

Local 349 General Membership Meeting
Full-time support staff (including Appendix D and G)
November 25, 2014
Barrie Campus

1. CALL TO ORDER

Call to order was made at 5:10 p.m. by Craig MacKenzie, President. Quorum was in order.

2. STATEMENT OF RESPECT

The Statement of Respect was read by Elaine Murray.

3. ADOPTION OF AGENDA

Motion was made to adopt the agenda. Motion passed. (1. Mary Jagert 2. Andrea Murray).

4. ADOPTION OF MINUTES

Motion was made to adopt the minutes of the January 2014 General Membership meeting. Motion passed (1. Doug Crawford 2. Cathy Torella).

5. REPORTS OF OFFICERS

a. PRESIDENT'S REPORT

- Craig welcomed our new stewards: Kristen Borland (Owen Sound Campus) and Shawn Watkins (Barrie Campus). He encouraged other members to become stewards as well.
- Craig will be attending an OPSEU meeting in Toronto on Dec. 12. The purpose of the meeting is to organize strategies around getting part-time support staff into the union so we can better support them.
- Craig observed that there appears to be a lot of movement in the management area at Georgian. Craig met with HR to ensure that the voice of support staff is heard when hiring new managers. If a new manager (and any other position that works closely with you) is being hired in your department, tell HR that you would like to be part of the process and/or the selection committee. If you are told no, contact Craig.
- The enrolment issue was discussed at College Council. Currently, enrolment is down around 5 per cent which could impact the college financially. All staff are being encouraged to watch for "at risk" students and notify a dean or Michele Beaudoin so they can help these students if they're having academic or personal challenges.
- Craig reported that the recent snow days created a number of questions from members. If you feel you cannot get safely to work due to weather, call your manager and tell them you are taking a personal day according to article 12.2 in our collective agreement. Make sure you have sufficient documentation to support bad weather conditions such as a road closure in your area, OPP warning people in your area to stay off the roads, etc. Take the day due to safety reasons but you may need to grieve the issue and the documentation will be vital to winning. The college is also responsible for ensuring entrances to buildings are safe. If there is an issue with this, contact your manager or a member of the Joint Health and Safety Committee. A decision to close a campus for the day due to snow will be determined by 6 a.m.; an evening closure will be made by 3 p.m. Craig added there may be a new policy of opening a campus for the afternoon if weather improves, requiring staff to watch the website or listen to the radio for updates.

- Many staff are being asked to attend evening meetings. This is considered paid overtime or lieu time. The choice between paid overtime or lieu is your decision, not the manager's. Your manager can request a shift change for you on the day of the meeting, but this request has to be made three weeks in advance and there also must be 15 hours in between your next shift. You can choose to waive the 15 hours but you need to sign off on this decision. Make sure you always get (and keep) any emails from your manager with regard to overtime/lieu and changes to your shift schedule.

b. TREASURER'S REPORT

In Marina's absence, Cathy presented the Treasurer's Report. We have completed our first audit and a report has been sent to head office. We are on track with expenses and currently have a healthy strike fund.

6. NEW BUSINESS

a. MEETINGS WITH HR

Craig and Cathy met with HR, Roman Calvano (Director of Campus Safety and Security) and Leanne Jackson (Manager, Conflict Resolution and Investigations) to discuss the process when support staff are asked to meet with them.

- Ensure you ask what the meeting is about at the onset
- If you are uncomfortable – ask to have a union steward present for your own protection and to take notes
- You can ask to have the meeting postponed if a steward is not available
- Don't offer any additional information; keep your answers short and to the point; only answer what is asked. Be cautioned that anything you say could be used against you in the future
- In general, staff should always be keeping good records and documenting anything they could see as important down the road – especially with regard to harassment, discipline, etc. Always try to get clarification for instructions in writing (email) rather than verbal

These meetings may seem harmless but the union has had a few instances lately where members have met with HR and/or Roman and Leanne with consequences that could have been avoided. Ensure others in your department are aware of this new process.

b. HIGHLIGHTS OF NEW COLLECTIVE AGREEMENT

- Bereavement
Members will be granted one day bereavement to attend the funeral of an aunt or uncle.
- Life insurance
Members will now be able to purchase additional units of life insurance, up to \$100,000. Some financial aspects about this item are being finalized with the Joint Insurance Committee
- Retirees
Currently, retirees pay for their benefits three months at a time. They will now be able to maintain their benefits through a monthly bank withdrawal

c. ELECTION OF OPSEU CONVENTION ATTENDEES

The local can send three (3) delegates, three (3) alternates and three (3) observers to the annual OPSEU convention taking place in Toronto on May 7, 8, 9. OPSEU covers all expenses for the delegates and the

local will cover expenses for the alternates and observers (including paying for time off as alternates and observers need to take two vacation or lieu days).

A motion was put forward for Craig MacKenzie, Elaine Murray and Cathy Torella to attend as delegates. Motion passed. (1. Doug Crawford 2. Christine Redfern).

A motion was put forward for Kristen Borland, Andrea Murray, Linda Taylor-Eddington and Shawn Zalewski to attend as either an alternate or observer. Motion was passed. (1. Mary Jagert 2. Emma Jamieson).

d. HOLIDAY BREAK SICK DAYS

When Rasho Donchev from the Bargaining Team was at Georgian earlier in the fall, he explained that someone who was sick on Dec. 23 or Jan. 2 could claim an accommodation if they have a doctor's note saying they needed to stay home on either of those days. The union can file an accommodation grievance if the member is docked all the holiday days as sick days.

7. HEALTH AND SAFETY COMMITTEE REPORT

Craig reported that Shawn Watkins is a new member of the Barrie Joint Health and Safety Committee. The health and safety reps represent all college members (full- and part-time). If there is a health and safety issue in your area, you should report it to your manager. If there is no resolution, then it should be reported to a member of the health and safety committee. Health and safety issues include ergonomic issues, harassment, temperature, etc. Craig was pleased to report that the college has agreed to pay for the additional hours that support staff put in doing health and safety work (200 hours over the course of a year). A full list of the health and safety reps on your campus can be found on the college Intranet under "Security." There is a Health and Safety box on the left hand side of the page.

8. ADJOURNMENT

Motion was made to adjourn the meeting at 6:20 p.m. Motion passed. (1. Heather Raiku 2. Allison Papenhuyzen).