



Personnel Committee Minutes

Monday, January 17, 2011 – 6:00 p.m.
Board Room, Administration Office

Present: L. Ross, (Chairperson), D. Karnes, J. Murray, P. Bartlette
(Alternate), G. Barnes, Dr. Michaels, B. Switzer

1. CALL TO ORDER

Trustee Ross, Chairperson, called the meeting to order at 6:15 p.m.

2. APPROVAL OF AGENDA

The agenda was accepted as presented.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE MATTERS

A) Review of Proposals – CUPE Negotiations (In-Camera)

The review of the Division proposals for CUPE negotiations was continued. The Committee reviewed the proposals in detail and Trustee inquiries were responded to and amendments made. The proposal package was agreed to.

B) Support Personnel Labour/Management Committee Minutes

The December 8, 2010 Support Personnel Labour/Management Committee Minutes were received. Trustee Murray reviewed the minutes and responded to inquiries. The Committee agreed to accept the minutes as printed. (Appendix "A").

C) Long Service Employee Recognition Event

The Secretary-Treasurer provided background information on how this event has been celebrated over the past several years. The Committee discussed in detail as to how this event should be recognized in 2011. It was agreed that the Long Service Employee Recognition event would be undertaken in a similar manner to last year. Senior Administration was requested to review this matter as to location and agenda reporting back to the Committee for finalization of the event plan.

5. OPERATIONS INFORMATION

The following were received as information:

- MGEU Tentative Agreement;
- MSBA Collective Bargaining Update – December 22, 2010;
- MSBA Salary Bulletin – Rolling River S.D. and CUPE Local 1630 – Custodial Employees.

6. **NEXT REGULAR COMMITTEE MEETING:** Tuesday, February 15, 2011, Board Room.

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

L. Ross, Chairperson

D. Karnes

J. Murray

P. Bartlette (Alternate)

SUPPORT PERSONNEL LABOUR/MANAGEMENT COMMITTEE

Wednesday, December 8, 2010 1:00 p.m. Board Room Administration Office

Present:

CUPE: D. Arpin, Co-Chair, D. McLaughlin, J. Rose

DIVISION: J. Murray Co-Chair, G. Barnes, Secretary-Treasurer, B. Switzer, Director of Human Resources

Regrets:

Trustee Jim Murray, co-chair, acted as chairperson for the meeting.
The meeting commenced at 1:20 p.m.

I. SUPPORT STAFF PD

D. Arpin inquired as a follow up regarding possible training sessions for support staff on First Class/Employee Connect as previously discussed. B. Switzer advised that the training sessions are currently being organized as far as content. It is anticipated that the sessions will commence in January. Support staff wishing to attend will need to sign up for a session and sessions will be group specific (ie. Custodial, Mtnce, Transportation and EA). B. Switzer indicated that Clerical staff are most familiar with these and as such, if necessary, will be included in the annual re-fresher session for school secretaries in August 2011. D. Arpin also inquired if that was where all the PD monies were going that the Board approved in the 2010/2011 budget? B. Switzer indicated that most of those monies were pre-allocated to support staff risk responders and custodians for First Aid/CPR re-certification.

II. UNIFORM ALLOWANCE

D. Arpin inquired as to whether the teaching staff was required to pay for their uniforms? G. Barnes indicated that it was his understanding that the school covered these costs from the school budget. D. Arpin asked if the same could be provided to the culinary arts support staff? G. Barnes indicated he did not believe they were required to wear uniforms, that they were provided with aprons and that was all that was required. D. Arpin indicated that is not the information they had received. Staff are expected to be in uniform, yet when a substitute is scheduled, the school provides them with a uniform for the day. G. Barnes to follow up with school on what is required of support staff.

III. ARTICLE 16.04

D. Arpin inquired as the vacation schedule was not posted in all areas last summer. G. Barnes indicated that it will be posted for this summer, whether by paper or available electronically, yet to be determined. G. Barnes indicates that there is a concern with the entitlement being posted prior to the entitlement date,

but this concern is being presented to Take Two for possible solutions. G. Barnes indicated that the information posted should be limited to the department/school, so that will be the consideration.

B. Switzer asked for clarification on what exactly the union wanted posted, was it the # of days you are entitled to or the vacation time that you booked, or both?

D. Arpin responded indicating that it was really no one's business knowing what another co-worker had for entitlement, it was the time booked off. An example was provided, a school secretary would find it beneficial to know that there would be no Custodial staff there for 3 days, as they would then be responsible for building security, etc.

IV. WORKPLACE HEALTH & SAFETY

D. Arpin following up on some previous discussions:

Reporting of incidents is still of concern to the union as employees are not reporting all incidents, only those that require medical attention and/or lost time. G. Barnes indicated that there are forms available and he will take these to the next Health & Safety Committee meeting so that committee members are familiar with the form and can guide members to the proper form. WCB legislation will be reviewed once again to ensure that reporting of incidents is as per legislation as this is who provides the employer with direction on such matters.

D. Arpin indicated that at Seven Oaks School Division, all incident reports are reviewed at the Health & Safety Committee level and wonders why Brandon School Division does not do the same? G. Barnes indicates that this is not current practice.

Violence in the Workplace Policy is currently being drafted.

Staff Washrooms continues to be a topic of discussion as per D. Arpin. G. Barnes indicated that this is where Workplace Health & Safety requirements differ from Building code requirements. We have buildings with equal number of washrooms however we do not have equal number of males and females. Division will look at making washrooms unisex where possible and renovations/additions will be addressed on a priority basis.

V. EDUCATIONAL ASSISTANTS IN HIGH SCHOOL

D. Arpin advised that there is still some concerns being raised in regards to availability of substitutes for the high schools. B. Switzer will prepare a report on:

Number of subs that are actively available for K-8 and 9-12

Number of subs that are actively available for all 3 high schools

Number of occasions we have unfilled absences of high school EA's for the previous school year and the current school year

D. Arpin also suggested that the Division look into offering flu clinics at the schools so staff can get their shots.

VI. CAREER CENTER EDUCATIONAL ASSISTANT

D. Arpin had inquired on what happened to the support staff position at Crocus Plains. It appears it was not filled and was replaced by a teaching position? G. Barnes indicated that it is correct the support staff position at Crocus Plains was not filled upon the resignation of the previous incumbent. Due to changes in this area, the Principal had presented to the Superintendent's Department a teaching position that could be partially funded with the monies allocated to this support staff position. The Superintendent supported this decision. B. Switzer is to obtain information about what changed in this area that made it no longer a support staff position.

VII. NEW BUSINESS


Life Skills Lunch Supervision – concern brought forward regarding employees working with life skills students during the lunch hour and only eligible to receive LRA wages rather than LS wages. B. Switzer provided a detailed explanation. G. Barnes to obtain cost information and if necessary, request for over-expenditure be allowed.

VIII. MEETING DATES

It was agreed that the future meetings will be scheduled on Feb 9, 2011 at 1:00 p.m. and on April 13, 2011 at 1:00 p.m.

Meeting adjourned: 2:25 p.m.

Respectfully submitted,


J. Murray, Trustee
Co-Chair


D. Arpin, CUPE President
Co-Chair