

Labour Management Relations Committee (LMRC)

April 13th 2023 @ 3:00 pm

Mike, Tanee, Karla, John, Jeff, Andrea

Discussion Points & Outcomes

1. Benefit Performance for February/March 2023

- The usage has been high on both plans. We are at 145% on the health side and 138% on the dental side. We aspire to be at 88% usage to maintain costs and keep the plan sustainable. High usage may a result of a number of new employees using the plan, an increase in the dental fee guide, general cost increases, and the addition of the Health Care Spending Account. In a small plan, small things can make a big impact. Since the CBA is in effect until 2025 we'll just monitor everything and discuss the plan again at bargaining time. We have a good consultant so we'll have good advice on how best to move forward at that time.

2. Gazette Work

- With the number of hard copy publications increasing lately, who is taking on the tasks that were previously done by the Desktop Publisher? Is there work being done by non-union members?

- There are no longer ad layouts and articles and photos are now dropped into a template, therefore the work of creating a layout and designing ads no longer exists. Printing is also outsourced. The editorial staff collaborate and put everything that has been dropped in together. We could go through what the process entails with Dan in terms of what percentage of time the remaining tasks outside of ad designing would take but it would definitely not add up to a full time job. It's uncertain who would do what was remaining since it probably would be less than a 24-hour job and would have to take place at night. It would, however, be good to have that conversation and determine what, without the ads, is left to be done. A good place to start would be to look at a current copy of the paper to determine what production requires.

3. Job Evaluation Update

- We had a good meeting with Sean Taylor, the job evaluation specialist from CUPE regarding the positions that we need to evaluate. We were asked to go through the wage schedule and see if there were any positions that would be drastically different than ones we have had in the past and make sure that there

isn't anything that might be differently banded. Once we have done that, we will train everyone on how to do the evaluations so that the process can begin.

Coordinator, Council Services – this is not a new position. It resembles the previous job in terms of being a support to Council by doing policy work and minutes etc.

Coordinator, Student Benefits – this position has not changed

Coordinator, InfoSource – comes from a combination of the Administrative Assistant and Reservations Coordinator positions with the addition of the retail aspect

IT Support – position remains unchanged

AR/AP Coordinators – positions remain unchanged

Research Analyst – some parts of this position come from previous position. It still fits into the USC bundle of work so the current factors would still apply. No need to re-vamp the tool based on this newer position as it does not represent a brand new business or tasks that require new factors. There is opportunity in considering a new tool but it can also be a detriment in that some positions might drop down in banding as a result of its application.

Coordinator, Western Film – cannot be evaluated until there is an incumbent in the role

Financial Assistant – existing position currently being hired for

Productions Coordinator – existing position

Productions Coordinator – Night – existing position

Student Events Coordinator – existing position

Student Organizations Advisor – existing position

Graphics & Video Productions Coordinator – existing position

Coordinator, Tech Services – existing position

Graphic Artist – existing position

Just a reminder that, if anyone goes down a band after the evaluation, they are green circled for 2 years, meaning their salary does not go down in that time and the job is reviewed again at the 2 year mark. By that time, the salaries have usually caught up if the person stays in the same band. If you go up a band as a result of the evaluation, you would get retro pay based on a chosen date. As a whole, we haven't veered completely off track in terms of banding in the past. Once this Committee has reviewed the jobs and decided that the current tool will work, Sean will come in and re-train the job evaluation committee on the tool and train staff on how to fill in the evaluation. We may need to revisit the JE committee composition as there have been some staff exits that will affect the current numbers.

4. New Business

- There was no new business at this time.