

WSIAT Labour/Management Committee

Minutes of the meeting held:
September 28, 2004
11:30 am
Hearing Room 2, 7th floor

Chairing: Brenda Rantz
Present: Noela Oliveira, Chinedu Ijoma, Deborah Lecuyer, Wolfgang Skeries
Minutes: Shelley MacLellan

ITEM

PRESENTER

1. Review of previous meeting minutes

Mgmt/OPSEU

The minutes of the last committee meeting were approved with no changes.

2. Outstanding Business

2.1 Vacation Policy

Mgmt

B. Rantz advised that there is no update on this matter at this time.

2.2 Reciprocal Staffing Agreement

Mgmt

B. Rantz advised the committee that she had not been able to meet with her adviser over the summer to discuss this matter; a meeting is scheduled for mid-October to review the proposal. It is not clear at this time whether the Ministry of Labour is interested in pursuing this or not.

2.3 Pension Information Sessions

Mgmt

B. Rantz informed the committee that these sessions have been scheduled. They will be held as Lunch and Learn sessions in October. There will be two on Tuesday, October 19th at 11:45 am and 12:45 pm regarding the Ontario Pension Trust. There will also be one session on October 26th at 12 noon regarding the Ontario Pension Board. D. Lecuyer inquired if there would be guest speakers at these lunches; B. Rantz confirmed that representatives from the OPT and OPB would be speaking.

3. New Business

3.1 Dependent Life Insurance

OPSEU

N. Oliveira explained that this is regarding a letter about changes to the dependent life insurance benefits that was sent to all staff from the Management Board of Trust. A number of staff members have had questions about the letter and what they need to do in response to it.

B. Rantz explained that she had drafted an email to all staff regarding the letter; however, it was felt that this would actually create more confusion than the original letter and so it was not sent out. Instead, the matter has been addressed on an individual basis as staff have come to Human Resources with questions or concerns. B. Rantz reminded the committee that staff are always welcome to bring forward any questions they may have, on any matter.

N. Oliveira inquired whether those without dependent life coverage need to fill out the form. B. Rantz clarified that it is totally optional. This new coverage is in addition to the existing coverage in the plan, and provides coverage so that if an employee's dependent dies, the employee receives a monetary sum. D. Lecuyer inquired if staff must sign up for this additional coverage; B. Rantz confirmed this. She further explained that as detailed in the letter, the first \$20,000 of coverage is automatic while dependents must qualify for any additional amounts; on receipt of the application, Great West Life will send the employee a questionnaire to be completed and based on those responses, may ask for a physical or medical exam or so on. D. Lecuyer inquired what should be done if staff do not want this additional coverage; B. Rantz explained that they should not fill out the form, and clarified that the coverage is paid fully by the employee. C. Ijoma clarified that this new coverage is an addition to any insurance coverage an employee has prior to now. W. Skeries reminded the committee that there is a deadline of September 30th for staff to return the form to Great West Life. B. Rantz added that the new coverage will always be an option; the only difference after the initial enrollment period ends on September 30th is that Great West Life will require qualification for all coverage amounts, including the first \$20,000 that they are currently giving automatically upon enrollment.

3.2 Administrative Guide

OPSEU

a) Personal Harassment Policy

B. Rantz advised that the inclusion of this policy in the Administrative Guide was an accident, due to some miscommunication. The policy itself was not supposed to be included, but only the notice advising that the policy is under review. Once the new policy is completed, this will be added to the guide. In the interim, the policy still exists and Gillian Shaw will be the adviser until the new policy is released. When it is released, there will be an education session for everyone, training for selected advisers, and so on as appropriate.

N. Oliveira pointed out that the old policy had four advisers listed, two management and two union, and inquired if this will be the case with the new policy as well. B. Rantz advised that she does not know yet what the new model will be. D. Lecuyer inquired whether staff should take any issues they may have in the meantime to Gillian Shaw; B. Rantz confirmed this. N. Oliveira inquired what the process is if a staff member is not comfortable talking about an issue with management. B. Rantz explained that this is why Gillian Shaw was selected as the adviser; because she is neither management nor union, she is impartial.

b) Section 10

B. Rantz advised that this information not being posted on the intranet was simply an oversight. She will follow up with Susan, who coordinated most of the guide, and the relevant information should be posted under Section 10 on the intranet site by the end of October.

3.3 Update on move to ADP

Mgmt

B. Rantz advised the committee that the implementation date for the move from WIN/Corpay to ADP has been pushed from November 4, 2004 to January 15, 2005. This eliminates several issues such as the possible production of two T4s and the transferring of year-to-date figures from WIN/Corpay to ADP, and thus the new implementation date makes more operational sense.

D. Lecuyer inquired whether staff should continue to update WIN until the new implementation date; B. Rantz confirmed this. B. Rantz advised that closer to the implementation date, there will be information sessions for staff and representatives from ADP will come in and speak.

4. Other Business

4.1 New Committee Member

Mgmt/OPSEU

D. Lecuyer inquired if there is any suggestion for the third management committee member yet, to replace M. Weinfeld. B. Rantz indicated that a name has been put forward, and they are waiting to see if it will be approved. Whoever is selected will be in attendance at the next meeting in November.

4.2 Lunch and Learn Sessions

Mgmt

B. Rantz advised the committee that a series of Lunch and Learn seminars on the topic of Stress Management have been scheduled. These will be conducted by FGI, the provider of the Employee Assistance Program, and will be held on October 4, October 22 and November 5. All staff are invited to attend.

4.3 Next Meeting

Mgmt/OPSEU

The next meeting was scheduled for Wednesday, November 17, 2004 at 10:00 am

The meeting adjourned at 11:55 a.m.

Signed:

Deborah A Lecuyer
Deborah Lecuyer

Nov. 18, 2004
Date

B. Rantz
Brenda Rantz

Nov. 19/04
Date