

Article 29 Committee

Ministry of Education
February 26, 2019
11:00am-12:00pm
Rm 307 – 620 Superior Street

Co-Chair – Shirley Kay (GEU)	Co-Chair Reg Bawa (Employer)
Morag Masterton (GEU)	John Chow (Employer)
Bruce Edmonds (GEU)	Ian Aaron (Employer)
Kim Walker (GEU)	Erin Kelly (Employer)

Regrets: Ian Aaron (Employer)

Minutes: Ann Garside

Chair: Kim Russell (co-chair)

AGENDA

1. Review previous minutes

Action 4.1 (March Minutes) – Employer to invite the DM to attend one of the upcoming Article 29 committee meetings.

Outstanding. Employer to invite DM to future meeting when his schedule allows. (ADM is now co-Chair creating a closer connection to Executive)

Union orientations

Union orientations take place every three months. There was discussion if it would be possible to include this as a part of the new employee onboarding process. GEU is open to trying this concept.

Action 4. Employer to take this concept forward to SHR. (See item 7 in these minutes.)

Re-Org

Action 6. Employer to raise this with the Executive Team to ensure letting Article 29 know of org changes is considered in the future. (See item 10 in these minutes)

Earned Days Off

There was a situation where Earned Days Off were not being applied consistently in a specific work unit. EDO policy is something the GEU highlights in the union orientations.

Action 7. Completed. Employer to follow up with the specific manager to ensure they are aware of the EDO guidelines.

Article 29 SharePoint vs. EdNet Page

Discussion that having an Article 29 page on EdNet would be more effective than a separate SharePoint.

Article 29 Committee

Action 10. Completed. Employer to discuss with internal comms and web team.

<https://www.bcedintra.gov.bc.ca/our-organization/committees/article-29>

2. TA and Auxiliary reports

No concerns with the reports

There was discussion about the auxiliary recall list, do all work areas know about it.

Action 2.a: Employer to redistribute email regarding the auxiliary recall list and applicable protocol.

For reference, the following was in the October 2018 minutes:

Action 2.b) *Employer to redistribute email regarding the auxiliary recall list and applicable protocol.*

Complete. *SHR email to all supervisors and managers October 9 with reminders for best practices regarding Auxiliary recall and >7 TA's.*

A question was raised if there was a limit to the number of extensions for a TA position. It is up to the supervisor to seek direction through the PSA about extension of TAs.

3. New committee member

Welcome Kim Walker to the committee representing the GEU.

4. Workload – underutilized staff

Discussion on how to best utilize resources as workloads change through business cycles. Recommended that staff work with supervisors in these circumstances.

5. Posting Vacation Schedules

This item will need to be addressed in the November/December 2019 committee meeting. Vacation Schedules are to be posted in January of the new year (dependent on component agreements).

6. Union orientations

Discussion about ensuring that the Committee Co-Chair is aware of new union hires. The Employer (through Strategic HR) will explore ways to get new employee information to the union.

Discussion about how the employee orientation and the union orientation can be aligned.

Article 29 Committee

Action 6a: Employer and the GEU Co-Chair will collaborate on new employee list options and Strategic HR will provide information on what's shared during the New Employee Orientation Session.

7. Stewards in Building

The building shop stewards are:

- Bruce Edmonds
- Janine Hannis
- Kim Walker
- Shirley Kay

8. Upcoming ministry initiatives

- Employee Wellness Committee – members have been identified (self-selection) and the first meeting is February 27; the emphasis of the committee work will be all aspects of wellbeing, but most notably on mental health. There is a small budget for activities and there will be linkages to the OSH committee.
- Pink Shirt Day - February 27, 2019, union has provided pins in the break rooms.
- Lunch and Learns – upcoming on mental health and funding model.

9. WES update

Discussion about the upcoming pulse check survey. This is a mid-point WES survey between cycles, with just 10 questions from the WES and ministry participation was optional. Education is choosing to participate.

10. Re-Orgs

GEU reminded committee that it is helpful for the Article 29 Committee to be aware of pending organizational changes whenever possible, as employees may bring forward concerns or comments to committee members.

11. LWS – physical work environment, staffing numbers for building code

Space enhancement project lead provided the following update:

Physical Work Environment

The employer is looking to support adjustability of space by working with employees and their supervisors to support their medical accommodations and ergonomic needs.

The employer is working with two main areas, Real Property Division (RPD) and Workplace Solutions Inc (WSI), to address air flow and lighting. Facilities and Workplace Services (FWS) Unit is meeting with WSI on February 27 to discuss options.

Article 29 Committee

Staffing Numbers and Analysis of Capacity

- Assessed building use through access card data to find details of employees, contractors and visitors per day in the month of January - Average per day is 257
 - Workspace has 349 unique work points
 - Only three days in the month was the number of persons over 300. One day at 300, one at 301 and one day at 322 (Tuesday, January 15, 2019)
- Follow up questions on numbers included: **1) Do we have sufficient washrooms and 2) do we need panic bars on our exit doors.**

Washrooms:

- *WorkSafeBC (WSBC) mentions that washrooms need to be readily available and marked male or female.*
- *As per the BC building code, a washroom or water closet is required as follows;*
 - *If you have over 50 workers of each gender, so 100 staff then it is required to have 3 stalls for each gender, so 6 stalls. Then its 1 washroom per 50 so, if your building has 300 that's adding 4 more stalls, you have a total of 10 water closets, plus urinals which can be considered 2/3rd of the water closets for males.*
- Therefore, there is a requirement for 10 stalls in our building. Between our 3 floors and ground floor, staff have access to 20 stalls:
 - 5 and 2/3 stalls on 3
 - 5 and 2/3 stalls on 4
 - 7 and 2/3 stalls on 5
 - 1 stall on 1

Panic Bars

- the BC Building Code states:
 - *If a room used for an assembly occupancy has an occupant load of more than 100 persons then the doors must be equipped with door release hardware commonly known as "panic hardware." Doors without panic hardware limit the maximum permissible occupant load to 100 persons. [BCBC 3.3.2.7.(1) and 3.4.6.16.(2)].*

12. Contractors working in building

Notice went to executive, from Facilities Unit, on February 25 to informing them that contractors are expected to work off site.

13. Scheduling Meetings – 60 days

GEU reminded committee that meetings are to take place every 60 days.

Article 29 Committee

14. Other items

There are two new first aid attendants in the building and there is a discussion occurring about amalgamating Education and Finance OSH committees.

Next Meeting: Thursday April 4, 2019 11:00am-12:00 pm, Room 354