

WSIAT Labour/Management Committee

Minutes of the meeting held:
June 17, 2005
3:30 pm
Hearing Room 3, 7th floor

Chairing: Brenda Rantz
Present: Deborah Lecuyer, Holly Williams, Jonathan Bennett (Alternate), Julia Martinez, Wolfgang Skeries
Absent: Chinedu Ijoma
Minutes: Shelley MacLellan

ITEM

PRESENTER

Members present

D. Lecuyer advised that J. Bennett was in attendance for this meeting as an alternate, to replace C. Ijoma.

1. Outstanding Business

1.1 Vacation Policy

MGMT

B. Rantz advised the committee that this item is deferred to the next meeting. D. Lecuyer inquired if management has stopped working on this policy. B. Rantz advised that it is still being worked on; it has just been delayed by other matters but will be finished as soon as possible.

J. Bennett inquired if the Vacation Policy will be a final, written policy when it is introduced. B. Rantz confirmed this and advised that the union's input has been received; it is just a matter of getting the policy completed when time allows.

1.2 Reciprocal Staffing Agreement

OPSEU

D. Lecuyer advised that the union representatives had spoken to some of the members, and had received feedback both for and against the agreement. The minutes of the previous meeting have been very helpful in outlining the processes to be followed and so on. D. Lecuyer advised that the union would still like to proceed with the agreement at this point, because it does not yet even know what kind of agreement it would be.

B. Rantz agreed, and suggested that it is worth going to at least the point of seeing if the MBS will even consider the idea of a Reciprocal Staffing Agreement; if they do, then the pros and cons of an agreement can be explored and if they don't, then that will be it. A final decision on whether or not the Tribunal should undertake such as agreement does

not need to be made until much further in the process. B. Rantz advised that she would tell M. Faubert that the union wished to continue pursuing the agreement.

J. Bennett inquired if this meant that there would be no backing out of the agreement now; that is, if the union cannot later say that they don't want to have it. B. Rantz advised that this is not the case at all. She explained that it isn't yet known what the other parties would ask for in the agreement, and there are certain things that she herself would recommend against, such as being required to fill vacancies with OPS staff on the surplus list. Only once MBS has agreed to pursue a reciprocal staffing agreement will it be known what things they might ask for. J. Bennett asked if these would be presented when that stage is reached; B. Rantz advised that it would first go to M. Faubert and I. Strachan, who could either veto it or bring it to the members for their response. J. Bennett advised that the only concern of the members was if they say yes now, would they have to go through with it regardless, so it is good to know that this is not the case.

2. New Business

2.1 Move to ADP from WIN and Corpay

Mgmt

B. Rantz advised that the move to ADP for the Tribunal's payroll and HRIS systems had been approved by the MBS on June 2nd, and cabinet approval had been received on June 7th. A move for fall of this year is currently being planned, and the transition will be fairly seamless for staff. There will be no changes to pay dates, and only two changes to current procedures. First, there is not yet an option for electronic pay stubs through ADP so the Tribunal will go back to paper pay stubs for now. Secondly, attendance will go back to a paper-based system, until ADP's online module is ready. The attendance form will be available online, and staff will need to fill it out, print it and give it to their manager; Lissa Jose will then collect the forms on a set day.

J. Bennett inquired if there is any sort of database that could be used for attendance reporting instead. B. Rantz explained that the information has to be input into the ADP system in a particular way, so the paper-based system is needed; however, ADP is currently working on a module to record attendance online and its introduction should not be too far off.

W. Skeries inquired if the attendance form will be available on the Tribunal's intranet or from ADP; B. Rantz advised that it will be on WSIAT's intranet site in the Human Resources section.

B. Rantz advised that another part of the transition to ADP will involve the Tribunal's move to its own plan under Great West Life. The plan will remain exactly the same; there will just be a different plan number, and the claim forms will say WSIAT instead of the Province of Ontario. D. Lecuyer inquired if staff will need to use the new plan number the next time they claim benefits; B. Rantz advised that is not yet necessary and staff will be informed well in advance of the switch. W. Skeries inquired if this will affect the coordination of benefits with the OPS. B. Rantz advised that it will not; the plan will remain under the same umbrella, it will just be a separate group for WSIAT. J. Bennett inquired if this will have any effect on bargaining; B. Rantz advised that it will not, as benefits are negotiated separately and there is no flow-through from the OPS for benefits anyway. D. Lecuyer inquired if the fact that WSIAT is a much smaller group would impact the plan in any way; B. Rantz advised that there will be no difference in rates or benefits, it is simply a change in the administrative process.

B. Rantz advised that communications regarding the changeover to ADP will be made on a regular basis, so that staff are kept informed of changes, updates, and so on.

H. Williams inquired if staff will be able to see their credit balances and job record in ADP, as is currently possible with WIN. B. Rantz advised that they will not; instead, staff will get an annual statement advising them of their balances. J. Bennett inquired if staff can ask HR for the information if needed; B. Rantz advised this can of course be done, and Lissa Jose will remain the main contact for attendance and leave. B. Rantz suggested that many people may be happy to go back to the paper-based system anyway, as there can often be problems entering info in WIN. D. Lecuyer and W. Skeries suggested that it is helpful be able to see what balances are left, in order to plan ahead for vacations and so on; B. Rantz advised that ADP will have a module to do this in the future, which will be introduced when it is available.

H. Williams inquired to whom staff should direct any queries regarding pay stubs when ADP is introduced; B. Rantz advised that Josh Gordon will remain the primary payroll contact.

2.2 20th Anniversary Activities

Mgmt

The Tribunal will mark its 20-year anniversary on October 1st of this year. B. Rantz advised that a staff event will be held on Friday, October 21st. A luncheon will be held at the Colony Hotel, with speeches and presentation of the 20-year service awards. Core business activities will have to be maintained during this time (such as reception, the call centre, and shared services) but lunch will be brought in for staff required to work and they will be given a half-day off on another day.

2.3 Discretionary Leave Policy

Mgmt

B. Rantz advised that the Discretionary Leave Policy (copies of which were distributed to the committee) will be released soon. The old Leave of Absence request form will no longer be in use, and the new form will be available on the intranet. The policy is no different than what is currently being done in practice, it is just to make the process understood by all and clarify questions such as what the Discretionary Leave of Absence is for and how it is processed through the Tribunal.

J. Bennett inquired why funerals are not included under "family matters" in the policy. B. Rantz advised that funerals fall under bereavement leave. J. Bennett inquired if a friend's funeral would also qualify under the bereavement leave policy. B. Rantz explained that if something comes up, such as a friend's funeral, that is not covered under a particular policy, a staff member can request discretionary leave from their manager. The policy is in place for unplanned events like this.

3. Next Meeting

3.1 Next Meeting

A date of September 15th was proposed for the next committee meeting. B. Rantz suggested that this would be better than trying to schedule a meeting for August, because of the ADP implementation and various vacations during that month. As well, if any issues come up through the switch to ADP, these can then be addressed at the next meeting. All agreed to the tentative date.

The meeting was adjourned at 4:00 p.m.

Signed:

Deborah A Lecuyer
Deborah Lecuyer

July 27, 2005
Date

B. Rantz
Brenda Rantz

Aug. 4/05
Date