

MINUTES

Support Staff College Union Committee

Date: Tuesday, September 15, 2020	Time: 11:00 a.m.	Location: Microsoft Teams
Present: Denise Balfe, Lisa Banks, David Coward Joseph Lauzon, Craig MacKenzie, Elaine Murray, Cathy Torella		
Chair: David Coward		
Recorder: Barbara MacNay		

1. Approval of Minutes	
<ul style="list-style-type: none"> The minutes from July 8, 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
<p>4.1 Workload and Reduction of Hours</p> <p>The union raised concerns that members with a reduction to hours have not had a corresponding plan to reduce their workload. Some members have indicated that while their hours are being reduced their workload has been increased causing them to work during personal unpaid time in order to complete their tasks.</p> <p>The college responded that there are four things you can do with work: do it, delay it, delegate it, or dump it. These are all tough decisions and at the college we believe in our mission and it is hard for any of us to say we are not going to deliver a service anymore but we need to have these difficult conversations during this unprecedented time. The college will bring this forward to managers to ensure they are discussing their expectations with staff.</p>	<p>The college to bring this issue forward at the administrators meeting for discussion.</p>
<p>4.2 Assigned work outside of Job Descriptions</p> <p>The union brought up concerns with employees being asked to perform work outside of their job description. A specific example of an employee who was asked to perform other duties was brought up and the union inquired why they would not be able to return 100% to their home position, given that it has a full workload. If the member is being asked to continue to perform these duties the union asked why a job description and evaluation had not been done since they are being assigned this work for an extended period of time.</p>	

<p>The college responded that it is possible that jobs will change on a permanent basis due to the pandemic. The college has different needs in some areas and the roles will need to reflect that. The college did not agree that an updated job description is required in this specific situation as the work being performed was at the same level / payband and similar work had been assigned in the past.</p> <p>The college and union agreed that they each have their respective positions and are in disagreement.</p>	
<p>4.3 College’s Plan in case of a Second or Third Wave of Covid</p> <p>The union asked the college if they had a plan in case of a second or third wave, and how they are ensuring that there is not an outbreak on campus.</p> <p>It was noted that this was a novel virus in March and no one knew what to expect. The college was having discussions trying to anticipate and get a better understanding of what was happening and how we could ensure students progressed and staff were supported. Now there is more information and knowledge about this virus, and the college is doing what is needed to prevent transmission on campus (i.e. protocols in place which are being performed and adhered to). People are already saying the second wave is upon us and the college will continue to follow the province and public health’s directions and plan for contingencies the best that we can. We will continue to develop contingency plans, prevention protocols will be updated, and new protocols created, as needed. Recently, section 12 of the prevention protocol was updated, and a second protocol was created, both of which are now posted on the employee portal.</p>	
<p>4.4 Alternative Work Weeks Documentation</p> <p>The union stated that while there has been positive feedback from members regarding alternative work plans there is concern that some of these are not formally documented which could potentially create issues if both parties do not have the same recollection and understanding of the arrangement in the future.</p> <p>The college responded that administrators will be reminded of the process, and importance, of documenting alternative work plans such as Compressed Work Weeks and Averaging of Hours.</p>	<p>The college will address this at the administrators meeting to ensure all administrators are aware of the process.</p>
<p>4.5 Office / work expenses incurred working at home (e.g. paper, toner, envelopes, stamps, etc.)</p> <p>The union stated that employees working from home are incurring expenses for small consumables (e.g. paper, stamps, etc.) that are needed to complete their tasks.</p> <p>The college responded that it was not their expectation that employees take on expenses of the college and that Purchasing published a staff news article in April that provided information about ordering staples supplies online for home delivery so employees do not incur any expenses.</p>	<p>The college will verify the process for ordering and delivery of supplies and then post the information on the employee portal.</p>
<p>4.6 Status of Form T2200</p> <p>The union asked if there was any update on providing T2200 forms for employees.</p> <p>The college responded that they have inquired with the Canada Revenue Agency and have not received a response yet.</p>	<p>The college will send a communication out once an answer is known.</p>

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

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

Next Meeting: October 27, 2020