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From: psea
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PSEA

e-bulletin

Communications from the Post-Secondary Employers' Association

PSEA Web

January 12, 2004

Upcoming Meetings

Meetings

- Thursday, January 15, 2004 Board of Directors
- Thursday, January 22, 2004 Employers' Bargaining Council
- Monday, February 2, 2004 Excluded Compensation Review Committee
- Thursday, February 5, 2004 Executive Committee

Events

- Thursday, February 19, 2004
- 2004 PSEA HRC Conference

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

Support Staff Bargaining Update

14 support staff collective agreements expired in 2002, and another 2 expired in 2003. The current status of each of these with respect to the Employers' bargaining mandate is:

- 14 mandates approved (BCIT, Camosun, CNC, COTR, Douglas, JIBC, Kwantlen, NVIT, North Island, Northern Lights, Okanagan, OLA, UCC)
- 4 mandate requests not yet submitted (Capilano, NWCC, Malspina, Selkirk); one of these, Malspina is in process, and Selkirk's agreement expired December 31, 2003.

On January 8, 2003 the **College of the Rockies** and its CUPE support staff union both ratified a bargaining settlement for three years (July 1, 2002 to June 30, 2005), for zero increase in compensation, and with no compensation trade-offs, labour market adjustment, goal sharing, or new / higher standards for the sector. The settlement is within mandate.

Camosun College appears to be close to settlement. PSEA will provide the sector with details as soon as the settlement is ratified.

The BCIT, CNC, Douglas, JIBC, Kwantlen, Malspina, NIC, NLC, Okanagan, OLA, and UCC parties have commenced bargaining or have set dates for bargaining. A few of the other sets of parties are in protocol discussions for bargaining.

Institutions are asked to submit both union and employer proposals to the [PSEA Knowledgebase](#) as soon as possible to foster bargaining communications and coordination.

Status of local bargaining is as follows:

BCIT

Bargaining commenced March 2003 and re-started after the summer break. Making progress in resolving language issues. Discussions on "money" have been very general in nature so far.

Camosun College

Bargaining commenced January 21, 2003. Camosun is close to settlement. A Labour Market request is pending.

Capilano College

OPEIU served notice to bargain February 2003. The union is seeking a two year rollover to March 31, 2004. The Mandate request form has not yet been submitted.

College of New Caledonia

Protocol agreement was signed on July 4, 2003. Bargaining was expected to commence September 2003. Parties are unable to agree on venue for bargaining.

College of the Rockies

On January 8, 2003 the College of the Rockies and its CUPE support staff union both ratified a bargaining settlement for three years (July 1, 2002 to June 30, 2005), for zero increase in compensation, and with no compensation trade-offs, labour market adjustment, goal sharing, or new / higher standards for the sector. The settlement is within mandate.

Douglas College

Bargaining commenced June 11, 2003 and mediation was scheduled for late October 2003. Douglas has bargained to impasse on the issues of the Common Agreement and March 31/04 expiry date. BCGEU has indicated that it will apply to the LRB for a determination. The BCGEU has scheduled its first meetings since bargaining commenced with its bargaining unit for November 18 and 20, 2003. No strike vote has been scheduled.

Justice Institute of BC

Bargaining was scheduled to commence on October 14, 2003.

Kwantlen University College

Request for bargaining letter (from Employer) sent to BCGEU July 24, 2003. First bargaining session with BCGEU set for October 8 to deal with protocol and to exchange proposals. Additional 10 days set in November and December 2003.

Malaspina University College

Bargaining has commenced with CUPE. The Employer issued the letter of notice (i.e. re the termination of the arbitrative presumption re specified Common Agreement provisions). The Employer is proposing to roll over the current collective agreement. The Mandate Sub-Committee has yet not received the mandate request but expects to in the near future.

Nicola Valley Institute of Technology

Settled a faculty/support staff 2003-2004 extension.

North Island College

Bargaining will not commence until at least mid February 2004. CUPE, Local 3479 will be assigned a new provincial representative but not in the near future.

Northern Lights College

Bargaining commenced October 2003. Common Agreement provisions are part of the likely impasse. NLC and BCGEU met December 2, 2003.

Northwest Community College

Union proposals received July 2003. BCGEU and support staff have signed a protocol agreement and exchanged proposals. Scheduled to meet in October and December 2003. Mandate request has not yet been submitted.

Okanagan University College

Bargaining commenced in June 2003. Sixty of 97 proposals have been resolved so far. Most of remaining issues on the union side are monetary.

Open Learning Agency

Bargaining commenced Feb 18, 2003 and is progressing. OLA has made BCGEU an offer to settle which they have rejected. BCGEU has tabled a counter proposal in response to that offer that contains, among other things, a continuation of the Common Agreement and large monetary demands.

Selkirk College

Selkirk is in bargaining preparation. The collective agreement expired on December 31, 2003. PPWC has indicated that they are ready to commence bargaining. The College advised that it will be January before they are ready to meet with the union.

University College of the Cariboo

UCC and CUPE Local 900 agreed to open bargaining on December 18th and exchange proposals. Dec 18, 2003 was UCC's opening bargaining session with CUPE. The union tabled local provisions, SS Common Agreement, and the Accord. The Employer delivered express written notice to terminate the common agreement.

University College of the Fraser Valley

June 2003 - Settled for one-year extension to 2004; salary already settled under LOA of the 2001-2003 agreement.

Faculty Bargaining Update

The PSEA Secretariat and the Employers' Bargaining Council is continuing its preparation for the faculty 2004 bargaining, including those institutions interested in participating in a Multi-Institution Discussion Table (MID).

PSEA New Staff

PSEA is pleased to introduce our two new employees who will be working on the HRDB Project.

Alvin Mah, HRIS Specialist, has a Diploma in Computer Systems and a Bachelor of Technology in Computer Systems from BCIT and was previously with Triathlon Mapping as a MIS Specialist. Alvin can be reached at 604-895-5065 or at alvin@psea.bc.ca

Marcus Lee, HRIS Assistant has a Bachelor in Business Administration degree and an Advanced Certificate in Business Administration from BCIT. He has previously worked for the Westin Bayshore and Westfair Foods. Marcus can be reached at 604-895-5067 or at marcus@psea.bc.ca

Please join us in welcoming Alvin and Marcus to PSEA and wishing them success in their new positions.

HRDB Update

The Ministry of Advanced Education and PSEA is pleased to announce that the HRDB v5.0 2001-2002 project is now completed. CD Roms are being mailed to all stakeholders this week. Please contact Alvin or Marcus at PSEA for technical assistance with its installation.

Institutions are asked to use this version for reporting and costing of all mandate proposals and settlements.

HRC Conference

The agenda for the 2004 HRC Conference to be held on February 19th and 20th is posted

at: <http://www.psea.bc.ca/event.cfm?EventID=20>

If you have not already responded to your attendance, please contact [Shubhneet](#) at 604-895-5060.

New to the Website

New uploads to our [Website](#) are:

PSEC Communications

- PSEC November 2003 Update

Bargaining News

- Teacher Bargaining Report - Nov 13-03
- Teacher Bargaining Report Backgrounder - Nov 13-03
- Teacher Bargaining Wright Report - Nov 13-03

Pension Corporation

- Pension Corporation's Annual Report - Nov 17-03
- Changes to Retirement Benefits to take effect January 1, 2004 - Nov-03

Government News

- Commission Appointed to Review Teacher Bargaining - Dec 19-03
 - Concurrent Employment and Pensionable Service - Dec17-03
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New to the Knowledgebase

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

Queries-Job Descriptions

- Query #124 Manager, Human Resources, Manager Labour Relations; Labour Relations Consultant or Specialist, HRIS Administrator
- Query #127 Disability/Wellness Advisor, Job Evaluation Advisor, and HR Assistant Positions

Queries-Policies

- Query #125 Support Staff Selection Process
- Query #126 Prevention and Accommodation of Employee Disabilities
- Query #128 Step Increases for LTD Employees
- Query #129 RRSP Contributions

Reports

- Support Staff Total Compensation Summary Sheet - 2002

Presentations

- PSEA Overview and History of Bargaining in the Post-Secondary Sector - January 2004
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Appointments

Corinna Ainslie, Human Resources Director of Okanagan University-College, has been appointed to the Employee Benefits Advisory Committee.

Pension Update

The following update is from the Pension Corporation:

Concurrent Employment and Pensionable Service

I would like to take this opportunity to remind you of the rules with regard to concurrent employment and the reporting of pensionable service.

Under the concurrent employment policy approved by the College Pension Board of Trustees, members can accrue more than 12 months of pensionable service in a calendar year, either by working for more than one plan employer in the same calendar year, or by working in more than one position for the same employer.

If a member accrues more than a year of pensionable service in a calendar year working for one employer, the employer must now report all pensionable service and the related salary, including service in excess of 12 months, and not stop deducting contributions once an employee has accrued one year of service. At the end of each calendar year, the College Plan will determine the service that exceeds 12 months and refund the employee and employer contributions related to that service. The pensionable salary related to the excess service will also be removed from the member's account and will not be used in the highest average salary calculation at retirement.

The Employer Instruction Manual will be updated with this information in the future.

If you have questions regarding the crediting of service for your employees who may have concurrent employment, please feel free to contact Employer Services in Victoria at 250 356-9701, or toll-free 1-800-663-8823.

New Retirement Kits

Have you heard? The Retirement Kit for your plan is changing. That's right. We're making it easier than ever for plan members to get the information they need to plan for their retirement.

The new kits will be a two-step process. Your employees can access Retirement Planning (Planning - step 1) from our website at pensionsbc.ca, or they can ask for a copy from the pension plan. When the plan receives the completed Estimate Request form indicating the member's chosen retirement date, they will send the member a Retirement Application Package (Application - step 2).

The new kits will streamline the retirement process for you and your employees. Look for a sample of the new kit in early 2004.

Employment Opportunities

Kwantlen University-College

Kwantlen University College is one of Canada's fastest growing post-secondary institutions. The University College has four campuses in the cities of Langley, Richmond and Surrey, serving over 24,000 students. The University College offers over 100 educational programs, including nine baccalaureate degrees. Kwantlen is known for its program and service excellence, award winning instructors and student achievement.

Our Human Resources Department has immediate openings for two (2) regular, full-time Human Resource Officer positions.

Salary range: \$50,400 to \$59,000 per annum

Competition Number 04-01 HUMAN RESOURCES OFFICER - BENEFITS AND PENSION

This position is located on the Surrey campus and is primarily responsible for providing

advice, guidance and direction to employees and management on matters pertaining to health and welfare benefits, disability management, pension, employee relations and recruitment. Other responsibilities include developing information material and conducting training sessions with employees; negotiating work return initiatives and making recommendations on work place accommodations; and, assisting in developing and implementing human resource policies and procedures.

Reporting to the Manager, Human Resources and Benefits, the success applicant will have:

- Completion of a relevant Bachelor's degree and a minimum of 3 years related experience, preferably within a unionized environment. CHRP designation preferred.
- Comprehensive knowledge of statutory and insured benefit plans and B.C. College and Municipal pension plans.
- Strong communication, interpersonal relations and conflict resolution skills.
- Demonstrated ability to be tactful, diplomatic, work independently and exercise considerable judgement.
- Solid working knowledge of relevant employment and labour legislation.

**Competition Number - 03-40
HUMAN RESOURCES OFFICER - LABOUR RELATIONS**

The Human Resources Officer - Labour Relations will provide advice, guidance and direction to supervisors and management regarding labour relations, employee relations, recruitment and job evaluation matters. Other responsibilities include researching and preparing confidential labour reports and information relating to negotiations, grievances and arbitrations, and assisting in the development and implementation of human resource policies, procedures and practices.

Reporting to the Manager, Employee Relations, the successful applicant will have:

- Completion of a relevant Bachelor's degree and a minimum of two years experience working in a similar position.
- Proven track record in job evaluation/classification and recruitment, selection and placement activities.
- Demonstrated organizational, teamwork and interpersonal skills that complement the ability to deliver innovative, customer focused service.
- Ability to deal with ambiguity and changing job demands, and with considerable independence, discretion and initiative.

Please forward your resume, including photocopies of post-secondary transcripts, quoting competition number to: Human Resources Department, Kwantlen University College, 12666 - 72nd Avenue, Surrey, B.C., V3W 2M8. Facsimile: (604)599-2111 or e-mail to employ@kwantlen.ca. No telephone enquiries please.

Applications must be received by 4:30 p.m., Friday, January 16, 2004