

MINUTES

Support Staff College Union Committee

Date: Wednesday, June 25, 2014	Location: C259
Present: Lori Bell, Craig MacKenzie, Cathy Torella, Elaine Murray, Monika Murphy, Lorelei Price	
Regrets: Michele Beaudoin	Guests:

Approval of Agenda	
The agenda was approved as presented with the addition of a Contingency Planning agenda item.	
Approval of Previous Minutes	
Discussion	Action
The minutes from April 3, 2014 were approved.	
Business Arising	
Discussion	Action
Shift Change Article The union raised that there may be some managers unaware that they must provide the union with 3 weeks notification of shift changes.	Lori will include this item in the next Management Update session. SSCU will communicate this article to their members.
Overtime & Shift Premium Articles The union raised an issue regarding these articles and how the time is recorded/submitted for payment. The College confirmed that Managers must approve overtime in advance but that Employees do record their hours in PS for Managers to approve for payment. PS is a recording system- much like employees filling out a manual time sheet for Manager signature.	
Standing Items	
Discussion	Action
Bullying/harassment	No discussion at this point. Raised as a new business.
New Business	
Discussion	Action
Contingency planning The committee discussed the need for contingency planning in the event of a work stoppage. A logistics meeting between the union and the college will be scheduled at the beginning of August. Both parties agree it is important to keep the lines of communication open during this process.	The union will determine the team members that they would like invited to the logistics meeting. Lori will schedule a meeting in early August.

<p>Appendix G list The union has requested a list of Appendix G staff in late May on an annual basis.</p>	<p>Monika will provide the current Appendix G list to the union. Addendum: List was provided.</p>
<p>Support staff on the H&S committee The union suggested that some staff are finding it difficult performing their regular duties in addition to the responsibilities on the H&S committee and the number of workplace inspections are expected to increase. Lori suggested that the affected staff members discuss this issue at their next H&S meeting with the Director, Campus Safety & Security.</p>	
<p>College finances The union commented on how college finances are allocated and would like a better understanding of the budgeting process. Lori stated that there is an integrated planning process for creating the budget. The budget also aligns with the strategic plan regarding where funds and resources are allocated. The budget was approved by the Board. The union also inquired about the recent posting for a Workforce Financial Analyst. They questioned if FT support staff positions would be affected. Lori stated that an Analyst is being hired to assist with identifying areas where efficiencies may be found as most departments are struggling with workload volume.</p>	<p>Brad MacDonald will be invited to the next SSCU meeting to provide further explanation of the budgeting process.</p>
<p>Support staff that are awaiting medical results The union advised that a staff member has been awaiting medical results regarding her ability to return to the workplace. The College has worked to place the employee in other locations at her request. However, without fulsome information regarding the requirements, a solution cannot be found. The union advised that a few more staff members from the same area are also experiencing difficulties. Lori encouraged them to seek medical advice as soon as possible and provide information to the College. She further advised that the air quality information would be provided to the staff in the area involved.</p>	<p>Monika will follow up with Campus Safety & Security regarding communicating the air quality report. Addendum: The report was provided to staff in the affected area.</p>
<p>Bullying The union raised issues with the manner in which some Managers interact with their staff. They provided some general examples without specific names or information. They feel generally that staff are intimidated about coming forward. Without further details, the issue is difficult to address however, Lori advised that she can bring this forward for Management Development content and address it during Management Update sessions. However, she encourages staff to come forward if they have specific concerns. If a staff member perceives they are being harassed or bullied by anyone, they have multiple sources</p>	<p>This topic will be included in Management Development and update sessions.</p>

for assistance: their manager, Campus Safety and Security, Human Resources and/or the union leadership.	
<p>Part-time staff working more than 24 hours per week</p> <p>The union requested a follow-up on any staff member that is working more than 24 hours consecutively for 4 weeks or more.</p> <p>The union has requested this report every 2 months instead of quarterly. Lori did note the as per a previous discussion, we are looking for efficiencies in our work, not additions.</p>	Monika will follow up with the union regarding the part-time staff list.
<p>Hiring of part-time staff during layoff period of less than 12 months</p> <p>The union raised the issue that positions which are less than 12 months should not be backfilled. They feel some Managers may not be aware of this.</p>	This item will be added to the next Management Update session as well.
IN CAMERA ITEMS	
Discussion	Action
There was one in camera item.	

Next Meeting:
September 18, 2014
1:30-3:00
C315