

# WSIAT Labour/Management Committee

Minutes of the meeting held:  
February 3, 2005  
10:30 am  
Hearing Room 2, 7<sup>th</sup> floor

Chairing: Brenda Rantz  
Present: Deborah Lecuyer, Noela Oliviera, Chinedu Ijoma, Holly Williams, Wolfgang Skeries, Julia Martinez  
Minutes: Shelley MacLellan

## ITEM

## PRESENTER

### Welcome

B. Rantz opened the meeting, and H. Williams was introduced and welcomed to the committee. H. Williams will be replacing N. Oliveira while she is on leave, and this will be N. Oliveira's last committee meeting before her leave.

### 1. Outstanding Business

#### 1.1 Vacation Policy

**MGMT**

B. Rantz advised the committee that this issue is still deferred at this time.

#### 1.2 Reciprocal Staffing Agreement

**MGMT**

B. Rantz advised the committee that the agreement has been updated and submitted to M. Faubert for review. The process to be followed with the MBS has changed somewhat due to reorganization and centralization of the H.R. functions within the OPS, and the agreement will now be submitted to Donna Marafioti, the ADM of the Centre for Leadership and Human Resources. B. Rantz advised that she hopes to submit the agreement by the end of February. D. Lecuyer inquired if the committee can see the agreement before it is submitted; B. Rantz advised that she would ask M. Faubert if this can be done.

### 2. New Business

#### 2.1 What Constitutes a "Fact Finding Meeting"?

**OPSEU**

B. Rantz referred the committee to the minutes of the Labour Management Committee meeting of January 28, 2004, specifically item 2.1 where the committee discussed disciplinary procedures in the context of breaching the I.T. usage policy. B. Rantz explained that these minutes go through what the Tribunal's process is regarding discipline, and advised that there is no formal policy as such but that progressive

discipline is applied. B. Rantz advised that she has contacted other ministries and none of them have specific procedures regarding fact finding meetings, and that this process is not specifically defined in the collective agreements of either the Tribunal or the OPS.

N. Oliveira suggested that many of the union members likely do not know the steps involved in this type of disciplinary action, so it is good to have the minutes to which they can refer. D. Lecuyer inquired if C. Ijoma had any further questions on this issue; he advised that he did not.

## **2.2 Attendance Threshold for 2005**

**OPSEU**

B. Rantz referred the committee to the minutes of the Labour Management Committee meeting of June 10, 2003, specifically item 2.3. This item discusses the Tribunal's process and how the attendance threshold is established. B. Rantz advised that this is also outlined in section 6.4 of the Administrative Guide.

N. Oliveira explained that what the union is looking for is the average number of sick days taken by Tribunal staff last year. B. Rantz advised that this is management information and will not be released at this time. N. Oliveira explained that the union feels that the threshold of 7.5 days is rather low, and that they would be interested in knowing what the average is for other ministries. B. Rantz explained that the current threshold is based on the average of innocent absenteeism from the last year, not including long-term absences, and that other agencies as well as the private sector were also researched with the goal of the threshold being to keep the absentee rate as low as possible.

N. Oliveira inquired if the Tribunal is looking at a cap; that is, to go no lower than 7.5 days for the threshold. B. Rantz advised that the threshold will be assessed on a yearly basis. C. Ijoma inquired why the threshold was set at 7.5 this year when it was 8 days last year, and suggested that it would be appropriate to explain why it has been reduced. B. Rantz advised that all of the attendance information is reviewed in detail with M. Faubert and the threshold set. C. Ijoma inquired again why the threshold was set at 7.5 days. B. Rantz explained that this was based on previous experience, accommodations required within the Tribunal, and Tribunal goals. N. Oliveira asked again if average attendance figures would be provided. B. Rantz advised that they would not, but added that averages are always lower than the threshold rate because the goal of the threshold is to encourage low absenteeism rates.

D. Lecuyer inquired if B. Rantz could explain in general terms why the threshold has been lowered from 8 days to 7.5 days. B. Rantz explained that there are a number of reasons, including lower usage of sick days, various accommodations for staff, and increased enrollment in Level 1 of the attendance support program. J. Martinez inquired why the union wanted the average sick day figure, and how this would make a difference to their members. N. Oliveira explained that the concern is that the threshold level has declined over time. J. Martinez inquired why the explanation given by B. Rantz as to how the threshold level is determined is not sufficient. N. Oliveira explained that this did not give the average number of sick days taken by staff, and that the union is not able to provide this information if asked by its members.

## **2.3 Tribunal recognition for staff with outstanding attendance records in 2004**

**MGMT**

B. Rantz advised the committee that the Tribunal will be recognizing staff members with excellent attendance records in the previous year. There are nine individuals with perfect attendance records, who will receive one free day off; eight individuals with one sick day,

who will receive ½ day off; and nine individuals with two sick days, who will receive a token in recognition of their efforts.

N. Oliveira inquired if this includes all staff, not just union members; B. Rantz advised that it does. N. Oliveira asked if this was directed by Senior Management; B. Rantz confirmed this. N. Oliveira said that this is a great initiative, but advised that the only concern is that there may be members who have been with the Tribunal for many years with a good attendance record overall who may give negative feedback to the union if they are not recognized. B. Rantz advised that she understood this concern, but that the program has to start somewhere. She suggested that if anyone does express concern to the union, they can come see her and something may be worked out.

D. Lecuyer inquired if the attendance awards will be given every year. B. Rantz advised that she hopes so; she will definitely recommend that and see if it is approved. W. Skeries inquired how the awards will be distributed. B. Rantz advised that they would be given to the individual managers, who will then distribute them to their employees.

## **2.4 Performance Plans**

### **Mgmt**

B. Rantz explained that all staff had undergone training in the new Performance Plan program in the fall of 2003. Since this time, there has been some difficulty with getting the performance plans done and in place. To address this problem, a new common performance plan date for all staff has now been adopted and will be consistent with the management date of April 1<sup>st</sup>. B. Rantz advised that H.R. is in the process of moving all the performance plans to the new April 1<sup>st</sup> cycle. Those currently in place that expire in December, January, February or March will be extended to expire March 31, 2006. Performance plans done prior to December 2004 will be reviewed and finalized, and a new plan will be established for the cycle April 1, 2005 to March 31, 2006. B. Rantz explained that with the new April 1<sup>st</sup> cycle, the goal is to tie the performance plans more into the strategic business goals of the Tribunal. B. Rantz advised that merits will continue to take effect on anniversary dates.

C. Ijoma inquired what the process will be for staff who have not yet had a performance plan. B. Rantz advised that these will be worked on throughout March and set in place for April. She explained that the idea is to make it easier for managers to complete all of their performance plans in one batch, rather than having to do a few at a time each month, and also to tie the performance plans into the goals and expectations of their department.

N. Oliveira clarified that staff will still receive their merit on their anniversary date, and do the performance plan separately in April; B. Rantz confirmed this. N. Oliveira inquired what will happen to performance plans that are currently in the works; B. Rantz advised that these will take effect April 1<sup>st</sup>. If a previous performance plan exists, it will be extended to March 31<sup>st</sup>; if one does not, it will be worked on in late February and throughout March to be in place by April 1<sup>st</sup>.

## **2.5 Other Business**

### **Mgmt/OPSEU**

H. Williams inquired about the status of the Diamond Awards, as nothing further has been heard since nominations were solicited last year. B. Rantz thanked H. Williams for mentioning this, and apologized for this item having been delayed. She advised that she just needs to send out an email requesting volunteers for the selection committee, which will be made up of one management and two union members, and hopes to send this out in the next couple of days so that the awards can proceed.

D. Lecuyer inquired how staff would qualify to be a volunteer on the selection committee. B. Rantz advised that anyone who is interested can volunteer, there are no criteria; if more than the required number volunteer, the names will simply be selected in a lottery. D. Lecuyer inquired if the awards are only for union members; B. Rantz advised that they are open to all staff. D. Lecuyer inquired why the selection committee will be made up of two union members but only one management; B. Rantz advised that it was felt this would be more acceptable to union members and more appropriate so there would not be concerns about favouritism or the like.

## **2.6 Next Meeting**

**Mgmt/OPSEU**

The next meeting was scheduled for Thursday, April 7, 2005 at 10:00 a.m.

The meeting was adjourned at 10:59 a.m.

Signed:

Deborah A Lecuyer  
Deborah Lecuyer

Feb. 24, 2005  
Date

B. Rantz  
Brenda Rantz

Feb. 24/05  
Date