

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

**Wednesday, July 8, 2014**

**Caucus Room**

**Present**

Doug Villeneuve, CUPE Local 799 President – Co-Chair  
Scott Reid, CUPE Local 799 Vice-President  
Kevin Baceda, CUPE Local 799  
Jim Bryer, CUPE Local 799 (regrets)  
William Sikkema, CUPE Local 799

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  
(regrets)  
Yvonne King, Executive Assistant – Recording Secretary

**Welcome**

Charlie thanked everyone for attending. He is pleased that the group is meeting so soon following negotiations. He is confident that this forum will encourage better dialogue and communication.

**Discussion Items**

**1. Job Evaluation**

- Charlie applauded the Job Evaluation (JE) Committee for their hard work to bring closure to this project in a short period of time.
- Charlie noted that the JE Committee identified the following positions that still require a proper JE review:
  - Administrative Assistant - Economic Development & Tourism
  - Customer Service & Administrative Assistant
  - Locate Person
  - Traffic Technician
  - Parks – job title to be determined
  - Engineering Technician
- These jobs were identified due to an inadequate job description and/or lack of a job description.
- The JE process highlighted the importance of having solid job descriptions for all positions.
- The position of Policy Planner was identified after the initial process – Charlie would like it included with the review of the above positions.
- David explained that the above seven jobs need to be addressed first; then there is a secondary list that includes a number of jobs identified

during the JE process, which need to be reviewed – Charlie explained that JE is an ongoing process and there are jobs that are to be reviewed regularly.

- New Terms of Reference will identify the process to evaluate jobs; however, the Committee will work with the existing Terms of Reference to evaluate the jobs identified above.
- Charlie outlined the process for evaluating the seven jobs as follows: employee and manager complete the Templeman questionnaire; management develops a draft job description from the questionnaire; the Committee scores the job; the job description is stamped final, dated and signed.
- The objective is to provide staff with the new questionnaire to complete and return with an approximately six week turn around.
- It is important to let impacted employees know that the process is moving forward – a clear message is required - Lori explained that there is confusion amongst staff because there are others that want their jobs evaluated, but were not identified by the JE Committee as being in need.
- Charlie explained that the new Terms of Reference should be ready for September – the new document will be beneficial for the Committee - it will also serve as a JE guideline for staff; outline JE steps, what JE is and is not – information sessions were suggested to alleviate confusion amongst staff; provide staff with an understanding of what triggers a reconsideration and what doesn't, for example.

## **2. Group B Summer Hours Schedule**

- Summer hours for City Hall staff started June 29.
- From all accounts it seems to be going well.
- Feedback from staff is important to determine the success of the two-year trial run.
- Next year, the summer hours time frame will be extended from April to September – it will be important for staff to be aware of summer hours scheduling when booking vacation.

## **3. Clothing and Safety Footwear Committee**

**Action:** As per the new Collective Agreement (CA), a Clothing and Safety Footwear Committee needs to be established comprised of equal representation from each group – 4 union members and 4 non-union members.

**Action:** Union will communicate to their members to put forward their names if they would like to sit on the Committee – elections will take place at the general meeting in September.

- The objectives for this Committee are spelled out in a Letter of Understanding in the CA.

**Action:** It was suggested that research should be done to find similar processes from other municipalities and bring this information to the first meeting.

- The goal is to roll out the clothing and safety footwear parameters by March 1, 2016.

#### **4. Communications Plan**

- Improving internal communications is one of Charlie's top priorities.
- Clothing and safety footwear are an example of sharing information before a decision is made and rolled out.
- Charlie referenced the Internal Communications Plan/Customer Service Strategy, which was launched July 7 – the plan was created by a staff working group and provides structure to ensure proper means of communication amongst staff.
- Charlie asked Doug to let him know if help is needed with communication within the membership – Doug explained that Madeleine Fraser, CUPE Secretary, is developing a website for the membership, which will be launched at the general meeting in September – a monthly newsletter will also be distributed to the membership.

#### **5. Wage Step Progression**

- The CA states that a new hire into a position starts at Step 1 (per Article 21.03) - the group agreed that this is a difficult issue, but they will leave as is.
- Consistency is important when implementing Article 21.03.

#### **6. Other Issues for Follow-Up from New Collective Agreement**

- Doug and Lori will review the draft CA together before it goes to print - Doug indicated that employees are asking for copies.
- Lead Hand: Per 21.04, Lead Hand refers to an employee assigned on a temporary basis to oversee a work crew as determined by the Employer and paid accordingly - lead hands will be subject to a prequalification process - employees will have an opportunity to annually prequalify and be added to the list of lead hands to be appointed by the employer on the basis of seniority.
- Chris outlined his thoughts on the process: the position would be posted to the different yards in the Fall; Chris would go to each yard and explain the process to staff - Lori suggested developing a form for interested staff to fill out detailing past experience and skills instead of submitting a resume.
- It was discussed during bargaining that this should be a fair and equitable process – employees need to understand that this is not just about additional pay, they need to understand their legal responsibilities (i.e. Occupational Health and Safety Act, other relevant legislation) – training may be required – a task sheet was suggested outlining the responsibilities of a lead hand – this would allow staff to make an informed decision.

**Action:** Lori would like a Letter of Understanding that individuals hired to cover pregnancy/parental leave do not have to take the 20 day break in service - this is not covered in the CA.

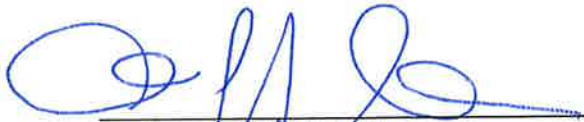
- The group explained that the Seasonal Arena Labourer position will receive the same pay as the non-seasonal position.

**7. Meeting Dates**

- Lori shared the following list of meeting dates until the end of the new CA:
  - o September 23, 2015
  - o December 16, 2015
  - o March 23, 2016
  - o June 22, 2016
  - o September 28, 2016
  - o December 14, 2016
- The group will meet in the interim if issues arise.


**Action:** Lori will send out a meeting invite to the group.

**Adjournment**      Meeting adjourned at 4:30 p.m.



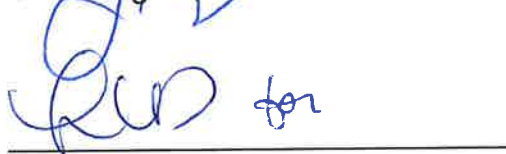
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Chris Angelo, Co-Chair



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Doug Villeneuve, Co-Chair



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Yvonne King, Recording Secretary