

MINUTES

OPSEU Employee/Management Committee

October 20, 2010

Present: Sandy Barker
Lesley Chisholm
Dave McCarl
Silvanna Petersen, Chair

Peter Gumbrell
Kim Lintack
Jeanette May
Dan MacDonald
Lisa McArthur
Janis Medysky
Angela Wagner, Recorder

Guests: Joanne Gemus, Manager, Payroll and Benefits
Cathy Giles, Human Resource Services Officer, Compensation and Wellness

Regrets: Jan McMurdo

Approval of Agenda

The agenda was approved with the following additions:

- Technical Staff Issue
- Immunization of Students

Approval of Minutes

The minutes from May 12, 2010 were amended and approved.

Business Arising From the Minutes

Transitional Educational Assistant Information

OPSEU followed up with Lisa McArthur to ensure all transitional Educational Assistants were on the report.

APM Re: Calming Rooms

Peter Gumbrell reported that they met with the master trainers from Behavioural Management Systems on June 7, 2010. Where there is a threat to safety, staff may decide on a case-by-case basis when to use a calming room as a time out room with the door closed as outlined in APM 8525.

New Business

OMERS Increase

Joanne Gemus, Manager of Payroll and Benefits, stated that OMERS has announced a three-year pension contribution increase for both the employee and the employer commencing January 1, 2011. A memorandum has been posted on the payroll portal explaining the increase and the actual financial impact on employees. Joanne will also provide information on the payroll statements. OPSEU will post this information on the OPSEU website and announce it at the general membership meeting in November 2010. OMERS is encouraging individuals to contact them if they have any questions.

Deferred Salary Leaves

Joanne Gemus stated that the collective agreement stipulates that the payments for deferred salary leaves are made in three deposits. The Board is proposing to continue payments on a bi-weekly basis during the year of the leave.

ACTION: OPSEU will speak with the provincial representative and if the amendment is agreeable, Jeanette will prepare a memorandum of agreement.

Payroll Deposit

OPSEU reported that there were a number of individuals who did not receive their pay in September due to their hiring documentation not arriving in payroll in a timely manner. Jeanette May stated that she has advised Principals that documentation must be sent to the Education Centre in one package before individuals start their positions. OPSEU was advised to contact Joanne Gemus in the Payroll department if there are concerns, and she can assist with any issues.

Short Term Sick Leave Utilization

Cathy Giles reviewed the process that was approved at Administrative Council regarding the reporting of absences.

Progressive Discipline Document

Jeanette May formally advised OPSEU that the Progressive Discipline document is now updated and the 2010 version is on the staff website. The significant change was that a verbal reminder is not considered discipline, however, it is still step 1 of the Progressive Discipline process. Principals are encouraged to involve the union if verbal reminders could lead to further discipline.

Role of Resource Teacher and Educational Assistant

OPSEU provided a copy of a document that a particular school has been distributing which outlines the differences between the role of a Resource Teacher and an Educational Assistant. OPSEU stated that a pamphlet has been used in the past and they asked which document was current.

ACTION: OPSEU will provide the pamphlet to Peter Gumbrell that has been used in the past and he will review it in comparison with the new document that OPSEU provided.

Educational Assistants and Schedules

OPSEU expressed a concern regarding the schedules in schools where Educational Assistants' are referred to by classification or employee number, but teachers are referred to by name.

Seniority List

OPSEU expressed a concern that the OPSEU seniority list is available for viewing on the staff website, and that some employees may not wish this information to be publicly available.

ACTION: The Board will follow up with regards to access to the seniority list on the staff website.

Administering Medication

OPSEU reported that office clerical staff are overwhelmed with having to administer medication. OPSEU suggested that a best practice would be to have Educational Assistants administer medication. Management stated that the assignment of tasks is at the discretion of the Principal.

Professional Development for Educational Assistants

OPSEU expressed concern that Principals are encouraging Educational Assistants to attend professional development sessions even though they are not registered. Administration is reminded that only those individuals who are pre-registered for professional development programs are approved to attend.

Principal Notifications Regarding Staffing

OPSEU asked that employees be given a courtesy telephone call during the staffing process to tell them that they are not at risk to be bumped.

ACTION: Lisa McArthur and Kim Lintack will review options for implementing this practice.

Support Staff Documentation

OPSEU is concerned with their members completing documentation outside of the workday. OPSEU stated that any time over and above their normal working hours is considered overtime as approved by the supervisor. Management stressed that overtime must be approved in advance by the supervisor in order to be reimbursed.

Walkie Talkies

OPSEU requested that schools ensure that walkie talkies are in good working order prior to the start of the school year. Educational Assistants are encouraged to speak with their Principals about any concerns before seeking the assistance of OPSEU.

Immunization of Students

OPSEU asked about the protocol with regards to immunizing students. It was stated that the immunization protocols are standard for all students and are in accordance with the guidelines from the Ministry of Health.

Silvana Petersen

Jeanette May, Chair