Options to funds:
  - Funds can be left as-is. Funds will not stay within UBC but will be moved to a separate SunLife plan outside of UBC or you will be given the option to move the funds into your own RRSP plan if you have one.
  - Further contributions into RRSP may be prohibited if you choose to move the funds to another plan, but may have the option of doing monthly contributions directly through SunLife.
- v. **ACTION:** Janna to share information with Ann via email.

## 5. New Business

### a) WorkSafe – Change in Practice due to Workday

- i. The university identified an issue with WorkSafeBC claims where employees on a claim are entitled to a leave at 90% of average net earnings. HRMS was never set up with the ability to pay 90% of net wages due to limitations in the system; therefore, pay out was set to 100% earnings (regular pay minus deductions).
- ii. Janna has confirmed with IRP that Workday will have the ability to do the 90% net pay (68% of gross earnings), which aligns with payment regulations within WorkSafe.

**ACTION:** Janna to provide more information on how UBC defines net wages and whether or not there are RRSP deductions.

### b) COVID-19 Update

- i. UBC is moving into a resumption phase, beginning with 1/3 of Research returning right away. All resumption plans at this point has to go through all executives and the president for approval. Return to work will be on a priority basis, depending on the nature of the work environment.
- ii. Enrollment numbers for 2020/2021 are steady. Fall classes will be both online and small groups on campus – no decisions have been made about the second term in January.
- iii. No plan on lay-offs at this time. Food Services is our biggest concern with their reduced presence on campus. 94 regular sessional staff expected to return in September.
- iv. Student residency is just under 50% occupancy at this time.

### c) Food Services Seniority

- i. Classification process needs to be put in place as some individuals to be placed on higher wage scale based on years of service? Not retroactively seeking wages back but more of a go-forward approach.
- ii. Seven former Aramark employees have not responded with information/tax receipts; as a result, a decision will have to be made on where they stand.
- iii. It was suggested to do a seniority draw for those individuals with the same seniority date.
- iv. It is confirmed that there will be programming on Workday to track hours but up to that point we will still be tracking manually.

## 6. Any Other Business

**Next meeting:** Thursday, September 17, 2020  
**Location:** Zoom Meeting  
**Time:** 10:00am-12:00PM