

MINUTES Support Staff College Union Committee

Date: Friday, January 31, 2014	Location: C315
Present: Lori Bell, Craig MacKenzie, Cathy Torella, Elaine Murray, Michele Beaudoin, Monika Murphy, Lorelei Price	
Regrets:	Guests: Jennifer Bond

Approval of Agenda	
The agenda was approved as presented.	
Approval of Previous Minutes	
Discussion	Action
The minutes from November 21, 2013 were approved.	
Business Arising	
Discussion	Action
No business arising items.	
Standing Items	
Discussion	Action
Bullying/harassment	There was no update to this topic, but it was agreed to leave as a Standing Item.
New Business	
Discussion	Action
Welcome New Members Each member introduced themselves to the group.	
Careers at Georgian Intranet Page Jennifer Bond, Manager Recruitment and Selection outlined the following achievements: <ul style="list-style-type: none"> • The new career site on the intranet/internet went live on January 6, 2014. • A new Applicant Tracking System (ATS) also went live on January 6, 2014. • 3 training sessions were offered to staff to learn about the site, and register their personal profiles & resumes with assistance. • Approximately 300 people registered. A popular feature of the ATS is that those registered will be able to receive notifications of new job postings, depending on their options chosen. Registration can be accomplished with a resume CV or even	

<p>without a resume.</p> <p>There are no automatic education filters on the search function.</p> <p>The system is experiencing email bounce back with yahoo email accounts. That and other miscellaneous issues are being resolved as staff call with questions. Anyone experiencing difficulty can call HR for assistance.</p>	
<p>Snow Days</p> <p>The following issues were discussed:</p> <ul style="list-style-type: none"> • How are “essential” services being determined; • Protocols for different locations; and, • How does the president’s message operationalize. <p>It was acknowledged that what is considered essential will change from time to time depending upon circumstances and a rule outlining all essential services cannot be made. The procedure does identify the more common essential services. The union received feedback from one support staff member who was called into work who felt their work was not actually essential on that day. As the department was not identified, the College could not respond to that specific issue.</p> <p>The College confirmed that each campus and/or business location has their own protocols to follow in deciding whether or not to close their location. Those considerations are outlined in the procedure.</p> <p>The union questioned how the President’s message regarding unsafe driving would impact individuals who felt they could not drive to work on a day the campus was open. The college responded that when a staff member determines that it is unsafe to drive to a campus location, they need to call their Manager. There are options for how to treat the day. It may be vacation, lieu time, or unpaid time.</p> <p>The union felt that Article 12.2 should apply in these circumstances. The College commented that the application of Article 12.2 requires individual review of the circumstances in each case. There is no guarantee that 12.2 would apply.</p> <p>In light of technology changes, the union suggested that the college communicate expectations regarding checking email and voicemail. If a staff member were declared “essential”, how would they be notified? It was also suggested that each department should also develop their own protocols for determining essential services and</p>	<p>Craig will follow-up with the specific situation where a staff member was asked to come in to work, but found that their work was not really essential.</p>

<p>communication.</p> <p>Lori communicated that the College was reviewing the Campus Closure procedure. These suggestions will be forwarded for consideration.</p>	
<p>Union Hours The union originally requested their 'union time' be allotted across 5 people versus 3 as per the ca. This will result in less time away from work for the union executive members. The College agreed to that proposal as a temporary measure but noted that it would need to be reevaluated. The union also noted that they do not currently have a Chief Steward so as a result, there are only 4 people to split the union time. After discussion it was agreed that the 4 union executive would split 16 hours as originally proposed. They would monitor the time and workload and the committee will revisit at the end of March.</p>	<p>We will review at the end of March.</p>
<p>Future of Kempenfelt The union advised the college that there is some uncertainty with staff because of all the discussions regarding a review of Kempenfelt's business. They inquired as to the decision/plan for Kempenfelt. The college replied that it really was just too early to say. There are many ideas and discussions underway. The union would feel more comfortable if they knew whether or not a third party could be contracted to manage Kempenfelt.</p>	<p>The college will inquire as to whether a third party contractor can be used at Kempenfelt.</p>
<p>Article 12.2 The union asked for the criteria for use of Article 12.2 (time off with pay). The college replied that the criteria have been confirmed in arbitration cases over the years. Each case is reviewed individually. The employee has the onus to explain the circumstances. The circumstances must be compelling, extraordinary and unusual, not commonly associated with the travails of ordinary life. The College considers all details as well as past practice at their College. At Georgian, we have never denied a staff member the time off. Usually the discussion is about how to account for the time. Vacation, lieu time, family sick days and unpaid time are all options depending on the circumstances.</p>	
IN CAMERA ITEMS	
Discussion	Action
<p>There are no in camera items.</p>	

Next Meeting:
February 28, 2014
1:30-3:00
C315