

**MCMASTER UNIVERSITY AND CAW  
LABOUR MANAGEMENT COMMITTEE**

Monday, April 26, 2010

Present for CAW: M. Root, B. Couchman, H. Murray, E. Heikoop

For the University: M. Haley, W. McKenna, G. Tierney, T. Taylor-O'Reilly, T. Carr

Guest(s): J. Cole, S. Hawrylyshyn

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MINUTES

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1. Job Evaluation 2009 Update:

J. Cole presented an update on the finalization of the JJES (Joint Job Evaluation System) and new JE 2009. The handouts confirmed that one JCQ received prior to June 15, 2009 is still pending completion and reported that 48 others have been finalized.

To facilitate the development of job descriptions under JE 2009, three (3) Job Description Writers have been hired and are assigned to this task. A new format for the descriptions has been developed and the University shall consider the Union's comments. The Job Description Writers have focused on 115 vacancies to date, of which 22 are outstanding and of the remaining 93, 57 have been finalized.

J. Cole indicated that agreement on the reserve shares list is pending comment with CAW.

J. Cole indicated that the Memorandum of Agreement is pending sign-off.

B. Couchman requested soft copy of Memorandum of Agreement. G. Tierney agreed to provide.

2. Training Committee:

J. Cole presented a document outlining current and pending resources for training. The training fund established as a result of the most recent Collective Agreement with CAW, Unit 1 Staff contains \$75,000 for 2010; \$150,000 for 2011; and \$225,000 for 2012. The University noted the availability of Employee Career Services and current Organizational Learning Programs offered by the Centre for Continuing Education. Immediate needs identified by CAW are to establish the Training Committee, hold an initial meeting, and focus on establishing programs that are accessible, understandable, and relevant. A meeting of the Training Committee will be scheduled prior to the next LMC meeting.

3. Long Term Disability (LTD) Renewal:

J. Cole presented an update on the LTD plan experience and renewal. The LTD benefit is an employee paid benefit with premiums impacted by the experience of the plan. The benefit plan is insured by Sun Life with membership including employees who are members of CAW, MUFA and TMG.

For July 1, 2010, Sun Life is proposing a 14.4% increase in premiums **OR** a funding of the deficit as it exists at June 20, 2010, as well as the Claims Fluctuation Reserve which would result in no change in premiums. This latter option would be funded from the LTD Trust Account and requires written agreement by both CAW and MUFA prior to July 1<sup>st</sup>.

The University is to provide additional LTD Renewal options to the CAW for their review.

CAW will review the LTD Renewal options provided and report back.

4. Reports:

a. 9.03(a) Reports:

B. Couchman discussed the address irregularities, incorrect off-campus locations, etc on this report. B. Couchman will communicate discrepancies and correct information to the Reporting & Control Analysts, Human Resources Services as identified.

b. 9.03(e) Reports:

The reporting of employees on salary continuance is reflective of the previous month. CAW would like this information to be current as per the day the report is run. W. McKenna to follow up with Return to Work and Reporting & Control on the structure of this report and if current data can be pulled.

5. Seniority Appeals:

CAW reported that the seniority list provided by the University places employees who work part-time in the wrong sequence amongst those who work full-time. CAW requested a change to the format of the reporting. Quarterly reporting agreed to upon request.

The University will review the suggested layout and timing of the 9.03(e) report, and report back.

6. Hiring Practices of Managers as it pertains to Priority Placement:

CAW commented that the Priority Placement program is inconsistent across the departments and faculties. It was suggested that Priority Placement Candidates be reviewed prior to other internal and external candidates received concurrently during the posting timeline.

W. McKenna spoke to training developed by Employee/Labour Relations for Managers on the application of Article 17, Accommodation, Redundancies, Priority Placement / Recall. This training has been scheduled for May 2010.

7. Other Business:

No further business to discuss.

8. Next Meeting:

The next meeting will be set up for June. Dates for the remainder of 2010 will also be scheduled at this time.