



# BRANDON SCHOOL DIVISION

## Personnel Committee Minutes

Monday, March 10, 2014 – 9:00 a.m.  
Board Room, Administration Office

Present: L. Ross (Chairperson) D. Karnes, G. Kruck, D. Labossiere, Dr. Michaels,  
B. Switzer.

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### 1. CALL TO ORDER

The Personnel Committee Meeting was called to order at 9:07 a.m. by the Committee Chairperson, Dr. Ross.

### 2. APPROVAL OF AGENDA

An in-camera personal item was added to the agenda. The agenda was approved as amended.

### 3. REVIEW OF COMMITTEE MINUTES

The Committee Minutes of December 9, 2013 were received as information.

### 4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

### 5. OTHER COMMITTEE GOVERNANCE MATTERS

#### **A) Support Labour Management Committee Minutes**

The Committee received and reviewed the Minutes of the Support Labour Management Committee meeting held October 16, 2013. (Appendix "A").

As a trustee was not present at the January 29, 2014 Committee meeting, official minutes could not be recorded. Ms. Switzer, Director of Human Resources, therefore provided a verbal report of the meeting held on January 29, 2014.

## **B) MTS Information Request to Superintendent**

Superintendent, Dr. Michaels, spoke to this item, noting the various discussions held across school divisions in the province. She confirmed that the Brandon School Division would be providing the information requested by the Manitoba Teachers Society.

## **C) Joint Pension Plan Committee**

Trustee Ross provided information regarding a telephone conversation she had with Mr. Craig Wallis of MSBA pertaining to this matter. Mr. Wallis noted that the MSBA was still reviewing the feedback and information which had been received at the Regional meetings regarding pensions.

The Committee reviewed the questions which were presented to the Board of Trustees at the regular meeting held February 24, 2014 from representatives of CUPE Local 737 about the MSBA Pension Plan. The Committee was able to provide the following information with respect to the inquiries made at the Board table:

"Do Trustees have the required information to make an informed decision concerning the potential changes to the Non-Teaching Pension Plan contribution rates?

- What was the last premium increase? **1980**
- Has the division had a holiday vacation from payment premiums since the last premium increase? **Three vacations to premiums with the last one being 7 to 8 years ago.**
- Do the Trustees know Manitoba is the only province in Canada that has a Defined Contribution Pension Plan for School Support Staff workers? **Yes**

Will the Brandon School Division Board of Trustees support an increase to the Non-Teaching Pension Plan contribution rates?"

The Committee agreed they do not have sufficient information from MSBA in regard to the potential changes to the Non-Teaching Pension contribution rates at this time. They also noted that any increase would need to be approved by the Board of Trustees

## **D) Out-of-Scope Personnel Item (In-Camera)**

This item was discussed in-camera.

## **6. OPERATIONS INFORMATION**

The Committee reviewed and received as information the following:

- MSBA Salary Bulletins regarding:
  - Garden Valley School Division
  - Interlake School Division
  - Lord Selkirk School Division
  - Louis Riel School Division
  - Hanover School Division
  - Assiniboine Community College, Red River College, University College of the North.
- MSBA Collective Bargaining Updates regarding:
  - January 10, 2014
  - February 12, 2014
- MSBA – Labour Relations Updates dated:
  - January 10, 2014
  - January 31, 2014
  - February 21, 2014
- MSBA – Pension Plan Eligibility for Employees Moving Between Participating School Divisions

7. **NEXT REGULAR COMMITTEE MEETING: Monday, April 14, 2014, 9:00 a.m., Board Room.**

The meeting adjourned at 9:45 a.m.

Respectfully submitted,

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L. Ross, Chairperson

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D. Karnes

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G. Kruck

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J. Murray (Alternate)



# BRANDON SCHOOL DIVISION

## SUPPORT PERSONNEL LABOUR/MANAGEMENT COMMITTEE MEETING

Date: Wednesday, October 16, 2013 12:00 noon  
Location: Conference Room Administration Office

Present:  
CUPE: J. Rose, Co-Chair, C. Rempel  
DIVISION: J. Murray Co-Chair, B. Switzer, Director of Human Resources

Regrets:  
CUPE: D. McLaughlin, D. Labossiere

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Mr. Jamie Rose, co-chair, acted as chairperson for the meeting.

### I. FOLLOW UP FROM PREVIOUS MEETING

#### **POLICY 9032 – ACCESS BY STUDENTS TO SCHOOL BUILDINGS**

Senior Administration is developing procedures to ensure consistency throughout the Division.

#### **OVERTIME GUIDELINES**

Becky Switzer confirmed a reminder email was issued to Principals regarding Banked Overtime Guidelines and referred to this document being housed in Divisional Documents, which all employees have access to.

#### **BUS DUTY/PARENT LUNCH PROGRAMS**

Deb Arpin requested that Principals be reminded that CUPE Support Staff, during the hours of BSD employment, are not responsible for the collection of monies or any duties related to the Parent Run Lunch Programs. It was suggested that this topic be brought forth to the next Parent/Guardian/Division Advisory Committee so that parents are also aware. Trustee Murray will follow up on this agenda item.

### II. NEW BUSINESS

#### Advance Booking Requests for School Secretaries

Christine Rempel inquired on the process for school secretaries when booking time off in advance. Becky Switzer responded in that the sub booking office books substitutes 5 days in advance and is currently working on up to 2 weeks in advance. As sub booking is responsible for EA's and Secretaries, there is a large volume of same day absences that need booking priority over requests done in advance. Sub booking is working on advance bookings as 2<sup>nd</sup> priority as time permits. Preferred subs are booked when possible.

### Workplace Safety and Health Incident Reports

Jamie Rose inquired on protocol for reporting incidents. He has had reports that not all employees are reporting as they are concerned about repercussions for reporting an incident. Becky Switzer responded that first and foremost, employees should not be fearful in reporting, there are no repercussions, reports provide valuable information to put proactive measures in place to reduce reoccurrence or more serious injuries. Jamie Rose indicated that employees need to know what to do. Becky Switzer indicated that WPSH reporting incidents will be added to possible PD for employees.

### Article 10.01 Posting of vacancies greater than 3 months

Becky Switzer presented information regarding the posting processes for the staffing of the 2013/2014 school year, identifying concerns with regards to delays this created in notifying employees and administrators of assignments, placements, etc. Becky Switzer provided a memo with two recommendations for the union to consider. Jamie Rose indicated that this would be brought forward to the union executive for consideration as the union also heard concerns from members on the delays.

### **III. MEETING DATES**

JANUARY 29/2014 – 12:00 NOON

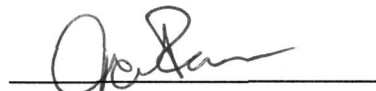
APRIL 09/2014 – 12:00 NOON

Meeting adjourned: 12:50 p.m.

Respectfully submitted,



J. Murray, Trustee  
Co-Chair



J. Rose, CUPE President  
Co-Chair