



*University of Alberta Students' Union*

# **FINANCE COMMITTEE**

**Tuesday, May 10, 2016**

**6:00PM**

**SUB 6-06**

## **AGENDA (FC 2016-02)**

- |                   |   |
|-------------------|---|
| <b>2016-02/1</b>  | <b><u>INTRODUCTION</u></b>  |
| <b>2016-02/1a</b> | <b>Call to Order</b>  |
| <b>2016-02/1b</b> | <b>Approval of Agenda</b>   |
| <b>2016-02/1c</b> | <b>Approval of Minutes</b>  |
| <b>2016-02/1d</b> | <b>Chair's Business</b>   |
| <b>2016-02/2</b>  | <b><u>QUESTION/DISCUSSION PERIOD</u></b>                                      |
| <b>2016-02/3</b>  | <b><u>COMMITTEE BUSINESS</u></b>  |
| <b>2016-02/3a</b> | <b>Review &amp; Approval of Lister Hall Advocacy/Programming Team Funding</b> |
| <b>2016-02/3b</b> | <b>CUPE Agreement Briefing</b>  |
| <b>2016-02/4</b>  | <b><u>INFORMATION ITEMS</u></b>   |

2016-02/5

**ADJOURNMENT**

2016-02/5a

**Next Meeting:** To be confirmed.

## Proposal to Create and Fund Lister Representative Positions for the 2016-17 Academic Year

As part of the Students' Union's efforts to secure effective representation for Lister students during the LHSA suspension, and to prepare for a smooth restarting of the LHSA (informed by the discussions in 2015-16 regarding the creation of an all-new association), **we recommend that the Executive Committee proceed with the selection and placement of two SU Representatives in each Tower**, as anticipated by last year's Executive Committee.

### Job Description

A preliminary job description is attached. Please note that it may change and that some role specialization may be implemented at a management level to ensure fair distribution of tasks.

The Executive Committee, in consultation with the selected Representatives, should also evaluate whether one of the Representative should be designated as the 'Primary Representative', to ensure clear lines of communication between the Students' Union administration, the Lister Representatives, and Residence Services.

### Budget Implications

We recommend that each of the eight representatives be compensated with an honorarium of \$3,375 to reflect the extra work that will be required beyond what would normally be required of a volunteer representative, and to ensure strong recruitment for the position. This would cover nine months of work as outlined in the Job Description.

In total, the budget implication would be \$27,000 in direct honoraria costs and \$3,150 in statutory costs. \$12,500 could be funded from monies originally held by the Lister Hall Students' Association; a minimum \$17,650 would be required from the Students' Union's Unrestricted Reserve. It is our opinion that making this expenditure would not materially impact the Unrestricted Reserve's ability to fund any emergent off-budget needs. We would recommend, instead, that the full \$30,150 cost be charged to the Unrestricted Reserve, and that the LHSA monies held by the SU be used for programming in 2016-17 and to provide startup funding for the LHSA when it is restarted.

As there is no other way to ensure adequate representation for Lister students and the responsible, effective restarting of the LHSA without this allocation – the residence is simply too large – We believe this is the best course of action for the Students' Union.

This project is undertaken in the context of the SU's ongoing work helping SRAs with their development and renewal, and Discover Governance's role in ensuring appropriate student representation. All SRA-restructuring efforts incur staff and support costs; in this case, it is a more expensive SRA project than usual, but given the former LHSA's scale of activity and history, we believe it to be appropriate. (For perspective, keep in mind

that the LHSA had approximately 50 p-t employees prior to its suspension engaged in advocacy and community-building work and a budget of over \$350,000.)

## **Job Summary**

The Lister Representatives report to the SU Vice President Student Life and Discover Governance Manager as part of a representative team for Lister during the LHSA's suspension. The Lister Representatives work to keep the Students' Union Executive and Advocacy teams updated on issues in Lister, act as a link between the SU and Lister residents, and provide peer leadership and support to undergraduate student residents in Lister. There will be a minimum of two representatives for each Tower.

## **Duties and Responsibilities**

### Advocacy

1. Attend the Council of Residence Association meetings on a rotating basis
2. Meet with other Lister representatives biweekly to discuss all issues and coordinate consultation and advocacy efforts
3. As part of the representative team, submit monthly written reports to the SU Vice President Student Life and Discover Governance Manager outlining successes, failures, challenges, and the progress of ongoing projects or issues.
4. Contact the SU Vice President Student Life when urgent issues arise in Lister.
5. Keep an accurate and confidential record of resident complaints.
6. Work with your fellow tower representative to establish reliable contacts on each floor of your tower, for the purposes of consultation.

### Leadership

7. Attend tower and Lister-wide events whenever possible
8. Complete community building, leadership, or advocacy projects as assigned by the SU.
9. Coordinate with Residence Services staff and volunteers as necessary on advocacy, student support, and community building efforts.
10. Develop an understanding of Lister and its history, particularly its student leadership history.
11. Be available and approachable to residents to provide advice or support, hear and file complaints, and mediate conflict as necessary.
12. Assist with the election and transition of new LHSA representatives when the LHSA comes off its suspension in 2017.

### Community Building

13. Under the supervision of the SU Vice President Student Life, coordinate with other Lister representatives to provide SU sponsored Lister events and programming.
14. Provide logistical support and advice to residents wanting to plan small-scale community events on their floor.

## **Qualifications**

- Must be a University of Alberta undergraduate student registered in a minimum of one course for credit in each of the Fall and Winter terms in the 2016-2017 academic year, and paid Students' Union fees in full.
- Must be able and willing to move into Lister and live there for the duration of the 2016-17 academic year.
- Excellent communication (both written and oral), and interpersonal skills.
- Strong organizational skills and attention to detail.
- Experience as a student representative is an asset.
- Experience with and understanding of University governance processes in general and Residence processes in particular is an asset.
- Must be willing to be available in late August for training; dates are to be determined.

Union exempt.

## **Terms**

This is a term position running from August 1, 2016 to April 30, 2017.

Hours vary, but expect a minimum of 10 per week during term.

Honorarium: Under review, expected to be approximately \$375/month for 9 months (August - September) or \$3375 for the year.

## **To Apply**

Please submit a cover letter, resumé and references electronically to: Rebecca Taylor, Discover Governance Manager at [governance@su.ualberta.ca](mailto:governance@su.ualberta.ca). Applications may also be submitted in hard copy by dropping them off with reception at

2-900 Students' Union Building  
University of Alberta  
8900 - 114 Street

Applications must be received by X:00 p.m. on Monday, May 23, 2016 to be considered.

While we thank all applicants for their interest, only short-listed candidates will be contacted.

*The University of Alberta Students' Union is an equal opportunity employer and is committed to working towards social, ecological and economic sustainability.*

**Summary of proposed changes to the Collective Agreement  
between  
The University of Alberta Students' Union  
and CUPE Local 1368**

<b>Housekeeping</b>	All instances of "Personnel Manager" will be changed to "Human Resources Manager". Gendered terms in the agreement will be changed to gender neutral terms.
<b>2.02 Part time employee</b>	Removed wording regarding minimum shift length (covered in 16.05 instead).
<b>2.03 Positions exempt from bargaining unit</b>	Updated the list of positions exempt from the bargaining unit and clarified why the positions are exempt. The major changes include Dinwoodie and SU Events staff are now part of the Bargaining Unit while the Technical Director is exempt (Subject to the Letter of Agreement).
<b>7 Labour Management Co- operation Committee</b>	Updated the committee composition and meeting procedures. Clarified the role of the Committee and added responsibility for Health and Safety and Classification of Jobs.
<b>11.02 Discharge, Suspension, and Discharge</b>	Amended to state that, whenever possible, the reason for <u>discipline</u> or discharge shall be given in the presence of a Steward and/or other officer of the Union.
<b>11.05 (new) Job Abandonment</b>	New provision which defines what constitutes job abandonment by an Employee.
<b>13.01 Probation</b>	Amended the part-time probationary period to be defined by work hours instead of months.
<b>16.01 (new) Work Week</b>	New provision that specifies that a work week is from Sunday at 12:00am to the following Sunday at 12:00 am.
<b>16.01 d Hours of Work</b>	Amended to remove clause for overtime rates on designated days off when an Employee agrees to work additional shifts.
<b>16.04 Split Shifts</b>	Amended to allow split shifts to be requested by the Employee without incurring the split shift premium.
<b>16.05 Minimum call</b>	The minimum call for all Employees except SU Venues technicians will be 3 hours. SU Venues technicians remains at 4 hours.
<b>16.08 (new) Remain on site</b>	New provision requiring an Employee to stay on site for all paid hours except with permission from the Manager. Employees who request to leave early will not be paid for unworked time.

<b>16.09 Hours of Work for SU Venues Technicians</b>	Added overtime rules to the clause so that all clauses specific to the Venues Technicians are together. Clarified the breaks and added provisions for an additional 15 minute break in a 12 hour shift.
<b>16.10 (new) Hours of work for SU Venues Front of House</b>	New provision which outlines how shifts are scheduled, and what overtime rates and breaks the Front of House staff are eligible for.
<b>17.02 Overtime</b>	Clarified which rules apply to Full-time staff and which apply to Part-time staff. Added a clause that when an Employee works in multiple departments, overtime is calculated independently for each department.
<b>19.01 Holidays</b>	Clarified that temporary and relief employees are entitled to statutory holidays or pay in lieu of holidays.
<b>20.01 Vacations</b>	Changed the vacation year to 1 May to 30 April so that it aligns with the fiscal year and the Floater Days.
<b>23.04 Leave for Public Affairs</b>	Amended to allow employees to take a leave of absence to participate in Aboriginal Executive Council, Chief and Band elections.
<b>23.10 Maternity and Parental Leave</b>	Added a clause to clarify what leave an Employee who has not been employed for 52 weeks is entitled to. Clarified that only Employee's not taking a leave of absence are eligible for 2 day's paid leave to attend the birth or adoption of their own children.
<b>23.15 (new) Compassionate Care</b>	New provision indicating that Employees are eligible for Compassionate Care leave according to Employment Standards.
<b>24.02 Minimum wage</b>	Removed clause that wages will not be lower than minimum wage plus \$0.10.
<b>24.04 Pay change when assigned to position with lower rate</b>	Clarified that this clause only applies to permanent assignments and is subject to article 14.12. Clarified that this article does not apply if Employees are displaced by another member of the bargaining unit.
<b>24.12 (new) Shift Leader</b>	Established a shift leader role and specified an hourly premium of \$1.00 for working as a shift leader.
<b>24.13 (new) Hiring at Step Two</b>	New article allowing the Students' Union with the Union's agreement to hire at Step Two based on skills and experience.
<b>27.01 RRSP</b>	Added a clause that Employee's who do not set up their group RRSP account within one month after hiring will have their vesting period extended.
<b>27.02 Acupuncture</b>	Coverage for a registered acupuncturist will be added to the comprehensive insurance medical plan.
<b>27.02 (new)</b>	New provision establishing an Employee Assistance Plan for all Employees.



<b>Employee Assistance Plan</b>	Employees will pay up to \$1.76 per month and the Students' Union will pay the remaining costs (approximately two-thirds of the total program).
<b>27.03 (new) Wellness Spending Account</b>	Established a Wellness Spending Account for Full-time Permanent Employees which will reimburse 50% of eligible expenses up to \$300 per year.
<b>27.03 Benefits while on Leave of Absence</b>	Amended the clause so that an Employee on any kind of leave of absence may continue their group medical benefits if they pay 100% of the premiums.
<b>30.01 Uniforms</b>	Added a clause that Uniforms may be replaced more often based on demonstrated need. Added provisions for SU Events staff uniforms.
<b>30.02 (new) Safety Footwear</b>	New provision to subsidize the cost of required safety footwear.
<b>31.03 (new) ProServe and ProTect</b>	New provision indicating that Employees who are required to hold Valid ProServe and/or ProTect certification must carry proof of valid certification while on shift.
<b>36.01 Term</b>	The duration of the Collective Agreement will be for three years ending on April 30, 2019.
<b>36.02 Notice to Bargain</b>	Increased the time to respond to a notice to bargain from 20 days to 30 days.
<b>Letter of Agreement Wage Re-Opener</b>	Letter of Agreement indicating that if the Alberta Provincial Government changes its plan to raise minimum wage to \$15.00 in 2018, the Students' Union and CUPE Local 1368 may renegotiate the wages in Article 24.01.
<b>Letter of Agreement Technical Director</b>	Letter of Agreement to leave the Technical Director position within the bargaining unit until April 30, 2017 at which time it will be a Union exempt position.
<b>Letter of Understanding Graphic Designer</b>	Removed the Letter of Understanding regarding the Graphic Designer position from the agreement as the position has already been filled.
<b>Appendix "A" Joint Health and Safety Committee</b>	Removed Appendix A as the responsibilities of the Joint Health and Safety Committee have been moved to the Labour Management Co-operation Committee.
<b>Letter of Agreement Joint Gender Neutral Job Evaluation Program</b>	Removed the Letter of Agreement as the responsibilities of the review Committee are moved to the Labour Management Co-operation Committee.

### **PAYMENT OF WAGES (Article 24.01)**

#### **LIST OF POSITIONS**

Positions which were no longer filled were removed from the list. Positions with the same title were combined on the list (i.e. AA and OA). Some positions were renamed or combined. These changes are

- All Administrative Assistant positions (i.e. AA - Council, AA-Management, etc.) were combined.

- All department specific Operating Assistants (i.e. OA - SUBmart, OA-L'Express, etc.) were combined.
- Minute Takers were renamed Administrative Clerks.
- Food Service Workers I and II were renamed and renumbered as Food Service Worker 2 and 1 respectively. This ensures that the numbering aligns with other numbered positions in the bargaining unit.
- The Roles of Busperson, Dishwasher, Doorperson and Special Orders Coordinator were combined into a House Attendant position.
- The Creation Production Assistants were renamed to Production Attendant 1.
- The part-time Operating Assistants from SUBprint were renamed as Production Attendant 2.
- The Production Assistant I was renamed as Operating Assistant (SUBprint)
- The Post Office Assistant, the Retail Attendant and the Postal Attendant positions were combined under Retail Attendant.
- The Technical Assistant and the Stage Assistant positions were combined.
- The Ticket Taker/Usher, Box Office Attendant/Cashier MHT and Special Event Staff positions were combined as Venues Staff.
- The House Manager MHT and the House Manager Dinwoodie were combined as Venues Supervisor.

## **WAGE GRID**

The wage grid in Article 24.01 has been restructured All jobs within the bargaining unit have been assigned to a Pay Grade. The wage grid no longer lists individual jobs but instead lists the wages for each Pay Grade and Step. The wage grid also now provides equal pay per hour for Full-time and Part-time Employees who hold the same position.

### **Rationale**

The impetus for the change to the wage grid was the Joint Gender Neutral Job Evaluation Program which has the guiding principle of equal pay for work of equal value. The old wage grid listed many positions which were no longer filled. The old wage grid also had differences in pay which were not justifiable based on the work requirements (for example, there are 3 different pay rates for Full-time Operating Assistants in different businesses even though the responsibilities are substantially similar.)

### **ANNUAL INCREASE**

The NDP Government's promise to increase minimum wage to \$15 per hour by 2018 has a profound effect on the way the annual increases have been structured for this agreement. Minimum wage will increase from the current \$11.20 to \$15 which is a 33% increase over 3 years (for liquor servers the increase is from \$10.70 to \$15 which is a 40% increase). Applying such a large increase to all positions is not only counter to the goal of increasing the minimum wage to a living wage but would also bankrupt the organization. As a result, the current agreement does not apply a single percentage increase to all positions. Instead, the increases are different for each Pay Grade so that those positions earning a lower rate of pay will receive larger increases than those with a higher rate of pay.

### **Implementation**

Moving from the old grid based on individual position to a grid based on Pay Grades presents some challenges in the first year. For example, Pay Grade VI will have a starting pay of \$17.28 as of May 1, 2016. Positions assigned to pay grid VI are currently receiving a starting pay of \$17.00, \$17.04 and \$17.29. This means that as of May 1, one position would receive a raise of \$0.28, the second position would receive a raise of \$0.22 and the third would not receive a raise. On May 1, 2017, all three positions would be paid \$17.89.

The committee feels strongly that all positions should receive an increase each year. To remedy the above situation, the first two positions will receive the increase to \$17.28 on May 1, 2016 and the third position will receive an increase to \$17.59 on May 1, 2016. The second year all three positions will receive an increase to \$17.89 on May 1, 2017.

The adjustment presented above will be applied to all positions which would not receive an increase in the first year as a result of shifting to the new Pay Grade system. The positions included Custodial Worker, Graphic Designer, Lighting Technician, Operations Assistant (SUBprint), Sound Technician, Stage Manager and Utility Worker.

There are also a few positions that when moved to the wage grid would not receive an increase in either the first or second years and/or would receive less than 3% over the three year term of the agreement. In these situations, the incumbents in the positions will receive a 1% increase each year. This differs from the previous example as the increase is applied only to the incumbents and not to the positions. Therefore, when the Employees are hired in these positions at a future date, they will be hired to the rates on the Wage Grid. The positions included in this adjustment are the Administrative Assistant, Maintenance Chargehand, and Maintenance Worker.

### **Summary**

The Wage Grids for three years are provided along with the List of Positions and the Pay Grade to which they are assigned. The negotiating committee understands that the changes to payment of wages are extensive; staff are encouraged to direct questions to the President of CUPE Local 1368, Dennis Franz, the General Manager, Marc Dumouchel, or the Human Resources Manager, Ellen Salter-Pedersen.

<b>Position</b>	
Accounting Clerk	<b>VI</b>
Administrative Assistant	<b>V</b>
Administrative Clerk	<b>II</b>
Bartender	<b>I</b>
Caretaker	<b>IV</b>
Cook	<b>VI</b>
Custodial Chargehand	<b>VIII</b>
Custodial Worker	<b>VI</b>
Food Court Attendant	<b>II</b>
Food Service Worker 1 (Was food service worker II)	<b>II</b>
Food Service Worker 2 (Was food service worker I)	<b>III</b>
Graphic Designer	<b>VII</b>
House Attendant	<b>II</b>
Housekeeper	<b>IV</b>
Lighting Technician	<b>VIII</b>
Maintenance Chargehand	<b>IX</b>
Maintenance Worker	<b>VIII</b>
Marketing Assistant	<b>VII</b>
Operating Assistant	<b>V</b>
Production Attendant 1 (was Creation Production Assistant)	<b>II</b>
Production Attendant 2	<b>IV</b>
Retail Attendant	<b>II</b>
Server	<b>I</b>
Sound Tech	<b>VIII</b>
Stage Manager	<b>VIII</b>
Technical Assistant	<b>II</b>
Theatre Technician 1	<b>IV</b>
Theatre Technician 2	<b>VI</b>
Utility Worker	<b>VI</b>
Venues Production Chargehand (New)	<b>IX</b>
Venues Staff	<b>II</b>
Venues Supervisor (was House Manager)	<b>IV</b>

Effective May 1 2016

**Hourly Rate**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
I	\$12.42	N/A	N/A	N/A	N/A
II	\$12.42	\$12.92	\$13.43	N/A	N/A
III	\$13.54	\$14.08	\$14.64	N/A	N/A
IV	\$14.70	\$15.29	\$15.90	\$16.54	\$17.20
V	\$15.96	\$16.60	\$17.27	\$17.96	\$18.68
VI	\$17.28	\$17.98	\$18.69	\$19.44	\$20.22
VII	\$18.59	\$19.34	\$20.11	\$20.91	\$21.75
VIII	\$19.89	\$20.68	\$21.51	\$22.37	\$23.26
IX	\$21.17	\$22.01	\$22.89	\$23.81	\$24.76

**Monthly Rate (based on 37.5 hour week)**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
I	2018	N/A	N/A	N/A	N/A
II	2018	2099	2183	N/A	N/A
III	2200	2287	2379	N/A	N/A
IV	2389	2484	2584	2687	2794
V	2594	2698	2806	2918	3035
VI	2809	2921	3038	3159	3286
VII	3021	3142	3268	3398	3534
VIII	3231	3361	3495	3635	3780
IX	3439	3577	3720	3869	4024

Effective May 1, 2017

**Hourly Rate**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
I	\$13.65	N/A	N/A	N/A	N/A
II	\$13.65	\$14.19	\$14.76	N/A	N/A
III	\$14.48	\$15.06	\$15.66	N/A	N/A
IV	\$15.44	\$16.05	\$16.69	\$17.36	\$18.06
V	\$16.60	\$17.27	\$17.96	\$18.68	\$19.42
VI	\$17.89	\$18.61	\$19.35	\$20.12	\$20.93
VII	\$19.15	\$19.92	\$20.71	\$21.54	\$22.40
VIII	\$20.38	\$21.20	\$22.05	\$22.93	\$23.84
IX	\$21.59	\$22.45	\$23.35	\$24.28	\$25.26

**Monthly Rate (based on 37.5 hour week)**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
I	2218	N/A	N/A	N/A	N/A
II	2218	2307	2399	N/A	N/A
III	2353	2448	2546	N/A	N/A
IV	2508	2609	2713	2821	2934
V	2698	2806	2918	3035	3156
VI	2907	3023	3144	3270	3401
VII	3112	3236	3366	3500	3640
VIII	3312	3445	3582	3726	3875
IX	3508	3648	3794	3946	4104

Effective May 1 2018

**Hourly Rate**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
I	\$15.00	N/A	N/A	N/A	N/A
II	\$15.00	\$15.60	\$16.22	N/A	N/A
III	\$15.50	\$16.12	\$16.76	N/A	N/A
IV	\$16.21	\$16.86	\$17.53	\$18.23	\$18.96
V	\$17.27	\$17.96	\$18.68	\$19.42	\$20.20
VI	\$18.52	\$19.26	\$20.03	\$20.83	\$21.66
VII	\$19.72	\$20.51	\$21.33	\$22.19	\$23.07
VIII	\$20.89	\$21.73	\$22.60	\$23.50	\$24.44
IX	\$22.02	\$22.90	\$23.82	\$24.77	\$25.76

**Monthly Rate (based on 37.5 hour week)**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
I	2437	N/A	N/A	N/A	N/A
II	2437	2535	2636	N/A	N/A
III	2518	2619	2724	N/A	N/A
IV	2634	2739	2848	2962	3081
V	2806	2918	3035	3156	3282
VI	3009	3129	3254	3384	3520
VII	3205	3333	3467	3605	3750
VIII	3395	3531	3672	3819	3972
IX	3578	3721	3870	4025	4186

4% increase between Steps except as indicated for Pay Grades I to III.

Progression from Step 1 to Step 2 shall be after 975 hours of service with the Employer and in 975 hour increments thereafter, subject to the condition that only one progression per 12 month period shall be permitted, regardless of total hours worked in that 12 month period.

Any Employees whose pay in 2015-2016 is higher than or equal to the pay in 2016-2017 for the Pay Grade to which they are assigned will receive half of the increase that they would receive in 2017-2018. In 2017-2018 and 2018-2019, their pay will be according to the pay grid. This does not include Employees who are included in the following clause. The positions included in this adjustment are Custodial Worker, Graphic Designer, Lighting Technician, Operations Assistant - SUBPrint, Sound Technician, Stage Manager and Utility Worker.

Incumbents in positions whose pay increases will be less than 3% over 3 years in the new Pay Grade structure will receive 1% in each of May 2016, May 2017 and May 2018 in lieu of the increases to the Pay Grade in which they are classified. The affected incumbents hold the positions of Administrative Assistant, Maintenance Chargehand, and Maintenance Worker.

The incumbent in the position of Dinwoodie Bar Manager will be grandfathered at Pay Grade III. In the event that this position becomes vacant, it will not be refilled.