



Labour Management Relations Committee (LMRC)

November 11th, 2021 @ 3:00 pm by Zoom

Present – Nina, Tanee, Jeff, Karla, Noah, Andrea

Absent - Nick

1. Health and Dental Claims Experience

Karla – Looking at the Staff Claims Experience document for October 2021 and under the Cumulative Claims Premium Ratio for the Health Plan specifically, we can see that last year ratios ranged around 120%. The goal is to be around 80%. This month, the ratio sat at 146.33%. That means we are not funding the health plan with the premiums we're providing. In 2019 we were hovering around 100%, so better than we are now. We will have to look at this when bargaining and either look to increase premiums or decrease benefits. In the past, we did not have strong consulting but we do now with Tim Adams to work with. He understands our plan and can give sound advice. Dental was high this month as people were probably getting their teeth done before holidays. We are hovering around 80% for dental, which is a healthy position.

2. Digital Strategist – New Unionized Role

Karla - A year ago when we were hiring Olivia's and Rebecca's roles, we talked about adding support roles that were unionized. Right now Alex Metaxis is providing that help but he works less than 20 hours a week. We are looking at hiring for a permanent position on a contractual basis once that contract ends. This will be a full time union position that reports to Rebecca. We are looking at posting the position in the new year. It can take a little longer now to hire as it's an employee market right now.

3. Graphic Artist – Recruitment Process

Karla – We are in the interview part of the process for this position right now. This role reports to Olivia. We are considering in the budget process for another full time unionized position in this area.

4. Karen/Maja – Reservations Function

Karla - We are looking at adding some reservations functions under Karen's role and moving her up to the Reservations Coordinator band, so from her current band 2 wage up to band 3. In the absence of our regular JJEC reviews, we have drafted up a job description and will offer it to her. The plan is for Maja to do some training down at InfoSource to help out and to support reservations in general. James is currently helping out with productions and reservations while Western Film is not open. With Karen, we are replacing the finance function with reservations and making sure that she is compensated properly for that. In the new year we will be looking at starting up the cyclical job reviews again.

Noah – Are there any concerns about volume of work for Karen?

Karla – It will be all things that Karen can do at the desk. She can help with bookings and creating reports. Maja can help Karen out and give her some more balance in terms of taking lunches etc.

5. Succession Planning in Finance/Clubs

Karla – We do a gap analysis for the Board in November that helps us see where we need supports for each area of the organization. Vicki's departure will be imminent and so we have to look at what that will look like for Finance and Clubs and what training is needed for other staff for when she wants to retire. A new Finance Manager would not be taking on Clubs.

6. New Business

Noah – Any plans to open Western Film?

Jeff – Not until second semester and maybe at a reduced capacity. It is a valuable operation and we want to keep it going. With less hours to work on Western Film, perhaps James could support Josh Try so that we make sure that he has a full job.

Noah – Would that mean changing his job description?

Karla – We will have to look at that. We would like to keep a semblance of normalcy until JJEC does their job. Otherwise, it wouldn't be representative of what has been actually happening. We wouldn't want to see people to drop bands because they aren't currently doing what they normally would do. Western didn't want us booking a lot of events recently so the Reservations Coordinator's role in particular is one we're trying to figure out with James, Maja, and Karen.

Jeff – We've been putting some gear on display in InfoSource. With Maja there, she could help with ordering etc. We just want to make sure people have full jobs.

Noah – We just want some clarity of what his role is.

Jeff – We are looking at flexibility for roles in the future and giving people opportunities to backfill if people are off.

Karla – We are splitting Reservations into three jobs for now. We are changing Karen's job description to recognize what she's doing and crediting her for the higher level of work. We are adjusting Maja's job to be a back up. James will be helping more with supporting Productions and events set up.

Noah – What is currently happening regarding Sue’s secondment?

Karla – We have extended it for another year, until next fiscal.

Noah – Can we look at reviewing Melissa’s job soon?

Karla – Absolutely.

Karla – We would like to clarify the e-mail about the holiday closure and using up flex days etc. that just went out and will talk about it at the Town Hall. As always, we expect that people would have had a plan for their vacation and flex days by the end of April. There have been extenuating circumstances this year so we will look at ways to help people take those flex days as we expect that everyone will have used them up by the end of the year. We may want to look at shut downs in the future to ensure that people can use their time.

Noah – There are a couple of people who will have flex days left and would like to carry them over.

Karla – Can they please submit a plan for using them?

Jeff – We have carried lots of liabilities on the books and are working hard to eliminate carry over. In the Board’s eyes, if we don’t give people the opportunity to take time off, that’s a problem. That’s not the issue though, it seems that people are just not taking it when they have the opportunity.

Karla – We won’t be forcing people to take the time off unless the building is closing. We are giving 7 extra days since exams don’t end until December 21st and it will be a slow time on campus.

Noah – Is Western extending the break at their end?

Karla – They are considering it and, if they do, they will be extending it on the January side

Nina – We will be back to work to work though, correct? It would not be forced time off a USC closure.

Karla – We will hopefully have more information at the Town Hall. It will probably be a very last minute decision from Western. Can we take the two employees with concerns off line? Can Sue cc you when she sends Karen’s job description, Noah?

Noah – There may be a meeting with the individuals that want to carry over the flex days since the CBA allows them to.

Jeff – That clause in the CBA may be something they’re counting on but they just need a plan.

Karla – One person definitely has an extenuating circumstance. We’re attempting to get it used up unless there’s another reason to carry it over. Perhaps we can accommodate them in another way? It creates inequity since everyone else has done what they needed to do. We will send the Digital Strategist job description to you, Noah, and post it in January.