

M.U.N.A.S.A. Executive Bulletin – April 8, 2004

Continuing Progress on Personnel Policies

M.U.N.A.S.A. and the Administration have agreed to a change in the Salary Administration Policy to provide payment for overtime for employees in the non-unionized sector. Effective April 1, 2004 employees in Role profile levels one and two and in 'Excluded 'positions' (LIB X, TECX, ADMX, PERSX) will be reimbursed at the rate of time-and-a-half for all hours worked in excess of 40 hours. This change is part of the 2003 Personnel Policy amendments which concluded on March 18, 2004 at a meeting between M.U.N.A.S.A. and the Administration which also initiated the 2004 round of Personnel Policy discussions.

Addressing the problem of demand for work in excess of the standard work week was a concern clearly articulated by M.U.N.A.S.A. members at the February 2003 M.U.N.A.S.A. Symposium on Overtime. As per article 1.5 of the Dispute Resolution Policy, proposals for changes to Personnel Policies are exchanged annually between the University and M.U.N.A.S.A. before March 1 for discussion in the ensuing three months for implementation June 1. As is often the case, M.U.N.A.S.A. and the Administration agreed to extensions to the June 1 deadline and these extensions continued up to March 15, 2004. At the end of February 2004 M.U.N.A.S.A. and the Administration exchanged letters proposing further personnel policy changes and thus 2003's policy discussions concluded at the same time 2004 policy discussion commenced.

2003 Personnel Policy Proposals – Work in Progress

The New Compensation System implemented in December 2002 introduced new concepts and vocabulary not supported in the existing personnel policy text. M.U.N.A.S.A.'s focus in 2003 was to adjust all personnel policies to conform to the Compensation System as it was conceived in 1998 including the integration of Staff Development and Staff Performance Planning. M.U.N.A.S.A. also proposed overtime compensation, providing employment protection for regular employees hired after 1998 and addressing the many employees on term contracts, and adding the right to the On-Call policy for term Employees.

During 2003 M.U.N.A.S.A. developed a Principles of Performance Planning and Management proposal, which was adopted by the membership at a June Special General Meeting, and engaged a study of competencies (skills, experience, and education) demanded at McGill which lead to a proposal to the University of a Competency Model in support of the integration of Role Profiles, Staffing Policy, Staff Development and Performance Planning. The fifteen Policy Discussion meetings held over the course of 13 months made significant progress toward the completion of the new Compensation System, but the related policy amendments have been continued into the 2004 Personnel Policy Discussions now underway.

The result of the 2003 round of Personnel Policy Discussions is amendments to 19 personnel policies. The majority of policies amended adopt a new Policy Scope text compatible with the vocabulary of Role Profiles and Job Families. The Staffing Policy has been amended in several places to adopt this new vocabulary, and the Salary Administration Policy has adopted the vocabulary plus a new section 8 on Special Salary Adjustments and a new Section 9 providing payment for Overtime as mentioned at the start of this bulletin.

Special Salary Adjustments provide for salary progression within a salary grade other than merit increases. These permanent increases may be granted in recognition of on-going additional responsibilities within the scope of the employee's role profile or in recognition of the development of significant job competencies. Temporary salary adjustments of between 3% and 10% are also available in recognition of projects outside an employee's normal workload.

Overtime compensation is now, effective April 1, 2004, available for Excluded positions and staff in role profile levels one and two at the rate of time-and-one-half for all hours in excess of 40. Overtime work must be clearly identified as required by the supervisor and approved by the department head in advance. Note that there is no change to the definition of the Standard Work Week (33.75 hours for management and Clerical and 35 hours for Technical and Library Assistant). Although there is no specific compensation for hours worked in excess of the Standard Work Week up to 40 hours, such overtime must be approved in advance.

Overtime is not available to staff in role profile levels three and four, but the Special Salary Adjustment is available for these people in recognition of delivery of a project outside the normal workload.

Workload has been a significant issue for M.U.N.A.S.A. members and the above policy changes represent significant progress towards addressing those issues. Other aspects, more complex than direct compensation, are addressed in the policy proposals carried forward into 2004.

2004 Policy Proposals

This year, both the University and M.U.N.A.S.A. have proposed changes to personnel policies. M.U.N.A.S.A. will be holding a Special General Meeting on April 21 for the membership to consider the proposals and vote on a mandate for M.U.N.A.S.A.'s negotiating team.

2004 University proposals

- (floating) Summer Fridays 10 and 11 be eliminated and replaced with a salary scale increase of 0.8%.
- The two Floating Holidays be eliminated and replaced with a salary scale increase of 0.8%.
- Change the Disability Policy in order to eliminate the current practice whereby an employee absent on sick leave or maternity leave is compensated for Summer Fridays which occur during the sick leave or maternity leave.
- Change the Disability Policy to provide that the first two days of any absence due to sickness or accident, other than work-related accident or occupational disease, will be classified and treated as Paid Incidental Illness days.
- Continuation of discussions on Salary Administration, Staffing, and Staff Performance Planning policies, and the development of a formal understanding competencies within personnel policies, and options for a new merit model.

The University is also proposing, in response to M.U.N.A.S.A.'s initiative in addressing discrepancies in salary policies between labour sectors, a 0.5% salary progression increase effective June 1, 2004 and a 0.25% *forfaitaire* payment on June 15, 2004. The university, however, ties these increases to its above proposals.

2004 M.U.N.A.S.A. proposals

During 2003 M.U.N.A.S.A. engaged its legal firm to conduct a comprehensive review of all personnel policies in comparison with the Labour Standards Act amendments of 2003. This comprehensive review, plus the continuance of the 2003 policy proposals carried forward, plus a recognition of the expenditure made by M.U.N.A.S.A. members for the benefit of all non-unionized non-academic staff, resulted in the following proposals.

1. 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. Amend said policy to include a provision stating that unionized employees who are employment secure and who obtain a non-unionized position shall maintain employment security.
2. Amend the Temporary Employment Policy by adding the On-Call Policy and Salary Administration (including overtime) to the list of covered working conditions. Furthermore, amend the text to provide that a maximum of 10% of all management positions can be terms (i.e. 90% of all positions shall be regular positions).
3. Continue policy discussions regarding Staff Development and Performance Planning in order to assure that the new compensation system functions to the advantage of both staff and the University.
4. Amend all relevant personnel policies, that were not settled during our 2003 discussions, 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.
5. In the event that the overtime section of the Salary Administration Policy is not settled by the end of discussions of amendments for 2003, the policy should be amended to provide for appropriate overtime compensation.
6. Amend the following policies to bring them up to speed with recent amendments to the Labour Standards Act:
 - a) Disability Policy
 - b) Parental Leaves Policy
 - c) Social Leaves Policy
 - d) Vacation Policy
 - e) Salary Administration (overtime)
7. Amend the Social Leaves Policy at paragraphs 2.1.4 and 2.1.5 by changing "calendar days" to "working days".
8. Amend the Sexual Harassment Policy and the Interim Policy on Harassment to create a new comprehensive permanent policy encompassing all forms of harassment.
9. Establish a new "Whistleblower" Policy.
10. Establish a new Compulsory Dues Policy for all non-academics covered by MUNASA and hired after June 1, 2004.

Progressing Forward

The M.U.N.A.S.A. Executive Committee recognizes the contentious issue that is the University proposal to purchase time-off. The choice of working at McGill University has always been one of lifestyle over salary and this has often been cited by the Administration as well as the employees. The M.U.N.A.S.A. Executive expects an important debate on April 21.

The progress we have made to date has been, to a significant degree, because of the participation of M.U.N.A.S.A. members in the policy development process.

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