

LOCAL 520 EMPLOYEE RELATIONS COMMITTEE

Final Minutes of Meeting Held on
 December 6, 2018 10:00am
 777 Bay Street, Market Level, Boardroom

Present: Ron Marciniak, Kevin Robinson
 Management: Rosa DeFrias, Debbie DeSouza
 Local 520:
 HR Advisor: not present
 Minute Keeper: Debbie DeSouza

Issue	Discussion	Action to be taken	Action By
1. Workforce Inventory	Request for a staffing inventory to be provided to the local president. To include F/T & P/T permanent, F/T & P/T Fixed term Contract with start and end dates. Union provided previous correspondence used to request the information	Union will provide Management with the previous format used to provide the information Management will provide inventory by the next LERC meeting in late February, 2019 tbc	Union President CP Management Team
2. Dress Code	Union has requested a copy of the Dress Code. Management is updating the Dress Code originally introduced in 2010. The new code will be shared with all staff, to be effective Jan 1, 2019 The Dress Code will reinforce the use of names tags (also in the Service Delivery Manual).	Management to provide the copy of the updated Dress Code. Concerns may need to be addressed at MERC	CP Management Team
	Union has raised some concern regarding the display of staff names – would prefer		

	<p>the use of ID numbers.</p> <p>Union has raised a question on part time schedules currently at 7hrs; with a 30 min lunch and one 15 min break. Why not just fulltime hours?</p> <p>Management explained that Workforce planning schedules hours based on client arrival patterns and volumes. Current scheduling allows for counter coverage of 5.25 hrs; whereas fulltime hours coverage would be 1/2 hr less resources on the counter.</p>	<p>Explanation provided by Management</p>	
<p>4. Punctuality</p>	<p>Management raised a challenge regarding increased punctuality issues. Our practice is the 'opening manager' will speak to individuals regarding their lateness, and a follow-up email is sent on subsequent occurrences. Consistency and fairness are important to ensure transparency. Lateness is a concern for start times and returning from breaks and lunches.</p>	<p>Management will be moving forward with Fact Finding meetings with the individuals to address the issue</p> <p>Union to encourage their members to be punctual</p>	<p>CP Management</p> <p>Union</p>

Rosa de Fuen
 Co-Chair, Management

Don Mainard Feb. 25/19
 Co-Chair, OPSEU Local 520