



Executive Bulletin 2003-06-10

Proposal to amend Personnel Policies

The new Compensation System implemented Dec. 1 2002 has had an impact on working conditions as profound as anything since the creation of M.U.N.A.S.A. over thirty years ago. To date M.U.N.A.S.A. has proposed amendments to twenty-three personnel policies and presented a statement of principles governing three other policies. This statement of principles entitled *Performance Planning & Management*, attached to this Bulletin, completes the Compensation System M.U.N.A.S.A. set out to implement five years ago by ensuring an environment that fully supports equitable opportunity for career and salary advancement.

On February 25, 2003, in accordance with the article 1.5 Dispute Resolution Policy, M.U.N.A.S.A. proposed to the University changes to Personnel Policies as follows.

1. Article 8 of the Salary Administration Policy should be amended to provide for overtime compensation for all hours worked beyond the standard work week as defined in the Hours of Work Policy.
2. Amend the Employment Security Policy to provide employment protection for regular employees hired after 1998 and establish modalities for term employees who aren't really term employees to benefit from employment security.
3. Amend the Temporary Employment Policy by adding the On-Call Policy and Salary Administration to the list of covered working conditions.
4. Establish new policies regarding Staff Development and Staff Performance Planning in order to assure that the new compensation system functions to the advantage of both staff and the University.
5. Amend all relevant personnel policies including but not limited to the Staffing Policy and the Salary Administration Policy as required to bring them into harmony with the letter and the spirit of the new compensation system.

M.U.N.A.S.A. has met with representatives of the Administration four times and has proposed changes to 23 policies. Most of the policy changes relate to new vocabulary introduced by the new Compensation System where we now have Role Profiles instead of 'job descriptions'. Many personnel policies begin with a statement of policy scope which typically says "this policy applies to all regular non-academic employees". M.U.N.A.S.A. has proposed changing that text to "This policy applies to all employees holding a position in a management job family". M.U.N.A.S.A. has also proposed changing references to job classification 'M-3' to "Level 3".

M.U.N.A.S.A. has proposed a complete replacement for the Salary Administration Policy to accommodate the concepts and vocabulary of the new Compensation System and to provide for overtime compensation.

The most fundamental change proposed by M.U.N.A.S.A. lies in the attached entitled *Performance Planning & Management* proposal. Although this document looks similar in layout to personnel policy text, it is strictly a statement of principles which underlies three policies essential to career advancement: the Staffing Policy, a new Staff Development Policy, and a Staff Performance Planning Policy. The competencies and position responsibilities of any position in a Management Job Family should be clear and consistent not only at the time of hiring, but at any time when job performance is being planned or reviewed. McGill employees should have the opportunity to acquire competencies in anticipation of job opportunities. Competencies listed on Positions Available should be consistent with a training programme offered through a Staff Development Policy. Staff Performance Planning should identify the tools and training necessary to achieve objectives and that training should be available through Staff Development.

Human Resources comment on these principles was 'general agreement, but we will have to see how it materializes.' Policy Negotiations will suspend for the summer and will resume the beginning of September with a (extendible) deadline to conclude of November 30, 2003.

Trevor Garland
President