

## Ritu Rikhi

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**From:** psea  
**Sent:** Wednesday, July 02, 2003 12:20 PM  
**To:** e-bulletin  
**Subject:** PSEA e-Bulletin July 2, 2003

# PSEA

## e-bulletin

Communications from the Post-Secondary Employers' Association

PSEA Web

July 2, 2003

### We're Moving....

The PSEA office will be moving to its new location August 14th. 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. Our offices will be closed and telephone, fax and email systems will be down for the afternoon of August 13th and all day August 14th. The new premises will share boardroom space with BCPSEA and over time other cost-sharing will be initiated.

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### PSEC

The Public Sector Employers' Council are also moving its office effective June 30th to:

Public Sector Employers' Council  
PO Box 9400 Stn Prov Govt  
1215 Broad Street - 3rd Floor  
Victoria, BC  
V8W 9V1

Their phone number 250-387-0842 and fax 250-387-6258 remain the same.

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### Upcoming Meetings

The Mandate Sub-Committee will be meeting in person on Monday, August 25, 2003 at the Metropolitan Hotel - Hong Kong Room.

Enjoy the summer!

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### Bargaining Update

14 support staff collective agreements expired in 2002, and another 2 expired in 2003 (one,

Selkirk's, not until December 31, 2003). The current status of each of these with respect to the Employers' bargaining mandate is:

- 8 mandates approved (BCIT, Camosun, CNC, Douglas, JI, OLA, Okanagan, Kwantlen)
- 8 mandate requests still to come (Capilano, Cariboo, Malaspina, North Island, Northern Lights, 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.

Fern Spackman of Camosun College has entered its **union proposals** in relation to its current contractual language in the Support Staff/Bargaining Database. The database is located in the PSEA [Knowledgebase](#) (Support Staff/Bargaining Database). We thank Fern for the time she 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"

This fall, we are planning on conducting a hands-on, classroom style Human Resources Database workshop for human resources/finance personnel in Vancouver and possibly Kelowna. The workshop would be a full day covering collective agreement costing and generating Access based queries using the HRDB.

To determine the level of interest, please contact [PSEA](#) as to who in your institutions staff would be interested in attending and the preferable location. Travel expenses would be at the cost of the institution.

## Appointments

At the June 18th Annual General Meeting the following appointments were made:

### Executive Committee

- President - Dale Dorn, President, Vancouver Community College
- Vice-President - Nick Rubidge, President, College of the Rockies
- Director at Large - Valerie Cochran, Vice President, Capilano College
- Director at Large - Liz Ashton, President, Camosun College
- Director at Large - Sean Kocsis, President, Institute of Indigenous Government

In addition, the Employers' Bargaining Council nominated two representatives as members of the Executive Committee:

**Liz McKinlay** - Associate Vice President, Kwantlen University-College and **Marian Exmann** - Director of Employee Services, Douglas College were declared Directors at large by acclamation.

**Edwin Deas**, Vice-President Administration and Bursar, Malaspina University-College, has stepped down from the Executive Committee, JADRC, CAC and the Mandate Sub-Committee. We would like thank Edwin for his valuable contributions and dedication to the association over the years.

## People Update

PSEA has hired a new Human Resources Assistant. **Shubhneet Ark** graduated from Simon Fraser University in August 2002 with a Bachelor in Business Administration concentrating in Human Resources and Marketing. Her work experience includes two student co-op positions with the Ministry of Labour - Employment Standards Branch. Please join us in welcoming Shubhneet to the PSEA and wishing her success in her new position. You may contact Shubhneet at 604-895-5060 or [shubhneet@psea.bc.ca](mailto:shubhneet@psea.bc.ca)

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The following message is from Rob Henderson, Director of Human Resources at Vancouver Community College:

**Silvana Sam** started on April 28 in the position of Confidential Assistant-Human Resources. Silvana comes to us from the Vancouver School Board, where she worked in various positions since 1996, most recently as the Labour Relations Clerk.

**Gail Schmalz** started on May 12 in the position of Associate Director, Labour Relations. Gail comes from Alberta, where she was most recently the Director of Employee Relations for Sobeys West, a retail food store chain. She was previously the Manager of Employee Relations for the University of Alberta, and Manager of Labour Relations & Human Resources for a Regional Health Authority.

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The following message is from Katy Bindon, President of Okanagan University-College:

I'm pleased to announce that **Corinna Ainslie** will join us on May 15 as Director of Human Resources. Corinna has more than 15 years experience as a senior human resource professional. She has worked for Minto, an international development company with more than 1,000 employees, as well as for a credit union comprised of 18 unionized branch locations across Ontario. Prior to that she was a training co-ordinator for the University of Toronto.

Her talents and experience will help us continue to build the positive human resources climate we have identified as important to OUC.

Corinna has a Bachelor of Arts in Labour-Management Relations from the University of Toronto, and certificates in Personnel and Industrial Relations and Human Resource Management. She is completing a program for designation as a Canadian Compensation Professional.

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The following message is from Jack McGee, President of the Justice Institute of British Columbia:

I am pleased to announce that **Mark Alexander** is the successful applicant for the position of Director, Human Resources. Mark has extensive senior level experience in both the private and public sector, along with a background in education. Mark has served as Vice President, Human Resources for Toronto East General Hospital, John Labatt Limited, Shirmax Montreal and Bell Canada, and has been President of Healthcare Management and a consultant for a large number of major corporations, municipalities and institutions. Mark instructs regularly at the McGill Executive Institute and has taught at Concordia, Dalhousie and Royal Roads.

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## Pension Corporation

### Website

The Pension Corporation will be finished its [website](#) redesign by the end of this month.

This announcement is in the [Pension Corporation News](#) section of the PSEA website and on the Pensions BC website, in the Employers Bulletins pages for all plans. It includes a summary of new and redesigned features on the site, and an overview of what these changes will mean to employers and plan members.

### 2003 Legislative Amendments

Government has recently introduced new [legislation](#) amending the Public Sector Pension Plans Act, the Public Service Benefit Plan Act and assorted statutes containing pension provisions for statutory officers. The amendments will provide the boards of trustees with the tools they need to manage the four public sector pension plans in the best interests of their

plan members. The new legislation will also clarify and simplify existing statutory pension provisions. The boards of trustees have requested these statutory changes. These legislative amendments will:

- Remove or replace obsolete terminology in the Public Sector Pension Plans Act.
- Simplify the appointment process for appointments to the Pension Corporation's pension management board.
- Provide the College Pension Board of Trustees with authority to give their regulations retroactive effect.
- Remove outdated provisions in various statutes concerning pension contributions for statutory officers participating in the Public Service Pension Plan.
- Legislatively transfer the responsibility for the negotiation and administration of group benefit contracts for retired plan members from government to the four pension boards.
- Clarify that post retirement group benefits are not pension benefits for the purposes of the Pension Benefits Standards Act.
- Enable the College Pension Plan partners to negotiate a non-statutory joint trust agreement.

The legislative amendments are housekeeping and technical changes only. There are no benefit changes. The new legislation will not result in any changes to the Pension Corporation's current administrative practices. Communications Branch is aware of the Bill and will be providing College Pension Plan members with updated information as their non-statutory joint trust agreement is negotiated.

## New on the Knowledgebase

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

### Benefits

- Report on Benefits - Faculty Bargaining 2004

### Clause Summaries

- Professional Development - Faculty

### Documents/Forms

- Accountability Framework
- Human Resources Contact List

### Queries Job Description

- Query #114 Director of Athletics and Recreation
- Human Resources Staffing
- Accounting & Human Resources Personnel

### Queries Policies

- Query #111 Communicable or Infectious Diseases Policy
- Query #112 Fragrance Free Policy

### HRDB Reports

- Sick,STD,LTD & WCB Usage HRDBv3.0
- Sick,STD,LTD & WCB Usage HRDBv4.0

### Interpretations

- Union Observers in Support Staff Selection Processes
- VCC Faculty Total Supplemental & Maternity Leave

**Excluded Terms of Employment Contracts**

- Camosun Terms Conditions Handbook
- University College of the Fraser Valley
- Institute of Indigenous Government

**Excluded Terms of Employment Summaries**

The PSEA Secretariat has prepared summaries of the sector's excluded staff employment conditions on these following topics:

- Acting Pay
- Early Retirement Plans
- Eligibility for Benefits
- Maternity/Parental Leave
- Probationary Period
- Retirement Provisions
- Scope or Group Definition
- Selection and Promotion
- Severance
- Supplemental Employment Benefits
- Termination
- Vacation Entitlement
- Leaves Summary

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**New on the Website**

New to our [Website](#) is:

**Links**

- International Education Media: A Website With links to Universities, Colleges, and Schools Worldwide
- Bill 49 - The Pension Statutes Amendment Act, 2003

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**Employment Opportunities****LANGARA COLLEGE****HUMAN RESOURCES ANALYST**

Salary: \$38,316 to \$47,894 (Annual)

Under general direction from the Manager, HRSS, provides technical and administrative support for job evaluation and compensation management within the College; responsible for monitoring and managing data integrity and compliance to data standards within the Banner (HRIS) system, and provides support to Human Resources Assistants during busy and peak periods. Responds to enquiries and provides information to employees, students and the general public regarding processes, procedures, policies, collective agreements, and pension & benefit entitlements.

**Qualifications**

Completion of a diploma in Human Resources, plus specialized courses in compensation and benefits (e.g. CEBS or CCA) and four years related experience or equivalent. Prefer experience in a unionized environment and experience with Banner, Peoplesoft, SAP or other integrated corporate information systems. Knowledge of current Human Resource Management practices including job evaluation and organizational design. Working knowledge of database administration, concepts and design. Advanced level of MS Office (including Access) proficiency. Demonstrated experience responding to enquiries and providing information regarding processes and guidelines, procedures such as recruitment and selection, appointment, and benefits administration. Knowledge of provincial and federal legislation covering Human Resource practices such as the Employment Standards Act,

Freedom of Information/Protection of Privacy and Human Rights. Prefer familiarity with National Occupational Classification system.

Ability to work and communicate effectively with various groups in obtaining and conveying information about policies and procedures, providing assistance in completion of forms and maintaining supportive working relationships. Ability to interpret and apply collective agreement language. Must have organizational and time management skills in meeting deadlines and working with frequent interruptions. Confidentiality in working with employee information and confidential files. Ability to exercise initiative in contributing input into improvement to departmental operations and service to clients. Ability to work independently and in a team environment.

**Application Information**

For an application package with position description, please quote A003-03PD in the subject line of your e-mail to [employment@langara.bc.ca](mailto:employment@langara.bc.ca)

**Closing Date:** July 11th, 2003

**Competition Number:** A003-03

Thank-you for your interest. Only those shortlisted will be contacted. Langara College is committed to enhancing our diverse workforce.

[www.langara.ca](http://www.langara.ca)