



## General Meeting of UWOFA-LA

Tuesday, March 31, 2015

11:30 am - 1:30 pm

Social Science Centre, Room 3018

(sandwiches, veggies, and drinks will be available)

### AGENDA

1. Approval of the Agenda
2. Approval of Minutes for March 26, 2014 General Meeting – **EXHIBIT I**
3. Business arising
4. President's Report: *A. Hearn*
5. Chief Negotiator's Report: *J. Tennant*
6. Collective Bargaining Committee Report: *C. Martin*  
Discussion of the Contract Goals – **EXHIBIT II**
7. Librarians & Archivists Stewards Committee Report: *L. Mantz*
8. Joint Pay Equity Committee Report: *L. Mantz*
9. Announcements:  
UWOFA Annual General Meeting: Wednesday, April 29, 2015  
11:30 am to 1:30 pm, Spencer Engineering Building, room 2202.
10. New Business
11. Adjournment

**Minutes of the UWOFA Librarians & Archivists  
General Meeting**

Wednesday, March 26, 2014

11:30 am – 1:30 pm

University Community Centre, room 58

Speaker: Peggy Ellis

President: Alison Hearn

The Speaker called the meeting to order at 11:35 am. Attendance was according to the Nominal Roll. The Speaker reminded attendees that only UWOFA-LA members were permitted to vote on motions.

**1. Approval of the Agenda:**

**MOVED:** L. Mantz/C. Martin

THAT the agenda be approved. **CARRIED**

**2. Minutes of December 10, 2012 General Meeting:**

**MOVED:** F. Gray/K. McPhee

THAT the minutes of December 10, 2012 General Meeting be approved. **CARRIED**

**3. Business Arising: None**

**4. President's Report: A. Hearn**

The President reported the following:

**Change in UWOFA leadership:** In November of 2013 UWOFA's Chief Negotiator, for faculty negotiations, Kathleen Fraser chose to step down. Following the Policy on Principles and Procedures for Negotiations UWOFA's Executive Committee began the nomination process of selecting a new Chief Negotiator. The process included a CAUT collective bargaining workshop and consultation with the Negotiating Team. After careful consideration the UWOFA Board of Directors unanimously appointed, then President, Jeff Tennant to the role of Chief Negotiator as of February 18, 2014. Effective that date, then Vice-President Alison Hearn replaced Jeff Tennant as President.

**Mobilization efforts:** A. Hearn, J. Tennant and other members of UWOFA's Faculty Representative Council have attended various Faculty and Departmental meetings. The purpose of the visit was to speak with colleagues about the work of UWOFA, particularly preparations for upcoming faculty negotiations.

**Communications:** The President introduced Vanessa Brown, UWOFA's new communication assistant. The UWOFA communications committee is working on turning an analysis of Western's finances, prepared by salary committee members, into a report and informational pamphlet that will be distributed to the membership.

**Provost & Vice-President (Academic) review committee:** UWOFA has been invited to submit a written report to the Provost & Vice-President review committee. Librarians and Archivists Board member, L. Mantz provided comments.

**Amendments to Western's policy on demonstrations and protests:** During orientation week 2013 a group of undergraduate students were directed by Campus Police to leave the campus for distributing a leaflet about student debt. UWOFA responded to the Administration and expressed concern about the how this incident was handled and the implications for academic freedom. As a result of UWOFA's comments a committee was formed to review Western's policy on demonstrations and protests. UWOFA was invited to have a representative sit on that committee. After several meetings an amended version of the policy was sent to UWOFA. After careful review of the amended policy UWOFA expressed concern that only a very few of UWOFA's concerns about the policy had been addressed. After careful consideration the UWOFA Board of Directors voted unanimously to withdraw from the committee.

**Board of Directors nominations:** Later today, UWOFA will hold an all Member general meeting. During the meeting the Nominating Committee will present their slate of nominees. The slate will include the nomination of Kristin Hoffmann (Librarian) as Vice-President.

A. Hearn thanked Board of Director Members, Marni Harrington, Liz Mantz, Speaker Peggy Ellis and the members of the Librarians and Archivists Committee for their contribution and work over the past year.

**5. Reports of Committees:**

a) Workplace Climate Committee: *L. Doucette, B. Fyfe M. Harrington and E. Marshall*

L. Doucette was unable to attend the meeting. The following report was read by M. Harrington:

Over past 2 years there have been lots of UWOFA-LA Members, Administrators, and other library staff working to improve climate for UWOFA-LA Members and for Western Libraries staff generally.

Workplace Climate Accountability Committee (UWOFA-LA representatives: Lise Doucette, Bruce Fyfe, Marni Harrington and Elizabeth Marshall) have been meeting with Western administrators to review progress and make some suggestions.

Workplace Climate Team (includes UWOFA-LA Members Lise Doucette, Jamie Goodfellow, Joanne Paterson, plus Western administrators and staff) have been undertaking some specific initiatives like coordinating the Constructive Communication sessions. Fran Gray and Liz Mantz have been part of the discussions and coordination, along with the Librarians and Archivists Committee (LAC) members. LAC organized annual report sessions earlier this year. As well, other Members have been involved in issues like the newsletter and organizing speed networking sessions.

It's clear that while there has been some progress (and some setbacks) UWOFA-LA Members and Western Administrators agree that this is not something that can just end on June 30th of this year. It is not clear yet exactly how to move forward which is why the recent survey asked for some feedback related to this issue. There will likely be another survey come out in about a month that is for all Western Libraries staff. It is very important that the voice of Western Libraries Librarians be well presented. The survey will focus less on the Joint Committee on Workplace Climate report and more on the workplace climate overall.

M. Harrington continued the report by providing the following results from the survey that was sent on behalf of the Workplace Climate Committee:

- More than half of the UWOFA-LA membership responded to the survey about areas of change and lack of change since the work of the Joint Workplace Climate Committee started.
- Responses are mostly around communication - some are seeing a positive change around face-to-face engagement, and constructive communication; others are not seeing a change, rather they are still experiencing the meeting before the meeting, and the meeting after the meeting issues and not the open discussions during the meeting.
- UWOFA-LA is another area of least change - clarification of negotiation processes, establishing a moderated forum, etc.
- Moving forward, there were lots of positive comments about the "good momentum" of the Workplace Climate Committee and all of the done to date. All suggestions pointed to continuing this work in some form. Suggestions included establishing a permanent Workplace Climate Committee but not sure what the permanent Workplace Climate Committee would look like; focusing on two-three primary concerns guided by working groups with clear mandates and timelines.
- The survey will remain open to provide time for all Members to respond. As well, Members can always speak to any member on the Workplace Climate Committee, Accountability Committee or the Librarians and Archivists Committee.

b) Joint Committee on Pay Equity: *E. Mantz* (UWOFA-LA Co-Chair)

All Members who were eligible completed a Job Analysis Questionnaire (JAQ). A number of the JAQ were completed collectively. The ratings of the JAQ have been completed. UWOFA has requested a joint meeting where the rating reports from the UWOFA and Western consultants will be presented and a discussion of what the next steps will be. Membership information sessions will be organized once both sides determine what the next steps are in the process.

c) Librarians and Archivists Committee: *E. Mantz* (Chair and Chief Steward)

L. Mantz thanked the current stewards of the Librarians and Archivists Committee: Fran Gray, Marni Harrington, Leanne Olson, John Sadler, Megan Stanley and Cindy Cossar-Jones (ex-officio). The Committee continues to meet regularly to discuss matters from Members which relate to the Collective Agreement.

## 6. New Business:

Next round of negotiations: *E. Mantz*

The current UWOFA-LA Collective Agreement expires June 30, 2015. E. Mantz provided the new process in place to find the next Chief and Deputy Chief Negotiator. She explained that the next Chief and Deputy Chief Negotiator will be from the UWOFA-LA bargaining unit.

Timeline for preparing for the next round of negotiations.

- No later than March (currently in March so the new date will be May) the Board of Directors selects the Chief Negotiator (CN) and Deputy Chief Negotiator (DCN) based on suggestions from the Librarians and Archivists Committee.
- Within 30 days of being selected the CN and DCN shall propose to the Board of Directors a list of at least 6 names for the NT.
- The Board will then appoint the Negotiating Team (NT).
- The NT will be presented (by electronic ballot) to the Librarian and Archivists Membership for ratification.
- The CN shall be an ex-officio member of the Board, during and for six months before and after negotiations. Which means that the CN will be expected to attend Board of Directors meetings which are usually once per month.
- Once NT has been ratified the Collective Bargaining Committee (CBC) shall be established. Members include NT members plus at least 5 additional members from the bargaining unit. The Board will consult with the Librarians and Archivists Committee and the CN to come up with the 5 additional members.
- Once the 5 additional members have been appointed to the CBC, the CBC will then be responsible for goal development.
- Ideally by the end of August the CBC will have developed goals (based on surveys, Professional Officer's list of things to improve and suggestions from the LAC) for each article in the Collective Agreement under consideration.
- Goals will then be presented to the Board of Directors for approval, then onto the Membership for ratification. All this should be done by December 2014 (or earlier).
- Once goals have been approved by the Membership the CBC shall be responsible for writing the relevant contract language. Once completed the contract language will be presented to the Board of Directors for review. If the Board of Directors approves the contract language it is then ready to be presented at the negotiating table.
- Release time will be available for NT members.

A. Hearn suggested that the LA bargaining unit organize a bargaining workshop and invite Members who may be interested in participating on the Negotiating Team and/or the Collective Bargaining Committee. She went on to explain that this process worked very well for selecting the faculty's Chief Negotiator.

#### 7. **Announcements:**

UWOFA General Meeting: March 26, 2014 from 3:30 to 5:30 pm in room 2316, Somerville House.

UWOFA Annual General Meeting: April 29, 2014 from 12:00 to 2 pm in room 2202, Spencer Engineering Building.

#### 8. **Adjournment:**

**MOVED:** M. Harrington/J. Costella

THAT the meeting adjourn. In the absence of any objection, **CARRIED** (12:48 pm)

Negotiating Goals, part 1  
UWOFA-LA Collective Bargaining Committee

The following proposed contract goals are presented for discussion. All proposed contract goals will be presented to the Membership for approval through electronic balloting.

**Appointments**

- To reduce the probationary period
- To establish a process for facilitating temporary transfers
- To establish a process for filling temporary vacancies which result from the temporary transfer of another Member
- To provide a minimum timeline for Members to provide feedback on shortlisted candidates
- To remove clause 2.1

**Association Rights**

- To provide for a Modified Alternative Workload for a Librarian or Archivist Member who completes the full cycle of Vice-President, President and Past President of the Association
- To improve relief time provisions
- To provide for a UWOFA-LA official observer to Senate.

**Discipline**

- To incorporate the 2014-2018 Faculty Collective Agreement language with respect to:
  - in advance of an investigation the Employer will review the allegation to determine if an investigation should be pursued
  - when a Member is dismissed, they will receive 4 months full salary within fifteen (15) working days

**Discrimination and Harassment**

- To incorporate the 2014-2018 Faculty Collective Agreement language, where appropriate, once the language has been finalized and agreed to by the Faculty Association and the Employer

**Education Leave**

- To allow for shorter education leaves
- To reduce the period of continual service required between two successive leaves
- To increase salary funding during education leave
- To incorporate the 2014-2018 Faculty Collective Agreement language with respect to moving expense reimbursement and salary as research grant

**Grievance and Arbitration**

- To incorporate the 2014-2018 Faculty Collective Agreement language with respect to:
  - increasing the time for the Employer to provide their grievance responses within ten (10) working days
  - increasing the time for a Step 2 to be filed to within fifteen (15) working days
  - increasing the time for a settlement to be signed by the parties to within ten (10) working days
  - increasing the time for a Step 3 to be filed within fifteen (15) working days
  - eliminate the condition that an Arbitrator has to agree to deliver their award within 60 days

**Income Security**

- To create a bank of personal days

**Library Directors and Department Heads**

- To clarify the process for renewal, including incorporation of the Letter of Understanding re: Renewal Process
- To explicitly require that the Chief Librarian consult with a Library Director or Department Head who is stepping down about where he/she will be assigned before the assignment is made

- To ensure that Library Director or Department Head positions that are to become vacant are filled in a timely manner
- To ensure that an Acting Library Director or Department Head is appointed in a timely manner if the search takes longer than expected
- To further clarify circumstances when an Acting Library Director or Department Head is required
- To incorporate the Letter of Understanding re: Stipends for Library Directors
- To increase the minimum stipend for a Library Director or Department Head and to increase the stipend for current Library Directors and Department Heads by an equivalent amount
- To increase the minimum stipend for an Acting Library Director or Department Head to be equal to the minimum stipend for a Library Director or Department Head
- To ensure that all Members may apply for Library Director or Department Head positions
- To make appointment of a Library Director or Department Head contingent upon holding or receiving a Continuing Appointment

**Pregnancy and Parental/Adoption Leave**

- To incorporate the 2014-2018 Faculty Collective Agreement language with respect to:
  - Members who do not meet the service requirements for Pregnancy/Parental/Adoption Leave or Supplemental Employment Insurance Benefits (SEIB) entitlements
  - clarifying what constitutes a twenty-four week leave for the purposes of postponing the Promotion and/or Continuing Appointment process
  - removing the requirement to repay the Supplementary Employment Insurance Benefit if a Member is terminated

**Professional Leave**

- To increase salary funding during Professional Leave
- To incorporate the 2014-2018 Faculty Collective Agreement language with respect to moving expense reimbursement and salary as research grant

**Promotion and Continuing Appointment**

- To clarify promotion timelines
- To provide for a compensation or benefit based reward on promotion to Associate and/or Senior rank
- To explicitly acknowledge that a Member may apply for Promotion concurrently with applying for Continuing Appointment
- To ensure that a decision on a probationary file is made no less than three months prior to the end of probation
- To allow a Member who chooses not to grieve denial of continuing appointment to elect to receive either a one-year Term appointment or a payment of 50% of his or her annual salary
- To clarify who chairs the Committee on Promotion and Continuing Appointment when a Member outside Western Libraries is being considered for promotion and/or continuing appointment
- To establish a process for creating guidelines and criteria for the contents of promotions and continuing appointment files

**Recognition**

- To amalgamate the two bargaining units

**Retirement and Resignation**

- To establish phased retirement
- To establish an early retirement package
- To provide a Health Care Spending Account for retired Members
- To increase the maximum age allowed for Members to contribute to their Capital Accumulation Plan to be in line with income tax regulations

**Vacations and Holidays**

- To increase the number of vacation days
- To allow a Member more vacation days after fewer years of service