Personnel Committee Minutes

BRANDON SCHOOL DIVISION
"Accepting the Challenge"

Monday, June 25, 2012 – 12:00 p.m.
Board Room, Administration Office

Present: L. Ross (Chairperson), G. Kruck, J. Murray (Alternate).
Dr. Michaels, K. Zabowski, B. Switzer
Regrets: D. Karnes

1. CALL TO ORDER

Trustee Ross, Chairperson, called the meeting to order at 12:15 p.m.

2. APPROVAL OF AGENDA

The agenda was approved.

3. REVIEW OF COMMITTEE MINUTES

The Committee minutes of May 28, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy 1015 – "Respectful Workplace".

Superintendent, Dr. Michaels spoke to the various policies, including Workplace Violence and Harassment, which would require the implementation of a Division wide training program. She noted the challenges this would present, including strain on time and resources. It was further noted training on these various policies would be part of all future new employee orientations. Discussions were held regarding the possibility of hiring an external consultant to assist in implementing the required training. Director of Human Resources, Ms. Switzer, discussed the on-line Harassment training process and noted further on-line training for these various policies could be explored. Superintendent, Dr. Michaels, stated the policies such as Workplace Violence, Harassment and Respectful Workplace may need to be combined in the future. The Committee received the above-noted discussions as information.

B) In-Camera Discussions

The Secretary-Treasurer circulated a confidential report on a personnel matter. The Committee reviewed and discussed the report. It was agreed the report would be provided to the Board of Trustees for in-camera discussions at the regular meeting to be held June 25, 2012.

C) Support Labour Management Committee Minutes

The Committee agreed to accept the Minutes of the Support Labour Management Committee held on May 1, 2012. (Appendix "A").

6. OPERATIONS INFORMATION

- Superintendent, Dr. Michaels, provided an update on the hiring process for the three specialist positions approved in the budget; the Communications Technology Specialist, the Research and Assessment Specialist; and the Aboriginal Specialist.

- The Manitoba Teachers' Society (MTS) – Notice of Premium Rate Decrease was received as information.

- Trustee Kruck requested discussions regarding possible staff retirement incentives be placed on the next agenda.

7. NEXT REGULAR COMMITTEE MEETING: TBA

The meeting adjourned at 1:13 p.m.

Respectfully submitted,

L. Ross, Chairperson	D. Karnes
G. Kruck	J. Murray (Alternate)

BRANDON
SCHOOL DIVISION

SUPPORT PERSONNEL LABOUR/MANAGEMENT COMMITTEE

Tuesday, May 1, 2012 1:00 p.m. Conference Room Administration Office

Present:
CUPE: D. Arpin, Co-Chair, D. McLaughlin, J. Rose
DIVISION: D. Karnes Co-Chair, K. Zabowski, Secretary-Treasurer, B. Switzer, Director of Human Resources
Regrets:

Mr. Doug Karnes, co-chair, acted as chairperson for the meeting.

I. SUPPORT STAFF SECRETARIES

Deb Arpin raised concerns on behalf of the members in regards to school secretaries using their personal credit cards to make online book purchases for teachers (ie. Chapters)

The concern is that the use of personal credit cards for Brandon School Division purchases should not be promoted as it has possible financial hardships if the purchase cannot be reimbursed prior to interest being applied.

Kevin Zabowski indicated that he will prepare a memo to Principals advising them of the procedures that should be followed for online purchases for the school, which shall also be communicated to school staff.

Deb Arpin will also send reminders to CUPE members to avoid using personal credit cards.

II. JOINT USE OF FACILITIES

Kevin Zabowski provided a verbal update as to the status of the Joint Use of Facilities Agreement with the City of Brandon. Kevin advised that the City of Brandon legal representative had made some changes to the agreement, which had been reviewed and mutual consensus had been reached in regards to the language, which was now being reviewed by the Brandon School Division legal representative.

Deb Arpin expressed once again the desire of the Union to have an information session for custodial staff in regards to the agreement.

III. NEW BUSINESS

Deb Arpin inquired about the Crocus Plains Secretary position being posted prior to the expiration of the incumbent's 3 month trial in new position. Becky Switzer advised that this was posted based on a verbal acknowledgement at 2.5 months and also identified that the position was posted with a start date for the 2012/2013 school year.

Jamie Rose advised that EA members from Riverheights School had attended training outside of regular working hours and were not paid. Becky Switzer indicated that she would inquire with the school to determine if timesheets had been submitted for proper payment of wages.

Jamie Rose advised that EA members across the Division are indicating that they are being asked to come in early and stay late and are not being compensated for it. Becky Switzer indicated that should an EA be working more than the allocated hours in which they are employed because the Principal has required it, timesheets should be submitted for compensation.

Deb Arpin made an inquiry regarding mileage paid to maintenance relief personnel going to O'Kelly and Alexander. Deb Arpin requested the Division review and apply the same rules for all classifications of relief personnel. Kevin Zabowski will review and advise.

Doug McLaughlin requested that the Division entertain placing the overtime guidelines that were recently revised and agreed on verbally into a Letter of Understanding with the collective agreement so that members have a point of reference that is under both the Division and CUPE signature.

IV. MEETING DATES

TO BE DETERMINED UPON ADVISEMENT OF TRUSTEE IN SEPTEMBER

Meeting adjourned: 1:50 p.m.

Respectfully submitted,

D. Karnes, Trustee
Co-Chair

D. Arpin, CUPE President
Co-Chair