



Labour Management Relations Committee (LMRC)

October 7th, 2020 @ 3:30 pm by Zoom

1. Final PBAS Update

Karla - The final analysis from Campus Trust showed that we had significant claims in August resulting in a deficit to the plan that was similar to the deficit from last year. It has become evident with the implementation of the new plan that things have been covered in the past that should not have been. Forcing generics moving forward will make an impact to the overall health of the plan. If anything is submitted that goes outside the plan, we can look at it to see if we want to cover it moving forward. It was found that, in the past, partially paid invoices were getting paid out in full and dental work was being paid for that was not covered by the plan. Now we can intercept those expenses because the new plan administrators are watching the claims as they come in. After some claims experience, we can look at where we are and it will get us to a better place in the end. We meet with BPA on a regular basis and feel that everything should be stabilized soon. Direct deposit will be available as soon as the trust bank account is set up, which should be soon. The customer service aspect of the plan has been as good as Campus Trust. All that Kitty and Mary do at BPA is support the staff plan. Just a reminder that anything not covered by the app can be submitted using the forms that are on the Hub.

Noah and Nina – Everything seems to be going well so far according to the staff.

Jeff – Having Karla do the staff and student plans makes for a more seamless process. It is easier when everything is under one senior manager and it creates more consistency and continuity.

2. JJEC Plan

Karla – We are required to evaluate 1/3 of the union jobs every year according to the CBA. We would like to put this process on hold for now. It does not make sense to do reviews right now because everyone is doing other work and maybe not necessarily what they normally do. We would like to hold off until next year so that no one goes down a band, for instance, based on the work that is happening right now.

Noah – That seems reasonable given the current circumstances.

3. Performance Appraisals

Karla – There is a difference between Performance Appraisals and Performance Management. We are currently using trackers to track each individual's work and disciplinary measures will still be used if there are issues. For instance, if there was an issue of improvement despite improvement tools being implemented. Everyone is under stress right now and we have only had absolutely everyone back to work for approximately six weeks so we will defer Performance Appraisals for now and rely on the trackers to ensure that work is being completed.

Noah – It makes sense to defer the process for now until things level off a bit.

Jeff – Hopefully it helps to take some pressure off.

4. Working from Home Follow Up

The next round of Working from Home follow ups will be coming up shortly. We have delayed them until two weeks after Thanksgiving in case there is a change in the environment. We are looking at some larger projects to make sure everyone has some work to do. It might mean that staff will have some work to do under another manager's purview i.e. cleaning of rooms or going through archive boxes and doing some shredding and scanning. We want to make sure that we have things to do so that we do not have to lay anyone off. We will also look at accommodations moving forward i.e. if people need to look after children etc. If someone is injured, sick, or dealing with something, they can come to Karla so they are not dealing directly with their manager. Karla can help them look at options. It is important to communicate when flexible time is

needed. We have had some issues with people who are saying they are busy for a couple of days without taking it off as vacation or giving a good reason for it. We do not know if we qualify for the next subsidy yet so there is always the possibility of lay offs if there is no work to do.

Jeff – The goal is that everyone has work to do. Right now, some people have work to do and some do not. This is a collective workforce issue, not management and not union specifically. Individual managers can be dealt with but when it comes to union members, it is a group issue. There are three main rules for working from home: If there is work to be done, get it done (it does not matter at what time of the day it is done), be available, and over-communicate. Even if there is no work, communicate, communicate, communicate. Let people know you are available to do work and be flexible. Pay attention to your e-mail. I will lay out those pillars to the staff so people know. It is not so much about not getting the work done but more about resentment that might build if one person is working and someone else is not at all. I am worried about the culture that would create. I will put out another e-mail next week about this.

Noah – I do not see an issue with expecting people to be accountable and to communicate. This should be happening whether someone is working from home or not as they are being paid to do a job either way. Staff should still be checking with their manager to see if there is anything to do. We need to do all we can to keep this going. There can be a communication from Jeff or we can do one together. I will let the union know that these are the expectations.

Nina – It is not a hardship to have a daily communication with your manager. Even if it is every other day. It shows respect for everyone you work with too.

Jeff – Some people are finding that everything is too much and maybe they just need to be away from all of it. Perhaps they are feeling disconnected and maybe they are not doing so well. I am worried about some people and it would be good to share that information in order to take care of everyone.

Noah – From a personal standpoint, I found it mentally challenging to be home everyday and was happy to be back in the office. We will definitely look out for this happening.

Karla – We are here to help but we need people to reach out because we cannot always know what is going on. Accommodations can look different for different situations. We want to alleviate COVID fatigue as much as we can. Giving this Friday off is an example of how we are trying to help

5. Wellness/Staff Courses Benefit Update

Karla – Some people have been asking when the Wellness and Staff Courses benefits will open up again.

Noah – The MOU states these are on hold until the end of December. We can look at those benefits again then. For now, it is better to keep the ship afloat.

Karla – It is a nice to have but not essential. However, if anyone needs any Professional Development in regards to their job, they can ask.

6. New Business

Noah – Nothing of note has come up. Is there a threshold for a spike in terms of shutting down? Any news about going back to phase two for reopening or any plans for what will trigger that?

Jeff – As of last week, the student cases had stopped. If anything, we may be going back to modified phase four. Unless we get caught up in the Ontario increases. We are trying to pivot executive activities to virtual activities. It is a matter of getting people to agree to doing everything differently in terms of creating a space plan, a strategic plan, surveys etc. It is very difficult to get people to do something different when they have not done it before. It is challenging to do everything virtually but even in phase two, there are ways to contribute. It might be helpful to do a fun thing virtually and then another thing that connects more to a work project in order to get everyone on board.

Karla – For example, we are looking at the upcoming service anniversaries to bring everyone together like we did with the executive farewell. We could share some food by maybe doing take out from the Spoke or something like that.