

Ritu Rikhi

From: psea
Sent: Thursday, August 14, 2003 9:19 AM
To: e-bulletin
Subject: PSEA e-Bulletin August 14, 2003



e-bulletin

Communications from the Post-Secondary Employers' Association



August 14, 2003

PSEA Office Closure

The PSEA office will be moving to its new location on West Broadway Monday, August 18th. Our offices will be closed and telephone, fax and email systems will be down August 18th and 19th.

If you need immediate assistance during this time, please contact Gae Sellstedt at 604-376-6374, Ritu Rikhi at 604-805-1216 or Guy Dalcourt at 604-818-3960.

The new address is:

The Post-Secondary Employers' Association
Suite 422 - 1333 West Broadway
Vancouver, BC V6H 4C1

Our telephone and fax numbers will remain the same.

Thanks to all employees and institutions who made our office furniture sale a success.

Upcoming Meetings

- Mon, Aug 25, 2003 Mandate Sub-Committee
- Thu, Sep 18, 2003 Joint Administration & Dispute Resolution Committee
- Fri, Oct 3, 2003 Executive Committee

More information can be found on the [committees](#) page of our website.

Bargaining Update

14 support staff collective agreements expired in 2002, and another 2 expired in 2003 (one, Selkirk's, does not expire until December 31, 2003). The current status of each of these with respect to the Employers' bargaining mandate is:

- 10 mandates approved (BCIT, Camosun, CNC, Douglas, JI, OLA, Okanagan, Kwantlen, North Island, Northern Lights)
- 6 mandate requests still to come (Capilano, Cariboo, Malaspina, Northwest, Rockies, Selkirk)

2 faculty / support staff collective agreements, NVIT and UCFV, expired in 2003 and have finalized bargaining for a 2003-04 extension. PSEC has approved both the NVIT and UCFV settlements.

The Camosun, BCIT, OLA, Douglas and Okanagan parties have commenced bargaining. A few of the other sets of parties are in protocol discussions for bargaining; most appear likely to commence bargaining in early Fall.

Douglas College has uploaded its Support Staff **union and management proposals** into the Bargaining Database. The database is located in the PSEA [Knowledgebase](#) (Support Staff/Bargaining Database). We thank Douglas College for the time they spent on this effort.

Other institutions are asked to submit both union and employer proposals as soon as possible to foster bargaining communications and coordination.

"HRDB for Dummies"

We are conducting a hands-on, classroom style Human Resources Database workshop for human resources/finance personnel in Vancouver during the first week of October. The workshop will be a full day covering collective agreement costing and generating Access based queries using the HRDB.

We have limited space available. If your institution has not already responded, please contact [PSEA](#) as to who in your institution's staff would be interested in attending. Travel expenses would be at the cost of the institution.

Pension Corporation

The following message is from the Pension Corporation:

Dear Employer:

Re: Employment Break Reporting

The simplification of purchase rules means that you no longer need to report breaks in service to us. Do not submit Employment Break Reports to us effective the date of this e-mail. In 2000 and 2001, we asked you to send Employment Break Reports (EBRs) to us when your employees took any type of a break in service, (e.g., leaves of absence). At that time, the Pension Corporation and many employers felt it was more efficient to complete the EBR at the time the employer was updating leave information on their own systems. The point was to get that same break information into the Pension Corporation system in the event that your employees might later decide to purchase the break period, then we could expedite the service request.

In April 2002, the boards of trustees made changes to the purchase of service rules. They simplified the rules so we no longer calculate the cost of a purchase of a leave using historic salaries and interest rates. The new rules use the current salary (X) current contribution rates (X) duration of leave to be purchased. The Pension Corporation does not have current year salary information until we receive it on an annual (or segment) report. You now report the current salary on the purchase application form when the employee submits a request to purchase service.

We have delayed sending this notice to you as we were exploring alternate ways for us to use the information you had already provided us. However, we have been unable to do so. We will keep that data in our system. Thank you for your cooperation and I look forward to our continuing successes in streamlining pension administration.

REMINDER: LTD reporting has been changed from monthly to event driven reporting. You now only report when an employee starts LTD and again only when the employee stops LTD. New LTD forms are available on our website at www.pensionsbc.ca

Larry Jacobi
Director, Employer Services
Telephone: (250) 387-8091
E-mail: Larry.Jacobi@pensionsbc.ca

New to the Knowledgebase

New uploads to the [PSEA Knowledgebase](#) include:

Queries - Policies

- Query #113 Employment Equity
- Query #24 Relocation Costs August 2001 with Province of British Columbia 1995 Reimbursement of Expenses
- Query #82 Prior Learning Assessments October 2002 with Institution Policies 1996 - 1999
- Query #112 Fragrance Free Policy May 2003 with No Perfume/Cologne Policy April 1999
- Performance Evaluations Support Support 1997
- Support Staff Representation at Administrator & Faculty Selection Committees
- EAP Plan Design and Effectiveness with Sample EAP Plans
- Employee Savings Program
- Spousal Employment

Queries - Job Description

- Query #58 Physician Compensation March 2002 with BCIT 1997 Occupational Fitness Assessment Form
- Query #118 Registrar Salary Range and Job Description

Clause Summaries

- Full-Time Regular Instructional Faculty Annual Professional Development Time
- li>Eligibility for Benefits - Support Staff - October 2002
- Severance Maximums Quickfacts-Support Staff - March 2002

Benefits

- Capilano College's Flexible Benefits Plan: Non-Reg Faculty, Regular Faculty, Support Staff and Admin - as of August 2003

In addition, we have uploaded our archive of job descriptions to the Knowledgebase. We are in the process of uploading our archived policy information.

New to the Website

New to our [Website](#) is:

Collective Agreements

- OLA-Faculty 2001-2004
- UCC-Faculty 2001-2004

News - Pension Corporation

- Changes to the Interplan Pension Transfer Agreement
 - Transfer between College, Teachers', Public Service and Municipal Pension Plans
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People Update

James Gorman, Director of Finance, Ministry of Advanced Education has accepted the position of Assistant Deputy Minister for the Ministry of Children and Families.

We congratulate James and thank him for his contributions to our Employer's Bargaining Council, Mandate Sub-Committee and Excluded Compensation Review Committee.

Heather Brazier, formerly the Executive Director, Resource Management Division at the Ministry of Sustainable Resources will be replacing James Gorman effective August 25th.

Prior to joining the Ministry of Sustainable Resources, Heather was the Director, Social Policy, Treasury Board Staff.

Heather brings with her a wealth of knowledge about the Ministry. She joined the Ministry as a co-op student in the late 1980s and completed her MPA degree at UVIC with a 598 Report entitled: An Analysis of the Program Profile Process, Ministry of Advanced Education and Job Training.