

ARTICLE 29 COMMITTEE MEETING – MINUTES

July 4th, 2017 1:00 pm – 4:00 pm @ BCGEU

BCGEU Aaron Donovan, Kimberlee MacGregor, Debra Yearley, Ana Treijs, Keith Stone, Maria Middlemiss, Mark Guolo, Sarah Fawns, Stacey Graham

LDB Jennifer Nuttall, Eileen Egilson, Ken McDonnell, Erin Moore, Jeff Ring (for Sairose Fisher)

1. Standing Agenda Items

a) Corporate Update (Retail)

- Eileen provided retail update, no increase. New store openings including Park Royal with tasting bar (viewed photos)
- Enhance update: phase 2 gone well. Phase 3 should be completed by October.

b) Corporate Update (Wholesale)

- Jeff provided wholesale update, volume is up
- Cascade update- user testing complete. Roll out to happen- end of September.

c) Corporate Update (Distribution)

- Ken provided distribution update, record numbers shipped
- A number of regular part time positions assigned to full time
- Questionnaire went out today for Warehouse 3

d) Corporate Update (Head Office)

- Jen provided an update on Head Office
- Debra brought up an issue with needing more time on Union Observer requests
- Erin gave update on IT re-org going live. Debra gave feedback that more discussions should have occurred on re-org with Art 29 committee members.
- Erin provided an update on Finance, monthly meetings happening still regarding re-org, waiting for classification reviews before most of the re-org can happen. Discussion on grid levels and re-classifications.

Action	Who	Time Frame
Rita to provide a list of the "Change Champions" to Debra	Rita, Debra	July 14, 2017

e) Vacancies and Temporary Assignments

- Jen will circulate assignment list (initial draft and come up with a process and format for future lists)

Action	Who	Time Frame
Jen to circulate current assignment list: who is in assignments and length of assignments by dept. including stores and warehouse	Jen	End of day- July 5

f) Contractors

- Jen circulated contractor list

g) Workload

- Union doing study on volume of work over the years, WCB injuries
- Discussion on compliments, extended hours, morale low- due to tired, overworked staff
- Union following up regarding the current formula used to create FTE's
- Union brought up issues on 1 person stores and amount of work being done

Action	Who	Time Frame
LDB to determine and provide formula used to create FTE's	Eileen, Rita	July 31, 2017

h) New Distribution Centre (new!)

- Open house July 8th 9-11am
- Warehouse management system (WMS) in negotiations
- Ken provided update on new DC. Steel engineering: phase 1 finalized. Everything is on schedule so far.
- Distribution admin group informed they will be moving to the new DC. Communication going out on Thursday from Blaine.
- Sub-committee to be created, potential dates listed at end of minutes

Action	Who	Time Frame
Ken to supply Debra with a list of staff informed of moving to new DC from the Distribution Admin group	Ken, Debra	July 7 (Completed)
LDB to update Union on members of warehouse sub-committee	Todd	TBD – Todd currently away

2. Old Business/ Outstanding from Previous Meeting

a) Distribution Centre Supervisor Meeting & Productivity

- Ken updated that another meeting happened with leadership group. Productivity was not discussed.

b) Uniforms

- Current uniforms at warehouse and will be shipped out in July, memo to go out
- New uniforms: putting RFP up on BC Bid in July, hope to have by end of year (3 -6 months after RFP closing)
- Shirts for supervisors, golf shirts for all other staff

Action	Who	Time Frame
LDB to let BCGEU know when memo goes out to staff	Eileen & Jenn	End of July

c) Clarity on Footwear Expectations

- Jen distributed the April 3 clarification email that went out

Action	Who	Time Frame
Resolved		

d) Paid Holiday Process

- Draft memo in progress. Union will supply an FYI to members once the memo is received.
- Union brought up stat pay for auxiliaries at head office is incorrect. Need to come up with a process, however on hold until grievance has been concluded.
- Keep on "old business" list

Action	Who	Time Frame
Copy of the memo to be provided to Union	Eileen & Jen	Week before- August 7

e) Branch Wide Relief Eligibility List/ CA05 11.1

- List exists

Action	Who	Time Frame
LDB to supply Union with document	Eileen or Jen	July 7, 2017

f) Staffing at the End of Shifts

- Eileen updated that store managers were informed. Union will follow up with component executive committee members.

3. New Business

a) Article 20.8 Educational Leave Request

- Jen informed that a regular VDC Warehouse Worker has requested a 9 month Educational Leave under article 20.8 of the Master Agreement to complete a Human Resources program. Jen will forward information with the Employer's decision by email to Union.

b) Over Short Warehouse Procedures

- Jeff explained that the LDB is coming up with policies and procedures document. Includes case count when delivered.
- Ana brought up breakage in transit and the need for communication to store managers. Jeff explained there is 48 hours to claim credits on the detailed receipt. Jeff and Eileen will ensure the procedures document will include details on case count and detailed receipt.

c) Conversions- Stores and Seasonals

- There is a need for them

d) Lateral Transfer Policy for Finance

- Distributed memo
- Debra asked for clarification on classification or grid level lateral transfers. Discussion occurred with Erin and language may need to be shifted, confirmed it is not by classification but by grid level.
- Kimberlee asked for process on transfers. No acknowledgement or receipt given after request for transfers. What are the next steps in the process. Also needed- supplying reasons for denied transfers.

Action	Who	Time Frame
LDB to come up with process	Eileen & Jen	September 2017 (next Article 29 meeting)

e) Languages Spoken in the Workplace

- Keith is looking for policy on languages spoken in the workplace. No store policies, case by case situations. Need communication to branches on respect.

f) Security Badges at Head Office

- Debra would like a reminder sent out from HR that staff should be wearing their security badges as lots of new employees in the workplace

Action	Who	Time Frame
Jen to discuss with Rita on who reminder should go out from	Jen, Rita	July 7 – <i>Completed;</i> confirm that CLP will send reminder

g) ESO and the Effect of Codes for Breakage in Transit

- Covered under New Business “b”

h) Store Specific Products

- Ana asked how is it being decided on which product stays or goes? Has there been communication to stores? Eileen explained how the breakdown of products works currently and the changes coming up.

Action	Who	Time Frame
Resolved		

Next meeting: *Union supplied the following dates: September 11, 21, October 11. LDB to confirm.*

Warehouse sub-committee meeting dates: *Union supplied the following dates: August 15, 16, 17. LDB to confirm.*

AD/sg
MoveUP