

LMRC

March 1, 2017

Room 373, UCC Building

Present: James Waite, Chris Noble, Jeff Armour, Nick Soave, Karla Pacheco, Andrea Klooster

Action Items:

1. Benefits –

- Updated Staff Benefit Booklet: The updated booklet including the lifetime cap on the fertility drug benefit and the addition of MSW/Social Worker to the psychological counselling benefit has been received and reviewed. It was decided that the booklets be distributed electronically in an e-mail separate from the Internal Communication with a description of the changes. Andrea will send out the e-mail the week of March 6th.
- Plan Performance: The health plan is currently showing a deficit largely in part to a significant claim that was received. The plan will be reviewed for the risk of exposures of this nature and to determine if caps need to be put in place to control spikes such as this one. Karla will be meeting with the plan provider to look at these risks and to discuss ways to avoid being reactive in the future by building in controls now.

2. Seniority List Review –

- The seniority list has been updated to reflect some movement due to temporary assignments and secondments. Karla and Andrea plan on updating the list every calendar year end or when any significant changes happen. A current copy of the seniority list will be sent out with the minutes from this and last month's meeting.

3. Job Evaluation –

- JJEC Meeting Dates – The Committee met last Thursday, February 23rd to complete three evaluations and are meeting again on Tuesday, March 7th to complete the remaining two that have been received. There are two questionnaires outstanding so they will be reviewed when they come in. In the

meantime, the 5 that have been completed will be sent to Steve Kenney for rating.

- Projection Complete Date – It is projected that the JAQ's will be completed by April at this point. Karla mentioned that they should be completed before year end so that any retro can be reflected in this year's budget.
- Job Descriptions – Karla and Andrea will be working on creating a template for and updating Union job descriptions over the summer. The goal is to create job descriptions that mirror the CUPE Job Analysis Questionnaires so that it is easier for the JJEC to apply the information when evaluating positions. It might also help people to understand the process better if the job descriptions more accurately reflect the Questionnaires. Role profiles and year end PA's will provide good baseline information for the creation of new job descriptions and the updating of existing ones.

4. JHSC Worker Rep –

- Carrigan Cassidy is now on maternity leave so there is a gap on the worker side of the JHSC membership. Chris offered to speak with a potential replacement to see if they would be willing to participate and receive the recommended training.

5. LMRC Feedback Loop –

- It was decided that the Committee would approve the minutes prior to their posting and that they would be linked to the Staff Hub as well as highlighted in the Internal Communication.

Karla announced that Rita Kelly would be returning to work on Monday, March 6th. Everyone was very happy to hear of Rita's return!