

**CITY OF QUINTE WEST
LABOUR MANAGEMENT
MEETING NOTES**

Wednesday, June 22, 2016

Caucus Room

3:00 p.m.

Present

Mike Green, CUPE Local 799 President – Co-Chair
Scott Reid, CUPE Local 799 Vice-President
Kevin Baceda, CUPE Local 799 (regrets)
Jim Bryer, CUPE Local 799
William Sikkema, CUPE Local 799
Sarah Rosenblath, CUPE Local 799.1

Charlie Murphy, Chief Administrative Officer
Chris Angelo, Director of Public Works & Environmental Services -
Co-Chair
David Clazie, Director of Corporate & Financial Services
Lori Coxwell-Duncan, Manager of Human Resources
Brian Jardine, Director of Planning & Development Services
Yvonne King, Executive Assistant – Recording Secretary

1. Update on Job Evaluation Committee

Mike Green will provide Lori Coxwell-Duncan with the names of union representation on the Joint Job Evaluation Committee. The Committee will include four members, with four alternates. Next step is for Lori to set up meeting dates and invite the Committee members.

2. C.U.P.E. Collective Agreement 21.04B – Lead Hand

Staff who are currently doing the job of Lead Hand and are deemed competent (seniority plus required skills) will be given first priority. Staff who have not done the job will require training until they are deemed competent. Therefore, there will be two lists during the transition phase. Jim Turner and Lori will meet to establish a process.

Chris Angelo wants the Lead Hands in place the week of July 4, 2016. The goal is to assign the existing Lead Hands that are deemed competent. Those not performing the Lead Hand role will need training before they are assigned, even though they may have seniority. Job shadowing was suggested as a means of gaining Lead Hand experience. Training will be done on a seniority basis. The union is in agreement.

3. Boot/Clothing Allowance Committee

This process has seemed to progress well. Some clothing is scheduled to arrive the week of June 27, 2016.

Group B's order has been finalized. Carrie Smith was commended for her hard work.

4. Crossing Guards

4.1 How do staff know what locations are available?

This question is addressed in Article 13 of the CUPE 799.1 Collective Agreement, included herein:

13.01 Employees may at any time submit a request for transfer to a different school crossing location as follows:

- (a) Transfer requests shall be in writing on the form provided by the Employer. Such requests may be submitted to the Manager of Human Resources once per school year. Transfer requests will remain active in the current calendar year unless acted upon or revoked by the Employee to a maximum of two (2) transfer requests per calendar year.
- (b) The Employer will retain on file all transfer requests from current employees to the end of the current school year.
- (c) Where a school crossing location becomes vacant, the Employer will offer the position to the senior employee who has a transfer request on file.
- (d) Should the position remain vacant it shall be offered to crossing guards in order of seniority until it is filled or until each member of the bargaining unit has had an opportunity to be placed in it.

13.02 When a vacant position occurs or a new position is created, such position shall be awarded to the senior, qualified applicant. Employees who have completed sixty (60) hours or four (4) calendar weeks employment shall be deemed qualified to apply for any such position.

4.2 How does staff know the number of hours each location has?

The current practice is to call Crossing Guard Supervisor, Heather Chatten, to confirm the number of hours required at each location.

4.3 Are the open locations assigned by seniority?

This question is addressed in Article 13.01(c) of the CUPE 799.1 Collective Agreement, included herein:

“Where a school crossing location becomes vacant, the Employer will offer the position to the senior employee who has a transfer request on file.”

Sarah Rosenblath explained that Crossing Guards do not know when posts become available. Typically, Heather Chatten's practice is to call the Crossing Guards to inform them of location openings. Posts are generally confirmed in August; therefore, Lori suggested that a list can be provided to the Crossing Guards at the annual orientation which takes place in August. While Sarah confirmed that most do not have email, it seems to her that most Crossing Guards have access to a computer and they have Facebook accounts. Thus, it was suggested posting open locations on the City's website and/or creating a Facebook page for

Crossing Guards. The important issue is ensuring the information is accessible to all Crossing Guards. Sarah confirmed that union business is communicated to Crossing Guards via mail and telephone.

Action: Lori will look into establishing a better system of communication with the Crossing Guards.

5. When filling in for another member or staff who is at a higher pay grade, should an employee not receive step one of the higher pay grade?

This question is addressed in Article 21.02 of the CUPE 799 Collective Agreement, included herein:

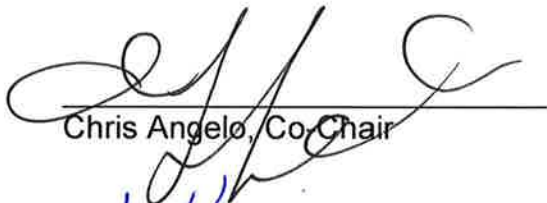
“Employees temporarily assigned to work in a higher paid classification shall receive Step 1 of the higher classification rate for all hours worked. Employees temporarily assigned to work in a lower paid classification shall not have their rate reduced.”

If an employee has been temporarily assigned to a job of a higher classification, the employee would receive a letter to recognize the temporary assignment with a start date and end date, as well as confirmed rate of pay.

6. Other Business

Scott Reid referenced the letter Charlie Murphy circulated to staff on June 16, 2016 regarding a succession plan. Over the next five years, 49 employees will be eligible to retire. Twenty-eight (28) of those individuals will be eligible to retire within the next two years. Charlie explained that the list generated by OMERS provides the eligibility date, which is the minimum date an employee can retire.

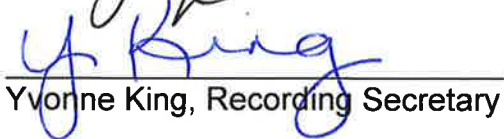
Adjournment The meeting adjourned at 3:35 p.m.



Chris Angelo, Co-Chair



Mike Green, CUPE Local 799 President



Yvonne King, Recording Secretary