Minutes
Labour/Management Committee Meeting

10150 Bottom Wood Lake Road
Lake Country, British Columbia V4V 2M1
Ph: 250-766-5650 Fax: 250-766-0116

Date: Tuesday, February 12, 2013

Time: 2:30 p.m.

Place: Kalamalka Room, Municipal Hall, 10150 Bottom Wood Lake Road

Committee Members: Holly Flinkman, Human Resources and Safety Advisor (Chair)
Rod McDonald, CUPE Unit Chair
Mary Selby, Shop Steward
Kiel Wilkie, Shop Steward
Ursula Christen, Recording Secretary

The Chair called the meeting to order at 2:34 p.m.

1) <u>Adoption of Agenda</u>

It was moved and seconded
That the Labour/Management Committee Meeting Agenda for February 12, 2013 be adopted with the following revised numbering of items and addition:
Item 2) Committee Structure
Item 3) Update on Repayment Plan for Training
Add Item 4) Flex Program
Item 5) Encouraging Employees' Ideas
Item 6) Facts vs. Rumours
Item 7) Next Meeting
Item 8) Adjournment.
Carried.

2) <u>Committee Structure</u>

The following were noted:

- The Human Resources/Safety Advisor and CUPE Unit Chair will alternate Chairing the meetings;
- Duration of meetings will be a maximum of one hour;
- Suggestions for next Collective Agreement bargaining may be brought forward;

- Employees' ideas and concerns pertaining to all aspects of work life will be discussed and anonymity will be upheld; and
- At the end of each meeting, the Committee members will determine a topic to be discussed at the next meeting; CUPE Representatives will survey staff about the topic prior to the next meeting.

3) Update on Repayment Plan for Training

The Human Resources/Safety Advisor announced that a repayment plan for employee training has been approved and is in the process of being implemented:

- Training covered under the program will be for positions outside of employees' current role;
- Managers to approve staff vacation and flex time to allow employees to take courses;
- District will pay the cost of the course upfront and a repayment plan will be determined through payroll deduction;
- Repayment plan for equipment needed for courses may also be available; and
- Plan to be incorporated with annual performance reviews.

4) Flex Program

The Committee reviewed Letter of Understanding #6 – Flex-Time Program in the 2011-2014 Collective Agreement.

The Human Resources/Safety Advisor advised that consistency between departments regarding banked flex time as per the Collective Agreement needs to occur.

The CUPE Unit Chair proposed that changes be made to the Flex Program to allow for four flex days to be banked for the Christmas office closure.

The Committee discussed departments that are currently not on the Flex Program and some possible options for some positions to participate in the Flex Program.

Action Item	***Action By***
The proposal to allow for four flex days to be banked for the Christmas office closure will be presented to Management and an update will be provided at the March 12, 2013 Labour/Management meeting.	***Holly Flinkman***

5) Encouraging Employees' Ideas

The following ideas for employee feedback were noted:

- Offer an anonymous poll on the Intranet each month to encourage input from Management and Staff;
- Provide incentives for best idea; and
- Printouts of the poll can be provided at the Monday Camp Shop meetings for feedback and returned to HR in an envelope.

The Committee discussed Article 29 Section (e) of the Collective Agreement and whether it should apply to mandatory training.

6) Facts vs. Rumours

Nothing was reported.

7) Next Meeting

Rod McDonald will Chair the next meeting and Lea Kunz, Shop Steward, will attend Labour/Management meetings as his schedule allows.

The next meeting will be held on Tuesday, March 12, 2013 at 2:30 p.m.

8) Adjournment

The Chair declared the meeting adjourned at 3:34 p.m.

Holly Flinkman Chair	Ursula Christen Recording Secretary