

MINUTES

Support Staff College Union Committee

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| Date: Wednesday, November 04, 2020 | Time: 1:00 p.m. | Location: Microsoft Teams |
| Present: Denise Balfe, Lisa Banks, David Coward Joseph Lauzon, Craig MacKenzie, Elaine Murray, Cathy Torella | | |
| Chair: Craig MacKenzie | | |
| Recorder: Barbara MacNay | | |

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| 1. Approval of Minutes | |
| <ul style="list-style-type: none"> The minutes from September 15, 2020 were approved as written. | |
| 2. Approval of Agenda | |
| <ul style="list-style-type: none"> The agenda was approved with no additions. | |
| 3. No Business Arising | |
| <ul style="list-style-type: none"> There was no business arising from the previous minutes. | |
| 4. New Business | |
| Discussion | Action |
| 4.1 Revised Code of Conduct | |
| <p>The college informed the union that the Code of Conduct was revised to provide further clarify, and align with current practices, and is now finalized and approved. An overview of the major revisions and updates made to the Code, and the communication plan, was provided. One of the changes includes clarification within the scope to specifically mention off-site social interactions/social media. A procedure is being developed to further clarify the appropriate / acceptable use of social media.</p> <p>The college confirmed that anyone currently involved in the complaint resolution process under the Code will continue to follow the old policy. Complaints received after November 10th will follow the new / revised policy.</p> <p>The union asked what rationale and/or guidelines are used to determine when employees are placed on an administrative leave pending an investigation or complaint.</p> | <p>The revised Code will be posted on the Employee Portal and Staff News on November 10, 2020.</p> <p>The college will provide the criteria used to determine when an administrative leave would be appropriate. This will be brought forward to the next meeting for discussion.</p> |
| 4.2 Status of pre-covid alternative work week / arrangements plan | |
| <p>The union requested an update on the Alternative Work Arrangements (AWA) guidelines that were drafted, and expected to be rolled out to staff, prior to the pandemic. The college responded that some of the arrangements have been put into practice during this time so the guidelines are being updated to incorporate lessons learned. The focus will also be updated to look at how we transition back to</p> | <p>The AWA Guidelines will be brought to this committee once the revised draft is completed.</p> |

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| <p>the college after the pandemic including the tools and considerations that need to be looked at for some of these options to continue.</p> <p>The union asked about out of province options. The college responded that out of country or out of province work is not being approved unless it is for a reason that would grant an accommodation.</p> | |
| <p>4.3 Project of a non-recurring kind (PNRK)</p> <p>The union asked the college for their position on the use of a Project of a non-recurring kind position based on the definition of non-recurring (Article 1.6).</p> <p>The union’s perspective is that a PNRK should be used for a project that clearly will not be recurring (e.g. is unlikely to ever happen again) and can be completed from start to finish in under a year. It should not be used because delivery methods have changed, to address an increase in workload, or for annual tasks as they would consider these to be recurring.</p> <p>The college responded that their perspective of non-recurring would be that it does not happen, and is not scheduled, on an ongoing or regular basis but that it could reoccur at a later date if needed (e.g. funding). The college will review and formalize their position for discussion at the next meeting.</p> | <p>The college will review and formalize their position on the use of PNRK’s.</p> |
| <p>4.4 College’s plan to align workload to reduction in hours</p> <p>The union reiterated that they are still hearing concerns from members that they have not had a reduction in workload to correspond with their reduction of hours. Some members have raised concerns that additional work has also been assigned with no clearly defined expectations on timelines causing them to work during personal unpaid time in order to complete the tasks.</p> <p>The college responded in agreement that this concern is continually being looked at, but there is still work to be done. The college’s expectation is that staff are doing the work during the hours they are paid therefore, if the work isn’t changing then staff may take longer to complete it due to the decrease in hours. Front line managers have the accountability, and ability, to make decisions with regard to changes and should come up with a plan of how work is being reduced and expectations are being changed (e.g. response times) and share this with their staff. Staff should be advised that if they are having challenges in getting the work done they should speak to their supervisor first and if it can’t be resolved then others, such as HR or other leaders, may need to be involved.</p> | <p>The college will look at potential options to address this concern.</p> |
| <p>4.5 Managers contacting staff (on personal device and/or outside scheduled shift)</p> <p>The union brought forward a concern that managers are contacting staff on personal devices during, or outside of, work hours which may impose a cost to staff depending on their cell plan (e.g. pay as you go) and may constitute a call back within the Collective Agreement.</p> <p>The college agreed that guidelines, or etiquettes, need to be created on how to contact staff within, and outside, work hours and that managers should use college resources (e.g. cisco soft phones, email, team or chat functions, etc.) to contact staff during work hours. This will also be built into the AWA guidelines.</p> | <p>The college will draft guidelines to be brought back to this committee for discussion.</p> |

| 5. Standing Items | |
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| Discussion | Action |
| There are no standing items. | |

| 6. IN CAMERA ITEMS | |
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| Discussion | Action |
| There were no in-camera items. | |

Next Meeting: December 9, 2020