Chair: Lawrence Folland

1. **Approval of minutes of April 9, 2020**
   
   Approved.

2. **President’s Report**

   See Attachment 1

   Discussion (including what challenges you are facing in your jobs working in this new way)

   - **Working from home**
     - With children, concerns about summer - for example, there may be no camps
     - Some staff cannot typically work from home (e.g. Machinists). Some staff working increased hours, others workload decreased or deemed non-essential. Staff/work in some areas being reassigned.
       - How to record time worked in the current situation and considerations related to how we work/work from home options when return
       - Individual responsibility to schedule time/take breaks; are supervisor expectations realistic?
   
   - **Team engagement and collaboration**
     - Becoming more challenging
     - Is anyone finding creative/new ideas to manage this?

   - **Return to work**
     - What challenges and what will this process look like
     - People will have different levels of concerns and comfort, will it be voluntary?
     - Anticipate that some of the process/decision may be placed at the individual department level
     - Will custodial staff and work be increased/changed?
     - Staff whose job involves travel/meeting with clients - this may look different when return; willingness of clients to meeting line and advantages/disadvantages

   - **10 day vacation carry-over**
     - Extended to the end of August but this doesn't address all of the challenges. Details of extension found Apr 29, 2020 email from Marilyn Thompson, Associate Provost, HR

   - **Working from Home (WFH)**
     - Will the WFH policy be updated, when?
       - Clarification: this is a guideline, not a policy: 
       - For example, based on learning coming out of the current experiences will there be discussion/revisiting to make it less restrictive and more accommodation?
- For example, is this something than can be consider with the Policy related to accommodation?
- For example, discussion and revisiting of the restrictions related to WFH to make it more accommodating

- UWSA/Gail Spencer’s role
  - Reminder staff can contact Gail at any time
  - For example, staff may feel disengaged or that their issues are small or they don't want to talk to a co-worker
  - Discussions are confidential and any action taken by the UWSA done with staff member consent (unless UWSA legally obliged to take action otherwise - e.g. imminent risk to self or others)

- How are students doing?

- IT-related roles
  - Challenge of how to support people that take machines home - safe exchange of equipment, remote control, etc

- Safety Office
  - reaching out to those still working on campus (e.g. researchers) asking about social distancing practices, supply inventory for now and return to work
  - Q: is there concerns with people coming to campus.
  - A: haven't heard reports lately

- Advantages of working from home - there are some. For example:
  - Increased productivity (in some circumstances)
  - Less time commuting

- Fall term
  - When will plans be announced? Expecting this will be imminent. Should be before June 1 deadline of accepting offers of admission

- GRT Passes
  - Being sent to Employer, not staff members directly, and thus, held at Central Stores?
  - Consider contacting Central Stores (Joel Norris) directly. Central Stores may have scheduled pick-up hours

- Does UW have plans for possible layoffs of regular full-time staff
  - For example, if tuition revenue for the Fall 2020/Winter 2021 drops dramatically?
  - Any plans haven't been shared with UWSA specifically
  - Messaging from University leadership is to try to keep staff. May find layoff decisions are made by the individual departments however
  - UWSA would like be a part of conversations with University leadership - feel free to share with Lawrence Folland, what you hear/experience
  - If facing mass layoffs, would UWSA be approached asking about if staff would be willing to take pay cuts?
    - Lawrence Folland response: doesn't think University has to involve the UWSA/staff in decisions but they would likely be well-advised to do so and UWSA continues to reach out to try to be part of any relevant discussions

- Lawrence will look back to address comments that were not brought up during meeting
- Send any other questions/comments to Lawrence.

Other Items
- Watch for email about UWSA AR meeting with Provost Jim Rush (won't be at usual time)
• Watch for email from UWSA in next week or so with survey for staff about concerns -
• Steve Bradley and Lisa Habel continuing work for new speakers
• Reminder: President’s Townhall is next week
  o Questions about possible layoffs submitted by some staff already

Chair: Lawrence Folland
Minutes: JM
President’s Report to Area Reps
2020-05-14

Overview
Welcome to the Spring Term! I hope you are all faring well in your roles while we start this new term. It is currently looking probable that the Fall term will also be online which will be a challenge. As I said in my recent blog, however, at least we have this term to get used to how all that will work. I am interested to hear from you what challenges you are facing in your jobs working in this new way.

Pandemic Planning
The Pandemic Planning committee that we were part of has now been disbanded, as have the other pandemic planning committees. Instead there will be an over-arching Integrated Co-ordination and Planning Committee (ICPC). We are not directly part of that but will continue communicating with HR and at Staff Relations Committee (SRC) which continues to be our official venue to raise concerns for staff.

Meetings with Senior Administration:
I met with the Provost, Jim Rush, last week and discussed our role in planning and communications. He assured me that we would continue to be informed and consulted. We discussed the role of SRC for this purpose. Our program director, Steve Bradley, is working on a date for him to come speak to our Area Reps which we hope will be announced soon once we can settle on a date and time that works for the Provost. I also wrote to the President, Feridun Hamdullahpur, and expressed our willingness to participate in the planning for the Fall term and beyond. I received a very warm response from Feridun expressing his appreciation of our support. We are in regular communications with the Associate Provost Human Resources, Marilyn Thompson discussing the many issues that staff are bringing to the UWSA.

Salary Negotiations
As I mentioned in my last report, we are getting prepared for the next round of salary negotiations with the Administration. These would go into effect May 2021. HR is getting market information. We are considering any non-salary items we may want taken into account. I can imagine that these discussions may be delayed as we deal with the current issues, but we will continue to press this forward.

Blog:
I have been continuing to produce my blog posts. You can see them here: https://uwaterloo.ca/staff-association/blog
I have been gratified by the positive feedback we have been receiving. If you have any suggestions of topics you would like me to address, please let me know.

Policy work:
Policy work is now back on the front burner. In particular, the Policy 33 (Ethical Behaviour) committee is
busy processing all of the community feedback that was received to hopefully get a revised version of the policy approved. Policy 57 (Accommodations) drafting committee is also actively working on creating that policy. The Policy 14 (Pregnancy and Parental Leaves) drafting committee is meeting regularly. There are possibly others in progress as well.

Members’ Advisory
We continue to be busy working with staff and their concerns. Gail and I, plus our Past-Presidents Michael Herz and Bill Baer and President-Elect Kathy Becker, have been working on a number of cases that continue to need our attention and support. I would say that, in general, we are probably busier than ever addressing concerns from members. The “regular” flow of requests continues, but there are many more questions and concerns raised due to the unusual circumstances in which we all find ourselves.

Roadshows
If you are having a virtual staff meeting and would like us to do our 15 to 20 minute presentation to all your team, please consider inviting us to participate. Unfortunately, we aren’t set up to provide coffee and goodies at this time 😊

Events
All of our short-term events have been postponed or cancelled for now. We have contacted those with tickets. We are optimistic that most, if not all, will be rescheduled.

Survey
Our Communications and Membership team is working on a survey to poll our staff to find out what *your* concerns are. Please look for that survey in your inbox in the next week or so.

Thank you for all you do, we very much appreciate it!