

WSIAT Labour/Management Committee

Minutes of the meeting held:
November 25, 2004
10:00 am
Hearing Room 2, 7th floor

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

ITEM

PRESENTER

Welcome

D. Lecuyer opened the meeting, and the new management representative, J. Martinez, was welcomed to the committee.

1. Outstanding Business

1.1 Vacation Policy and 1.2 Reciprocal Staffing Agreement MGMT

B. Rantz advised that there are no updates on these two items. Due to other issues and priorities, no new progress has been made.

1.3 Section 10 of the Employee Handbook OPSEU

B. Rantz informed the committee that this has now been posted on the intranet, and apologized for the delay in having this done. D. Lecuyer pointed out that only the list of union stewards has been posted. N. Oliveira reminded the committee that this section of the website should also include reference to the dates of Collective Agreement. B. Rantz advised this could be done in one of two ways. Either the committee can work together to compose some wording regarding the Collective Agreement to have posted, or the agreement itself can be posted if it can be scanned into an appropriate, non-changeable format. W. Skeries indicated that this is possible. All committee members agreed that it would be preferable to scan and post the actual Collective Agreement. B. Rantz advised that she will work with the Resource Centre to do so.

2. New Business

2.1 Advertising of open job postings OPSEU

D. Lecuyer reminded the committee that the Collective Agreement includes wording regarding job postings. The agreement says that if a job competition is

restricted, it should be posted for 10 days; if it is open, it should be posted for 15 days. There is also suggestion in the agreement that open postings should be advertised, such as in Jobmart or the newspaper.

B. Rantz advised the committee that Article 4.1.1, which refers to the 15-day posting period, has never been followed; both open and restricted jobs have been posted for 10 days, and there is a long precedent for this.

N. Oliveira said that although she recognizes that Jobmart is probably quite busy with postings, if it is already full in a particular week, a posting could be put onto the next week. She explained that the number of available spots in Jobmart is 35, and that postings are carried over to the following week depending on the order in which they were received. B. Rantz agreed, but advised the committee that because of the current hiring freeze, there are other restrictions on Jobmart in addition to the number of postings allowed. There are also priority lists for postings, with other Ministries given preference, and ones from WSIAT are bounced due to lack of space if another Ministry submits a posting for the same week. B. Rantz advised that she cannot wait to advertise a posting if it will be several weeks before Jobmart will post it or a spot there cannot be guaranteed. B. Rantz also explained that it is too expensive to advertise every posting in the newspaper; for example, it is approximately \$6,000 for a one-time ad in the Saturday edition of the Toronto Star.

B. Rantz advised that the protocol for job postings is followed with respect to sending the postings out to other H.R. Directors in the OPS, although what they do with the posting is up to them. B. Rantz explained that she does post open competitions sent to her from other H.R. Directors, although 99% of the job postings received this way are restricted and therefore can't be posted. WSIAT job postings are always posted on the bulletin boards and circulated to staff via email, and are regularly passed on by staff to candidates outside the Tribunal by word of mouth. B. Rantz advised that there has been a good response using these postings methods in the last several job competitions, with a good number of applicants in each competition. If it ever becomes a concern that not enough applications are being received, she will look into this issue more.

C. Ijoma inquired what number of applications is necessary to validate a competition. B. Rantz explained that there must be an expectation of at least three qualified candidates.

C. Ijoma asked whether posting open competitions for 15 days instead of 10 days would have an affect on the competition process. B. Rantz said that it would, as it would make the process longer. N. Oliveira reminded the committee that open postings should be up for 15 days, as per the Collective Agreement. B. Rantz advised that a 10-day posting period has always been standard, and reminded the committee that this matter was also discussed during bargaining, where it was established that 10 days was the precedent. N. Oliveira agreed that it had been discussed, and advised that she would respond further on this matter after checking her notes and looking over old job postings.

2.2 Notification to candidates of competition results

OPSEU

N. Oliveira advised the committee that there was one other item the union wished to discuss.

C. Ijoma explained that there was some concern with how candidates are notified of the results of a competition, as it does not seem that there is a consistent approach to informing candidates of the results. Specifically, in regards to the recent Legal Worker competition, there seem to be some candidates that at this point still do not know their results.

N. Oliveira inquired what is the standard protocol for informing candidates. B. Rantz advised that this is up to the individual manager, and as such there is no standard approach. Some managers ask Human Resources to notify candidates, while others prefer to do this on their own. C. Ijoma inquired if it would be possible to establish a more standard approach. B. Rantz advised that she could bring it up at the next manager's meeting, if requested.

B. Rantz advised that she does not currently see this as an issue of concern, as on a regular basis candidates make appointments with either Human Resources or the relevant manager to receive feedback on the results of a competition. B. Rantz advised that she knows that at least some managers, such as those in the OVCR and TCO, do notify candidates and invite them to receive feedback. B. Rantz inquired if J. Martinez feels from her experience as a manager in the OVCR that this is an issue. J. Martinez advised that she does not; in her experience, candidates are notified as quickly as possible, and those candidates who have approached her for feedback have genuinely wanted to improve and have gone on to perform better in subsequent competitions.

N. Oliveira asked if individual managers receive a breakdown of the competition results. B. Rantz advised that they do, and that managers can tell candidates how they ranked and provide feedback on their individual performance. However, candidates are not entitled to know any other candidate's rank or results; all agreed that this was fair.

N. Oliveira explained that the concern is that it does not appear that all candidates are aware that they have the right to ask the hiring manager for this type of feedback. D. Lecuyer suggested that to address this, it be stated clearly in the minutes of this meeting that all candidates may request the results of a competition. All agreed with this.

2.3 Next Meeting

Mgmt/OPSEU

D. Lecuyer inquired if there were any other items that anyone wished to discuss. No items were raised.

The next meeting was schedule for Thursday, January 20, 2005 at 10:00 a.m.

The meeting was adjourned at 10:25 a.m.

Signed:

Deborah A Lecuyer
Deborah Lecuyer

December 7, 2004
Date

B. Rantz
Brenda Rantz

Dec 9/04
Date