

MINUTES

Support Staff College Union Committee

Date: April 16, 2020	Location: Skype
Present: Joseph Lauzon, Craig MacKenzie (Chair), Elaine Murray, Barbara MacNay (recorder), Cathy Torella, Lisa Banks, Denise Balfe, David Coward	
Regrets:	

Approval of Agenda	
The agenda was approved.	
Approval of Previous Minutes	
Discussion	Action
The minutes from March 6, 2020 were approved as written.	
Business Arising	
Discussion	Action
Standing Items	
Discussion	Action
Bullying/harassment	No discussion
New Business	
Discussion	Action
<p>Vacation Directives</p> <p>The union requested clarification on which employee groups the vacation directives apply to and if there would be exceptions made. The College explained that the request to reduce vacation banks by July 31st applies to all full-time Support Staff and Administrators.</p> <p>The union asked whether managers are going to consider staff vacation requests that conflict with blackout dates, specifically in the RO. The College responded that it will follow up to get more details regarding scheduling vacation at the RO.</p> <p>The union questioned if it would be considered a call back if an employee is on vacation and then are contacted by their manager. The college responded that it will depend on the circumstances. If there are specific concerns with regard to a department/area the union is asked to contact their HR Consultant to discuss the situation further.</p>	<p>Action: Follow up with the Registrar's Office to get more details. An update will be provided to the union.</p> <p>Lead: D. Balfe</p>
<p>Work Schedules</p> <p>The union indicated that there appears to be an increase in hours of work for staff now that some projects need to be completed in a shorter time frame. It was asked if overtime was being approved in these circumstances. The College responded that overtime must be approved by a manager before the work is performed and that while there is not a ban on overtime the College would ask Managers to consider that this is a time of constraint and to avoid OT as much as possible.</p> <p>Questions also arose regarding whether standard core working hours had been established for staff. David Coward commented that while he would like set hours for the college, we have to consider that employees may have different responsibilities at home and may need flexibility with their individual scheduling of hours.</p>	

<p>Temporary Reassignment</p> <p>The union said that Sheridan had shared their skillset worksheet and asked for more information on how, and who, is making decisions on compatibility at Georgian. The college reported that the recruitment team has developed a short survey that managers complete if they are requesting additional resources and a similar survey that for departments seeking employees to be redeployed to them. These surveys will then assist with matching staff to positions.</p> <p>The union asked for the status of the technologists being reassigned to tutor students. The College replied that the academic areas are focused on getting the semester completed right now but that Kevin Weaver has started to discuss this with Deans and Program Coordinators to investigate how this could work.</p> <p>The union raised concerns about the potential of workplace injuries with staff working from home that do not have ergonomically correct work setups. The College stated that while they were allowing staff to come on campus to retrieve items this has now been stopped in alignment with the provincial lockdown and restrictions. If the need is related to an accommodation, managers are asked to contact their HR Consultant to discuss this further. Safety videos about ergonomics and how to work safely from home will be posted on the employee portal for staff to access.</p>	<p>Action: Forward Sheridan's document to D. Coward for his review.</p> <p>Lead: C. MacKenzie</p>
<p>Employment Stability Fund</p> <p>The union asked for the total amount of monies currently held in the employment stability fund as OPSEU central is reviewing the status of each local's funds to assist with decision making and planning for worse case scenarios. The College replied that they will provide this information as soon as possible.</p>	<p>Lead: D. Coward</p> <p>Action: Provide the union with the total dollar amount currently in the employment stability fund.</p>
<p>Contracts - Appendix D</p> <p>The union asked whether any current Appendix D contracts have been, or will be, ended early. Denise Balfe reported that there are a couple of situations where contracts are not being extended or are ending earlier than anticipated however; we don't have a full picture at this time. Human Resources will be meeting with managers the rest of this week to discuss contracts in their areas and will provide an update to the union.</p> <p>The union asked if there is a hiring freeze. The College responded that we are not currently in a hiring freeze and roles that are required in order for programs to move forward are continuing to be recruited for (e.g. the new Bachelor of Science in Nursing (BScN) program).</p>	<p>Lead: D. Balfe</p> <p>Action: Provide the union with an update on the Appendix D contracts ending early.</p>
IN CAMERA ITEMS	
Discussion	Action
There were no camera items.	

**Next Meeting:
June 1, 2020**