

# Annual Report 2016/2017



## Table of Contents

President’s Report .....	5
Treasurer’s report.....	6

### UWSA Standing Committee Reports

Area Representatives.....	6
Area Rep Outreach Team.....	7
Area Rep Program Subcommittee.....	7
Area Representatives Members.....	8
Communications and Membership.....	10
Members’ Advisory.....	11
Nominating.....	12
Pension, Benefits & Staff Compensation Subcommittee.....	13
Fundraising & Social Committee .....	13
Staff Enhancement Grant (SEG) .....	15

### University of Waterloo Committee Reports

Staff Relations Committee (SRC).....	15
Provost’s Advisory Committee on Staff Compensation (PACSC) .....	16
Staff Excellence Fund Committee .....	17

### Annual Reports from UWSA Members Serving as Staff Representatives on University of Waterloo Committees

Board of Governors.....	17
Employee Assistance Program .....	18
Joint Health and Safety (Main campus).....	19
Joint Health and Safety (School of Architecture).....	20
Joint Health and Safety (Health Sciences Campus).....	20
Joint Health and Safety (Digital Media School, Stratford Campus).....	20
Advisory Committee on Parking.....	21
Appeals Committee on Property Infractions .....	21

UW Pension and Benefits Committee ..... 22  
Provost’s Advisory Committee on Equity (PACE)..... 23  
Healthy Workplace Steering Committee ..... 24  
Accessibility Committee ..... 25

## President's Report

It has been my pleasure to represent the University of Waterloo Staff Association (UWSA) as the University of Waterloo celebrates its 60th anniversary. Celebrating this year has had many benefits for staff, including allowing the UWSA to bring an ice cream truck to campus to give out over 2000 free ice cream cones, as well as new rewards and opportunities for staff to be highlighted elsewhere in this report.

The negotiations continue to bring a new Memorandum of Agreement (MOA) with UW into reality; however, the process is taking longer than expected.

As always, the UWSA has been and remains an integral part of the University's policy review process. This year, we have placed representatives on review committees for policies:

- 6 – Vacation – Staff
- 56 - Vacation and Vacation Pay for Non-Regular Faculty, and
- 14 - Pregnancy and Parental Leaves

Special thanks and consideration must go to the team that launched our inaugural Policy 42-Prevention and Response to Sexual Violence in time to meet government mandated deadline. Policy 33 on Ethical Behaviour also continues to be discussed and negotiated with the Faculty, Administration, CUPE and the students and progress has been made, with more to go.

The UWSA has supported other UW Committees not mentioned elsewhere in this report including:

- University Excellence Gold Committee
- UW Daycare Committee
- University Secretariat Selection Committee
- Staff International Experience Fund Award (SIEF) Decision Committee
- Fall Reading Week Committee
- Dean of Engineering Decanal Review Committee
- HRMS Payroll System Review

Our own Employing Co-ops working group was convened to survey staff and bring forward ideas on how to recognize and respect work done by staff to help, manage and inspire the coop experience.

The UWSA Road Show has continued with IST, Food Services, Plant Ops and parts of the Office of Research receiving the presentation, and having their questions and concerns addressed directly.

This year the UWSA has started the process of eliminating the need for member cards, by designing an algorithm to generate a unique number for every staff member. This algorithm is in the process of being embedded on a webpage to allow members to obtain their own number and print or display their member credentials.

Thanks and appreciation are extended to everyone who played a part in making all of this happen this year. Our board of directors have brought passion, experiences, knowledge, diverging viewpoints and professionalism, and working with them has been my pleasure: Agata Antkiewicz, Bill Baer, Jason Gorrie, Lawrence Folland, Michael Herz, Stephanie Filsinger, Terry Labach, and Timothy Ireland– Thank you all so much.

The University of Waterloo administration has partnered on many projects with the UWSA this year, and I feel honoured to have worked with them. Special thanks go to the Human Resource team, led by Marilyn Thompson, Kenton Needham, Lee Margaret Hornberger and Michelle Hollis for their help and inspiration.

Many others help by stepping up to participate on various other committees, sub-committees and working groups, and they all deserve thanks for their time and commitments. Without them, the UWSA would not be able to do what we do; together we have power, and can accomplish anything.

Lastly, I must express my utmost appreciation for the staff of the UWSA. Catherine Bolger, as our administrative assistant, is dependable in her organizational and communication skills, as she effectively manages the office and keeps our financials and communications in order. Gail Spencer, our executive manager, brings a strong commitment to helping every staff member, with a resilience and collaborative working style to be envied, as she continues to represent and advocate for staff in need. Catherine and Gail, thank you both for everything you do.

Jackie Serviss  
President, UWSA

### Treasurer's report

The official Financial Statement for the fiscal year May 1, 2016 to April 30, 2017, prepared by the accounting firm Hemmerich, Flanagan, Kratz, Eamer & McRae LLP, is included with the agenda package. It shows that the UWSA once again had a modest surplus from activities in the year.

I am pleased to report that the financial state of the UWSA is good and that with the full-time President, we are able to continue offering more services to Members in the coming years.

Lawrence Folland  
Treasurer, UWSA

## UWSA Standing Committee Reports

### Area Representatives

The Area Reps committee is known as the best committee for making connections from across campus. Anyone interested in getting out of their own area, to come, learn and help share information can benefit from becoming an area rep, or from simply attending the area rep meetings.

Continuing on last years' success, we secured programming speakers for all but one meeting. This year through the addition of two novel interventions, we have increased our average number of attendees to just over 28. Our highest attendance of 48 occurred when we invited Laurel Dewar, a senior account executive from Homewood to introduce the new Employee & Family Assistance Program (EFAP) for eligible employees and their dependents.

Efforts to connect remote users have helped mostly to connect the Stratford campus and may need more advertising to reach the other remote campuses. In addition, we have broadened our advertising of programming speakers to our entire membership, instead of just to the area reps, which has helped garner more attendees.

Thanks to all of our area reps, listed below, with special thanks extended to the members of the outreach committee and particularly, Danielle Jeanneault as co-chair, and chair of the outreach committee, Lillian Liao as our programming director, and Robyn Landers, our recording secretary.

### Area Rep Outreach Team

This committee was previously known as the Area Rep Membership Subcommittee. This newly named committee (comprised of six Area Reps, two UWSA staff, and one UWSA Director) met seven times; business was also conducted via email between meetings.

Our mandate is to maximize the effectiveness of the Area Reps (AR) Committee. The mandate can be reached by increasing the AR representation on the committee, by providing support to help ARs understand their responsibilities and fulfill their roles, and by exploring opportunities to make changes to the AR Committee.

Our accomplishments this year, include:

- Finalizing the creation of onboarding templates used to welcome new members.
- Publishing a more detailed (and searchable) Area Representatives list on the Area Reps web page.
- Sending an invitation to all UWSA members to each Area Rep Committee meeting.
- Creating an Area Rep Exit Survey (online form) and distributing the link to staff who have expressed their desire or need to leave the Area Rep Committee.
- Recommending to the Chair of the Area Rep Committee that the President's Report should be posted along with the agenda, prior to each meeting.
- Reporting Outreach Team activities more frequently at Area Reps Committee meetings.
- Conducting an Area Rep vacancy drive by reaching out to existing Area Reps to approach colleagues.
- Amalgamating the Committee Application form and the Area Rep Expression of Interest form into a single-use form.

Upcoming activities:

- Send out annual survey to ARs to confirm/decline their interest in staying on for another year's term (after October elections).
- Identify gap areas and send targeted communications to those areas using templates created in order to fill gap areas.
- Seek out additional volunteers for the Outreach Team to fill vacancies.

Area Rep Outreach Team members: Danielle Jeanneault (Chair), Christine Gillis Bilton, Andrea Santi, Annette Dietrich, Catherine Bolger, Gail Spencer, Jennifer Calbery, Rose Vogt, Lawrence Folland

### Area Rep Program Subcommittee

A subcommittee (Programs) of the Area Reps committee was formed in March 2016 and has one member, Lillian Liao. The mission of this subcommittee is to "engage staff by providing relevant, quality topics of interest." Speakers from various departments and areas across campus are invited to the monthly Area Reps meetings to talk for 15 to 20 minutes with a 5 to 10 minute question period.

Speakers so far this year have been:

- Kate Windsor, Safety Office
- Nancy Collins, Excellence Canada
- Mat Thijssen, Sustainability Office
- Laurel Dewar, Homewood Health
- Janice Cooke, Centre for Extended Learning
- Michelle Hollis and Kevin Smith, Human Resources
- Nellie Gomes, Linda Brogden, and Karen Parkinson, Disability Management

Upcoming speakers include Tania del Matto from St. Paul's Greenhouse.

New members are welcome to join and suggestions for presenters are welcome from all members.

## Area Representatives Members

In 2016-17, there were 60 active area reps, as listed below:

Area Rep Name	Department
Amanda Pickett	CECA - Cooperative Education & Career Services
Andrea Rose Santi	Undergrad Recruitment
Andrew Urschel	Engineering Machine Shop
Annette Dietrich	Dean of Engineering Office
Barb Yantha	Information Systems & Technology
Brandi Gillett	Stratford
Brian Dietrich	Plant Operations
Brigitte Schneebeli	Classical Studies & Spanish & Latin American Studies
Camille Graham	Sociology & Legal Studies
Cathy Logan-Dickie	Chemical Engineering & Computer Science Department
Christina Treusch	Graduate Studies
Christine Gillis Bilton	Office of Research
Colleen Mechler	Chemical Engineering
Danielle Jeanneault	Registrar's Office
Dave McDougall	Federation Of Students
Doug Dye	Safety Office
Ed Chrzanowski	Computer Science Computing Facility
Ena Devedzija	Associate VP, Academic
Helen Simon	Psychology
Jason Greatrex	Information Systems & Technology
Jennifer Calbery	Research Office
Jenny Conroy	English Language & Literature
Jessica Bondy	Student Success Office
Jessica Jordao	Arts Undergrad Office
Jodie Barley	CECA - Cooperative Education & Career Services

Julie Thomson	Sociology & Legal Studies
Karin Staley	Fine Arts
Katherine McEwen	Psychology
Kathy Smyth	CEL - Centre for Extended Learning
Katie Damphouse	FAUW - Faculty Association, University of Waterloo
Katy Wong	Propel Centre for Population Health Impact
Laura McDonald	FAUW - Faculty Association, University of Waterloo
Laurie Strome	Library
Lillian Liao	School of Optometry
Lorraine Albrecht	Earth & Environmental Sciences
Lowell Williamson	Dean of AHS
Luanne McGinley	Registrar's Office
Marina Ivanova	Political Science
Matthew Fries	IQC
Murielle Landry	Arts Undergrad Office
Murray Zink	WatPD
Nicole Brandt	CECA - Cooperative Education & Career Services: Off-Campus
Paula-Ann Zahra	Retail Services (New Media Services)
Peggy Day	Information Systems & Technology
Phil Demsey	CECA - Cooperative Education & Career Services: On-Campus
Rita Cherkewski	Dean of Arts
Robyn Landers	Math Faculty of Computer Facility (MFCF) & Pure Mathematics
Rose Vogt	Graduate Student Association
Sarah Landy	Electrical & Computer Engineering
Shannon Taylor	CECA - Cooperative Education & Career Services
Shaz Rahaman	Electrical & Computer Engineering
Sheila McConnell	Political Science
Stacy Reda	Anthropology
Stefaniada Voichita	Library - Davis Centre
Stephanie Facca	CECA - Cooperative Education & Career Services: Off-Campus
Steve Bradley	School of Pharmacy
Susan Oestreich	Office of VP Acad Provost
Tammy Vucicevich	Food Services
Trish Van Berkel	Physics & Astronomy
Wes Stewart	Central Stores

## Communications and Membership

The Communications and Membership Committee oversees communication with UWSA members and promotes awareness of membership benefits to University Support Staff.

### **Committee projects for 2016-2017 were:**

**Staff Conference:** The UWSA hosted an information booth at the Staff Conference on April 5 and 6 to inform UW staff of the benefits of UWSA membership. Our corporate partner representative from Johnson Insurance was in attendance at the booth and sponsored a draw for two Ipad Pros for all members who visited the display and filled out a ballot. The lucky draw winners were: Elizabeth Rogers and Jose Riveras. UWSA staff and directors were there to promote UWSA membership and give away SWAG.

**UWSA Website:** The website continues to be a place for UWSA updates on news, events, and many services for members such as: online committee application forms, scholarship and grant information, and the continually expanding list of discounts and program partners in our community.

**UWSA Facebook:** UWSA continues to connect with our members via our Facebook page. We promote UWSA events, news, and stories. We have 259 followers and would like to increase that engagement.

**UWSA Twitter:** We also keep members informed via our Twitter account: @UWStaffAssoc. Staff following us on twitter were easily able to locate the ice cream truck on Ice Cream Day June 28<sup>th</sup>. The truck's location was tweeted each time it moved around campus serving free ice cream to staff to celebrate Canada Day and UW's 60<sup>th</sup> Birthday.

**GoodLife Program Partner change:** UWSA members are eligible for a discounted GoodLife membership and this year this Committee organized an easy online registration process which adds more benefits such as the option of monthly payments and additional eligible family members. To sign up simply contact the UWSA Office to get your unique membership number and go to our Program Partner page for the GoodLife link.

**Committee membership identifiers:** An issue brought to this committee is how our members will best signify membership. Does a printed wallet sized card still make the most sense? We surveyed our members in December 2016. The UWSA President Jackie Serviss sent the following email to our members following the survey:

*Following the results from the survey of our members emailed on December 12<sup>th</sup>, and with much discussion and many suggestions of how best to serve our members, the UWSA has decided not to print membership cards for all of our members this year. This change should help to reduce waste, lower our costs, and become more efficient in serving our members.*

*Instead of printing all cards, we will print cards for the survey respondents who specifically requested printed cards, as well as for any other member who requests one from the UWSA Office.*

*Going forward, we are working on providing another method for all UWSA members to be identified as UWSA members. Many suggestions have come forth for how to go about doing this, and more consideration of each method, and the details and logistics of making these happen*

*will be necessary before this can be completed. As such, we ask for your patience and we will get back to you with more information as soon as it is available.*

The Communication and Membership Committee is still working on a good membership identifier solution going forward.

Committee Members: Gail Spencer (Chair), Jason Gorrie, Catherine Bolger, Terry Labach, Jackie Serviss

## Members' Advisory

The Members' Advisory Committee provides guidance and support for UWSA members navigating difficult workplace situations and University of Waterloo policies and procedures, both formally and informally. Sometimes, as a result of this work, Committee members provide recommendations to the Board of Directors. The Executive Manager's time is primarily used for staff advocacy. This year, the committee supported a total of 50 individual UWSA members: 46 individuals and 2 staff groups for a total of 50 people.

The Members' Advisory committee provided support and assistance to staff in addressing the following issues:

- Individual compensation, pension and benefits questions/issues
- Performance Improvement Plans and the broader performance management process, including progressive discipline
- Workplace accommodations and sick leave process
- Contract staff funding loss
- Difficult work environments/difficult relationships/non-collegial conduct
- Workplace/sexual harassment
- Job changes or loss due to department reorganizations
- Policy 36 informal complaint process
- Policy 33 complaint process
- Performance appraisal, job description, and job evaluation concerns
- Workplace investigations
- Terminations
- Resignations exit interviews
- Workplace issues arising from mental health care
- Return to work

The Executive Manager advocated for staff in various ways through the scenarios listed above, such as: assisting staff with responses to workplace discipline, making referrals to and working with other on-campus service providers on behalf of staff, attending meetings with employees and supervisors where there is a dispute or dispute potential, informing managers of informal workplace issues needing attention, assisting staff with performance appraisal responses, helping staff communicate around conflict with their supervisor, helping with documentation for formal Policy 33 and informal 36 complaints, supporting staff in return to work meetings, supporting and advocating for staff on leaves, seeking legal advice for members, and consulting with the UWSA lawyer on organizational issues. There is an awareness that psychological health is an important factor in the work environment and solving workplace issues and this is a key consideration in their resolutions.

Early intervention is the best scenario and the UWSA will strive to reach out to line management when there is a clear path to an appropriate, workable solution for both parties. The Executive Manager may also work with Human Resources to facilitate a solution to a staff issue or concern.

With the Members' Advisory committee members (President-elect, Past President, and President at 100% release time) there is the capacity for the UWSA to support staff members in cases where both parties have requested UWSA member support, even where one party is a manager. Each person will be matched with a separate support person.

Committee Members: Gail Spencer (Chair), Michael Herz, Jackie Serviss, and Bill Baer

## Nominating

The purpose of the Nominating Committee is to nominate and/or appoint UWSA members to committees:

- UW or UWSA Standing Committees
- UW or UWSA ad hoc Committees requiring staff representatives

We encourage all staff to participate in committee work that is of interest as positions become available. The work of staff on University Committees and on UWSA business requires a variety of skills and experience that can complement and enhance their personal and professional development.

A sincere thank you to those staff who served on UW and UWSA committees in 2016/17:

**Employee Assistance Program:** Monika Bothwell, Alternate: Ashley McKnight

**Joint Health & Safety (Main Campus):** Melissa Zapletal, Mark Kuntz, Liam Morland, Sue Oestreich, Nathan Honsberger, Ryan Comfort.

**Joint Health & Safety (Architecture):** Sue Martin

**Joint Health & Safety (Health Sciences Campus):** Robin Andrade

**Joint Health & Safety (Digital Media School in Stratford):** Andrea West

**Advisory Committee Traffic Violations and Parking:** Chad Bredin

**UWSA appointed Dispute Resolution for USG:** Brian Bailey, Dave Logan, Sarah Landy, Melinda Szilva, Derek Jajko, Heather Lang

**Appeal Committee on Property Infractions:** Selena Santi

**UW Pension & Benefits:** Monika Bothwell, Christine Wagner, Ted Bleaney (2017-2020)

**Provost's Advisory Committee on Equity (PACE):** Gail Spencer

**Healthy Workplace Steering Committee:** Murielle Landry

**UW Accessibility Committee:** Annette Denny

**Fundraising and Social Committee:** Catherine Bolger (Chair), Stephanie Filsinger, Lawrence Folland, Peggy Day, Kelly Wilker-Draves, Paula Ann Zahra, Jessica Jordao

**Chief Returning Officer:** Matthew Oliver (2016), Joe Allen (2017)

**Staff Excellence Fund Committee:** Terry Labach (Chair), Tim Ireland, Murielle Landry, Ingrid Town, Kathy Becker, Mari-Beth Davis  
Gail Spencer (Chair)

As Chair of the Nominating Committee, I thank the following members for their service this year: Agata Antkiewicz, Katy Wong-Francq, Victoria Salim, Jackie Serviss, Murielle Landry, Dave Logan, Lauren Broderick.

## Pension, Benefits & Staff Compensation Subcommittee

The P&B & Staff Compensation Subcommittee did not meet in full this year, and still had two major accomplishments. Firstly, a subset of the committee, with thanks in particular to Tim Ireland, helped in the selection of the staff compensation review contractor by reading all of the proposal submissions, participating in contractor interviews and discussing all of the submissions.

Secondly, this subcommittee was used to help ensure that the new member on the P&B committee was successfully on boarded.

Thanks to Tim Ireland, Ted Bleaney, Monika Bothwell, who served on this committee.

Jackie Serviss  
President, UWSA

## Fundraising & Social Committee

This group of dedicated volunteers works very hard throughout the year to provide activities and events that draw our members and their families together for social or philanthropic goals. It is a pleasure to work with such an engaged, active and enthusiastic group of volunteers on our Fundraising & Social committee.

### 12th Annual Erie Shopping Trip

This year marked the 12<sup>th</sup> year of shopping in Erie, Pennsylvania. The event took place November 11, 12, 13, 2016 with 34 participants. A bus from Great Canadian was chartered and shoppers stayed at the Hilton Garden Inn. Special thanks to Peggy Day and Sue Fraser who make this event memorable and fun for all participants.

### 23rd Annual Craft Sale

The event took place November 24 and 25, 2016 in the Davis Centre Fish Bowl Lounge with 13 vendors and over 20 Silent Auction items. Every year 10% of the vendors' sales and 100% of the Silent Auction (\$1,090) table proceeds go towards the UW Senate Scholarship Fund and the UWSA Award. This year's event resulted in a total contribution of \$1,917 (an increase of about \$500 from the year before).

Thanks again to everyone who helped with the sale and thanks to the staff, departments and vendors who donated items. The next craft sale will be held November 23 and 24 in the Davis Centre Fish Bowl Lounge, again chaired by Sue Fraser and Kelly Wilker-Draves. The Craft Sale is expanding in 2017. In the past we have been limited to 13 vendors within the Fish Bowl, but our chair, Sue Fraser successfully secured the area around the Fishbowl to add more vendors.

## **28<sup>th</sup> Annual Winterfest**

Thanks to Santa and his many elves for hosting another fun Winterfest event on Sunday, December 4, 2016 for over 250 participants, double the number from the previous year. Activities included skating at Columbia Icefields, crafts overseen by Melissa Holst and Stephanie Filsinger, balloon creations by Lawrence Folland, and photographs with Santa. Special thanks to Joanne Voisin who has managed all the toys for this event for many, many years. This marked the final year Joanne will take on this task. Thanks also to Elizabeth Askin for taking and delivering the photos with Santa, and to John Askin, our favourite Santa. The 2017 Winterfest is being planned for Sunday, December 10, 2017 at Columbia Icefields.

## **4<sup>th</sup> Annual Golf Social Tournament**

The fourth Annual Golf Tournament was held July 7, 2017 at Foxwood Country Club with 38 golfers registered. The afternoon involved nine holes of golf, including the chance to win \$10,000 at a hole-in-one contest sponsored by Johnson Insurance. This was followed by a dinner where each golfer was rewarded with one of a variety of amazing prizes. Thanks to all of our sponsors and volunteers and the UWSA Social Committee for making this event fun and enjoyable for all who participated. The next Golf Social is scheduled for July 19, 2018.

## **UWSA Ice Cream Day**

To celebrate UW's 60<sup>th</sup> anniversary and Canada's 150<sup>th</sup> birthday, an Ice Cream Day was hosted by UWSA for all staff on June 28, 2017. President Jackie Serviss organized this event and board members helped serve ice cream from the Heavenly Dreams truck all across campus that day. Special deliveries were also made to UW's satellite campuses.

## **UWSA corporate and discount partners**

This subcommittee was formed in 2016 to pursue new partnerships with businesses willing to offer our members a discount or incentive. Among others, partnerships have been formed between our members and King Street Trio, Swiss Chalet, White Rabbit, The Berlin, Rockway and Doon Golf Courses, Bikram Yoga, Kia, BMW Grand River, Enterprise and Herz, Rogers and Telus, Costco, the Ontario Science Centre and Hydro Pools Swim and Spa. We are always grateful for any suggestions of new discount partners. Special thanks to Jessica Jordao for her help with this.

## **Looking forward**

This year has seen some changes to the activities and events offered to our members. We managed discounted ticket sales to a comedy play at the St. Jacobs Theatre on May 18<sup>th</sup>, and there were 42 guests in our group. Following 12 years of hosting the Erie Shopping Trip to Erie, the committee decided to defer this trip in 2017 due to dwindling numbers and a weak Canadian dollar. The committee is looking to add another event to the 2018 calendar for UWSA members. We welcome new ideas and are always seeking additional members to sit on this committee.

Committee Members: Catherine Bolger (Chair) Lawrence Folland, Peggy Day, Sue Fraser, Kelly Wilker-Draves, Dianne Foreman, Paula Ann Zahra, Stephanie Filsinger, Jessica Jordao

## Staff Enhancement Grant (SEG)

The purpose of the Staff Enhancement Grant (SEG) is to help cover the costs associated with the pursuit of personal development for staff for initiatives not directly related to job duties. The University of Waterloo Staff Association reviews applications and determines recipients for a Staff Enhancement Grant. Applications are judged on the basis of the overall merit of the objectives, activities proposed, benefits to the individual, and benefits to the community. All UWSA members are eligible to apply for a SEG.

The Staff Enhancement Grant Committee is the group that reviews applications and makes grant recommendations to the UWSA Board of Directors. There is a pre-determined individual limit (\$500). The annual budget allocation for this award is \$4000. Membership of this committee consists of a Chair and two Board members, appointed by the UWSA Board. Please see the [SEG Terms of Reference](#) for the committee and for fund information in general.

Grant application due dates are June 1 and December 1 each year. Please see [all funds awarded](#) on the UWSA website.

Committee Members: Gail Spencer (Chair), Lawrence Folland, Tim Ireland.

## University of Waterloo Committee Reports

### Staff Relations Committee (SRC)

Membership varied throughout the year and included:

UWSA Directors: Agata Antkiewicz, Bill Baer, Stephanie Filsinger, Lawrence Folland, Jason Gorrie, Michael Herz, Tim Ireland, Terry Labach, Jackie Serviss

Members at Large: Danielle Jeanneault

UW Administration: Michelle Hollis, Beth Jewkes, Kenton Needham, Ian Orchard, Jim Rush, Marilyn Thompson

Secretary to the Committee: Alice Raynard

The Staff Relations Committee is our primary forum for discussing staff and employment issues with the University's senior administration. Over the last year we've held 7 meetings and one more is scheduled.

SRC meetings are similar to UW's Board of Governors, Senate, and P&B committees in that each meeting begins with an open session where anyone can attend, observe, and comment, followed by a confidential session to deal with sensitive issues. Attendance for the open portion has been minimal but we are hopeful that we can continue to draw more staff to these sessions. Open Session agendas and minutes can be found on the Secretariat Staff Relations Committee website.

During the open sessions this past year, the following were presented:

- Disability Management by Lee Hornberger
- Policy 53 – Environmental Sustainability by Mat Thijssen
- Principles Of Inclusivity by Katrina DiGravio
- Disability Management during Sick Leave by Linda Brogden and Lee Hornberger

- New Transit Plaza by Dennis Huber
- UWSA Health and Wellness Committee by Terry Labach

In the closed session the UWSA continues to represent your interests by addressing many issues, some of which are listed below: Providing information about the closed sessions is difficult given the confidential nature of the topics.

Reorganizations - It is now standard practice that every reorganization large or small is reviewed by Staff Relations to ensure that the units who are making changes have adhered to UW policies, guidelines and best practices. This year SRC reviewed 42 Organizational changes. This is one of the most important roles of the UWSA at SRC. It is our opportunity to ensure that staff that are impacted by these changes are treated fairly and that their voices are heard.

Human Resources Metrics - HR continues to regularly present staff metrics which detail and analyze: employee counts, employee movement, new hires, age and years of service for staff, terminations, and retirements.

Memorandum of Agreement (MoA) - The UWSA is continuing negotiations with UW Administration to improve our MoA. Our primary goal is to provide Staff at the University of Waterloo with parity with other employee groups on campus (FAUW and CUPE) and across other Canadian Universities with respect to various labour matters.

Michael Herz  
Past President, UWSA

### Provost's Advisory Committee on Staff Compensation (PACSC)

PACSC membership includes UWSA directors Bill Baer, Michael Herz, Tim Ireland, and Jackie Serviss, and members of the University Administration, including Dennis Huber, Beth Jewkes, Kenton Needham, Lee Hornberger, Alfrieda Swainston, and Marilyn Thompson as chair. The secretary of the committee has changed over the year, currently represented by Melissa Knox, and formerly represented by Alice Raynard and Nadia Singh. Thank you to everyone who has helped this committee to have a successful year.

The President's Advisory Committee on Staff Compensation had a big year. The staff compensation review was conducted, with its final-results to be reported this month. Over the period of the contract, Gallagher McDowall Associates reviewed the staff compensation rates, the University's compensation philosophy, a series of 150 benchmark jobs and the details of our salary structures and mechanisms. This review has ensured us that the job review services provided by our HR team are reliable, professional and unbiased. Thank you. Although this review was invaluable, it is only the first step. We hope that PACSC will honour the commitment made by the President of the University to look for, and uncover, any perceived biases in the compensation system, going beyond the salary structure and job evaluation process, to include surveying staff directly, as the faculty were surveyed last year.

PACSC also had the pleasure of reviewing the results of the completed Staff Excellence Fund projects, including extending two projects for a second year. In addition, some activities carried out this year are expected to continue annually, including the Keeping Well at Work event, the SEE-Canada Awards and the President's Staff Excellence Awards.

The latest task of PACSC was to provide an overview of the salary increase process as we move into the next salary increase negotiation cycle in the year to come.

Jackie Serviss  
President, UWSA

## Staff Excellence Fund Committee

The UWSA Staff Excellence Fund Committee provides project funding recommendations for the Staff Excellence Fund (SEF) to the Provost's Advisory Committee on Staff Compensation (PACSC). PACSC has asked the UWSA on an ongoing basis to review proposals for two components of the SEF: Healthy Workplace Initiatives and Engagement and Leadership Development. Proposals are then brought to PACSC with recommendations about funding. PACSC is responsible for final approval and determining the level of funding for the proposals.

The committee accepts proposals year-round, but carries out evaluations and recommendations three times annually, in January, May, and October.

In the past year, proposals receiving approval for funding included:

- UW Fitness courses
- Arts Yoga Program
- Wellness Day and guest speakers
- Canada Experience travel grant
- We also have a number of other proposals under active consideration.

Committee Members: Terry Labach (Chair), Tom Barber, Kathy Becker, Mari-Beth Davis, Tim Ireland, Murielle Landry

## Annual Reports from UWSA Members Serving as Staff Representatives on University of Waterloo Committees

### Board of Governors

The University of Waterloo Act assigns overall responsibility for the affairs of the university to the Board of Governors, and staff members fill two internal positions on the board. Members of the University community are welcome to attend the open session of Board meetings and we encourage staff who are able to consider doing so. We have noticed a number of staff members attending the meetings, which is a great way to keep on top of Waterloo's challenges and opportunities, and sometimes see how individual organizational units may be impacted. Meeting dates and agendas are available at <https://uwaterloo.ca/secretariat-general-counsel/governance>. Some highlights from the Board of Governors minutes since our last update:

The Board held its annual retreat, the topic for this year being Government Policy and Government Relations: Opportunities and Challenges.

Approved Policy #42: Prevention and Response to Sexual Violence, and associated procedures, with a caveat to begin a formal policy review in January 2017.

Approved the appointment of the Vice President, University Research.

Approved changes to the Memorandum of Agreement between the Faculty Association and the University of Waterloo.

Approved the 2017-2018 operating budget, under the new budget model.

The Board received information on and discussed top risk across the University under the University Risk Management (URM) program and Policy #11.

The Provost presented details of the new Waterloo Budget Model and updates on the provinces funding formula review.

The Board welcomed a new Chair (Cindy Forbes) and Vice-Chair (Thorsten Heins) and thanked the former chair (William Watson) and vice-chair (Catherine Booth) for their service.

Staff are encouraged to review the agenda for upcoming meetings and contact us to forward along any comments you may have. Please be aware that the Board also conducts business in closed and confidential sessions for which the agenda and minutes are not publicly available. Internal governors have a voice in all of these sessions as well. In addition, we have had the opportunity to cultivate some great relationships with the internal and external governors over the past few years and have been able to both formally and informally share relevant staff perspectives as they relate to the business of the Board. Please don't hesitate to be in touch with comments on issues you think may be of interest to the Board, even if they are not on the public agenda. The more we are aware of the concerns and interests of staff, the better positioned we are to provide the staff perspective.

Staff Representatives: Kate Windsor, Jeremy Steffler

## Employee Assistance Program

The EFAP (Employee and Family Assistance Program) launched in September 2016. Utilization of services by employees and their families to date indicates appreciation for and awareness of services available through the EFAP.

During the fall of 2016 the focus of the EAP Committee was the launch of the EFAP with Homewood Health serving as the provider. The launch consisted of in person information sessions, webinars, and email communication. In person sessions were targeted at both individual employees and key groups on campus to ensure that awareness of the services existed, and that those individuals who wanted to learn about what was offered through Homewood had the opportunity to do so. Email communication commenced in August 2016 and continued through the fall promoting the EFAP. Information sessions are available for any group of employees who are interested based on request made to the Committee.

The balance of the year was devoted to addressing administrative issues relating to the EFAP to ensure that UW employees received the best experience possible from Homewood. This included devising a communication plan and feedback strategy. An annual update to the UW community will be issued after one year anniversary of the EFAP. Feedback from employees is encouraged and can be directed to any member of the EAP committee. Members of the committee are as follows:

*EAP Committee Membership*

<i>CUPE Local 793</i>	<i>Staff Association</i>	<i>Faculty Association</i>	<i>Counselling Services</i>	<i>Occupational Health</i>	<i>Human Resources</i>
Doug Turnbull	Monika Bothwell	Katie Damphouse (Chair)	Tom Ruttan	Linda Brogden	Lee Hornberger (Secretary)
Elaine Johnstone	Ashley McKnight	Craig Hardiman	Cheri Bilitz	Karen Parkinson	Alfrieda Swainston

Policy 67 review will commence in September 2017. The purpose of the review and update will be to ensure that there is appropriate governance and oversight of the EFAP.

Information related to UW's EAP is available at the following link, and all UWSA members are encouraged to visit this site regularly.

<https://uwaterloo.ca/employee-assistance-program/>

Staff Representatives: Monika Bothwell and Ashley McKnight

### Joint Health and Safety (Main campus)

Meetings - met 5 times (Sept 27, 2016, Nov 30, 2016, January 31, 2017, March 29, 2017, June 15, 2017)

Link to the minutes of Joint Health & Safety Committee: <https://uwaterloo.ca/safety-office/committees-and-representatives/committee-minutes>

Inspections – UWSA members inspect various Academic, Academic Support and Administration Areas throughout the year. Members also performed an annual outdoor campus inspection in May 2017.

Site Visits: Four critical injuries were reported to the Ministry of Labour this year. Worker members were called in for a site visit to review one of the incidents with Ministry personnel.

Ongoing review of H&S programs: Respiratory Protection, Ergonomics, Workplace Harassment, Workplace Violence Prevention, Nanomaterials, Asbestos Management

Major topics completed or ongoing during the past year:

- Engineering 6 Natural Gas (complete and closed)
- Engineering 3 Loading Dock by Engineering Machine Shop (railing has been installed)
- Slips and Falls Poster (New poster issued Winter 2016)
- JHSC terms of reference & guidelines were updated. Worker member reference (CUPE, Staff, and Faculty) to the committee was added.
- Asbestos awareness and removal continues across campus
- Traffic control on Ring Road is now complete with barriers, crosswalks, stop signs and one way bus traffic

Staff Representatives: Mark Kuntz, Liam Morland, Sue Oestreich, Nathan Honsberger, Ryan Comfort

Auxiliary Members: Tom Dean (Engineering); Michael Ditty (Science)

## Joint Health and Safety (School of Architecture)

The School of Architecture is a satellite campus located in the downtown Galt core in Cambridge. Along with housing the Musagetes Library, Design at Riverside Gallery, Melville Café, a fitness centre and a workshop, the school community includes approximately 400 undergraduate and 120 graduate students, 14 full-time staff and 19 full time faculty members. The joint Health and Safety Committee at the School of Architecture is comprised of Jason Brown (CUPE member), Heinz Koller (Management member), Susan Martin (soon to be certified worker member), Kate Windsor (Safety Office Chair), and one graduate student representative. The faculty representative position is currently vacant. Injury reports are filed regularly, and are common due to the nature of the work students perform at the school, though the number of incidences has decreased this year. The School of Architecture's Joint Health and Safety Committee meets as a group once per term. The CUPE and Worker committee members each perform regular monthly inspections of the workplace as well.

Staff Representative: Susan Martin

## Joint Health and Safety (Health Sciences Campus)

The School Of Pharmacy (Health Sciences Campus) is a satellite campus located at 10A Victoria St. S. in Kitchener. Our committee consists of; Shawn Wettig is our Management rep (co-chair), Robin Andrade staff rep (co-chair), Doug Dye (UWaterloo Safety), Roderick Slavcev (Faculty rep), Monica Tudorancea (Staff rep), Roger Chen (Grad student rep), Munaza Saleen is our (Undergrad rep), Megan Hannath (Secretary), and Larry Robinson (CUPE rep).

Monthly inspections are being performed with minimal instances being reported, and quarterly meetings are being held. The ION construction surrounding the building is always a safety concern, and currently, the main issue are changes in traffic flow and direction surrounding the school. Extra caution is needed while students, staff and faculty get accustomed to the new traffic rules. New offices have also been constructed to safely and comfortably house new staff and faculty, as our numbers of employees are growing.

The Safety Office performed a review to monitor the health and safety management system at the department level at the school in March, and no major issues were found.

Staff Representative: Robin Andrade

## Joint Health and Safety (Digital Media School, Stratford Campus)

The Stratford Campus is located downtown Stratford, Ontario and is one of Waterloo's satellite campuses. The Stratford Campus is leading an evolution in learning and career preparation. Students, in the Global Business and Digital Arts (GBDA) and the Masters of Digital Experience Innovation (MDEI) programs, are immersed in a rich, technology-driven environment where theory, practice, creativity, and innovation merge to forward digital media.

The campuses JHSC has had some changes in regards to personnel on the committee. Brandi Gillett is the management representative (co-chair), Andrea West (on secondment) is the worker representative (co-chair), Doug Dye is the University of Waterloo Safety representative and Sheri Maguire is the resource staff member (acting worker representative and co-chair).

The committee meets three times a year and completes regular monthly inspections with minimal instances being reported. The committee completes monthly inspections with minimal instances reported.

Staff Representatives: Andrea Michelle West, Sheri Maguire

### Advisory Committee on Parking

This committee is to consist of five active members, including at least one representative each from Faculty, Staff, CUPE, Graduate students, and Undergraduate students—with additional representatives from Parking Services—all under the jurisdiction of Plant Operations. Meetings are chaired by Sharon Rumpel from Parking Services. There were no formal in-person meetings this year (only informal meetings and online discussions). A full meeting is tentatively planned for Autumn 2017.

2017 items of interest to UWSA members:

- There is no planned parking fee increase for this coming year, though the issue will be reviewed (especially through the lens of encouraging alternative commuting to help relieve the pressures on parking infrastructure/availability)
- Roll-out of Radio Frequency IDs (RFIDs) at gated lot entrances continues:
  - T Lot has the tags installed
  - O staff and O visitor lots are next in line
- There are still pressures on parking capacity:
  - Construction of new buildings in former lots has required some permit holders to move to other lots
  - Q lot will lose 120 spots for GRT transit hub
  - Still limited space available for student parking; permits sold out again this Autumn
  - Only X lot is available for new staff permits
- Lot improvements continue:
  - Improved lighting being added to lots R, N, T, W, and O during the next few months
  - Paving plans are ahead of schedule; T and W were repaved this year

Staff Representative: Chad Bredin

### Appeals Committee on Property Infractions

The mandate of this Committee is to provide a separate entity from Parking Services and Police Services to review all written appeals of property infractions issued on campus. Infractions are issued to vehicles and individuals that have contravened the University of Waterloo Parking and Traffic Regulations or Policy #29 – Smoking. To date, the Committee has only deliberated on Parking Infractions. Up until now, Policy #29 – Smoking was in a roll-out ‘education’ phase. Policy #29 has now been finalized as is in effect. Police Services is now in an ‘individual’ phase meaning that if a warning has been previously issued to an individual and a subsequent infraction has been made that a ticket will then be issued for the smoking infraction.

Staff Representative: Selena Santi

## UW Pension and Benefits Committee

The Pension and Benefits Committee is a Committee of the Board of Governors tasked with oversight of the UW pension plan, and health related benefits consisting of disability (long and short term), life and healthcare benefits (drug, dental, etc). Representation on this committee is from all stakeholders, including two representatives from the UWSA. Highlights from the 2016/17 year are below.

### Pension

The Committee spends a significant amount of time and effort ensuring UW employees have a solid pension plan on which to rely on in retirement. Much consideration is given to the economic health of the plan taking a long term view.

Valuation of the RPP was prepared for management purposes as at Jan. 1, 2017. Link to the Valuation Report is on the Secretariat/Pension & Benefits Committee web page below:

<https://uwaterloo.ca/secretariat/committees-and-councils/pension-benefits-committee>

Highlights from the valuation include:

- Active members keep increasing. Plan is still growing. Portion of liability to active members from a going concern perspective is greater than liability to pensioners. This is good as it means that more funding is flowing into the plan from both members and UW than is flowing out to pensioners at present.
- Market value of plan assets on Dec. 31, 2016 was \$1.5 billion. Rate of return earned in 2016 on investments was 6.95%
- Going Concern Valuation (RPP) – Past Service – Unfunded liability on market value of assets (without funding reserve) is \$111 million vs. \$150 in 2014. This is a decrease in the unfunded liability of \$39 million.
- Going Concern Valuation (RPP) – Current Service (Present value of benefits earned by members for service during the given year) – amount is estimated to be \$67,244,568 for 2017 of which member contributions will be \$31,234,788 and UW contribution will be \$36,009,788, resulting in UW contribution being 115.3% of member contribution
- Total Pension Plan Contributions (RPP & PPP combined) for 2017:
  - Member contributions of \$31,234,780 which is 7.38% of pensionable earnings
  - UW contribution:  $1.63 \times \$31,234,780 = \$50,912,691$  which reflects 12.03% of pensionable earnings
  - The \$50,912,691 is allocated as follows:
    - \$36,009,788 to pay UW current service cost under the RPP
    - \$12,562,584 to make UW special payments under solvency relief to amortize unfunded liability
    - \$2,340,319 additional contribution to fund RPP unfunded liability
    - There will be no payments into the PPP
- Solvency ratio on RPP has improved to .87 (was .83 in 2016)

Other notes of interest in relation to Pension Plan management included:

- Review of the option of applying for Stage 2 Solvency Relief as an insurance mechanism. Application, which was submitted at the end of June, requires the plan to maintain a minimum

solvency ratio of .85 per provincial government guidelines, and a valuation must be filed by Dec. 31, 2017.

- The RPPI was dissolved as a result of member resignations, and a new framework is being examined by a RPPI sub-committee to better meet the needs of managing pension plan investment of assets.
- CPP enhancements have received all government approvals, and implementation will be phased in over a seven year period commencing in 2019.

### **Benefits**

Discussion continued on the need to review the current benefit package, and to ensure alignment with UW Strategic plan objectives. Benefit changes in the following year included the following:

- Increase to LTD payments for employees ranging from \$2.39 -\$14.03 per month
- Extended health and dental benefit maximums were increased by the annual cost of living adjustment effective Jan. 1, 2017

Staff Representatives: Monika Bothwell and Ted Bleaney

### **Provost's Advisory Committee on Equity (PACE)**

The policy for Prevention and Response to Sexual Violence (Policy 42) went into effect at the University of Waterloo on January 1, 2017.

The Sexual Violence Response Coordinator (SVRC) was hired and will be a member of PACE. This role is outlined in Policy 42 and "will serve as a community resource to ensure appropriate response to sexual violence including complainants, respondents, witnesses and front-line service providers. Waterloo is committed to fostering a safe and respectful environment where the impact of sexual violence is understood and individuals affected receive support". (Daily Bulletin, August 15, 2017).

There will be Policy related training. Part of the training is an online course, Sexual Violence Support and Referral, which will communicate how the policy will work and will convey information community members need to understand how to best support or assist someone who has experienced sexual violence. The course will be made available this year and participation of students and employees will be tracked.

Staff Representative: Gail Spencer

### **[Working Group on Sexual Violence Education and Training](#)**

The Working Group will be preparing education and training recommendations that will go to the Vice President, Academic and Provost and the Associate Vice-President, Human Rights, Equity and Inclusion for approval.

### **[Working group on Sexual and Gender Diversity \(LGBTQQIPAA+\)](#)**

The Working Group has been spending the past year focusing on "action", with members actively engaged in projects across campus. The committee has also been examining its membership and composition, to help move projects forward more quickly while engaging as many members of the campus community as possible. The Working Group is encouraging all those interested in its work to

attend their meetings if their schedules allow. The next few meetings will be held on October 13th, November 17th, and December 8th from 9:30 am until 11:00 am in BMH 3119.

One of the primary focuses of the working group over the past year has been the development and piloting of the LGBTQ+ Making Spaces program, which is now rolling out campus wide. There have been 9 pilot trainings during the past academic year; training 74 people with 35 affirming their readiness to become LGBTQ+ Spacemakers. In addition, we have trained 7 facilitators who will help us deliver the trainings on an on-going basis. For more information, check out the recently posted Waterloo Story on this initiative (<https://uwaterloo.ca/stories/creating-safe-places-campus-lgbtq-people>).

In addition to continuing to support the Making Spaces initiative, subcommittees are being established to help support a number of other exciting projects, including:

- 16 Days (Nov. 25-Dec. 10): A subcommittee devoted to organizing and executing activist oriented events associated with ending gender-based violence.
- Trans Health Initiative: A subcommittee devoted to improving and creating more affirming health resources on campus and in our KW community for trans, gender non-conforming and non-binary individuals.
- Visibility and Outreach: A subcommittee devoted to creating better visibility for LGBTQ+ faculty, staff and students on campus and for involving/connecting our campus to the larger KW community.

As noted last year, while much of the past work of the committee has been student focused, the committee's mandate also includes supporting staff, as can be seen by much of the work over the past year. Please do not hesitate to contact Jeremy Steffler ([jeremy.steffler@uwaterloo.ca](mailto:jeremy.steffler@uwaterloo.ca)) with any feedback you have for the committee.

Staff Representative: Jeremy Steffler

## Healthy Workplace Steering Committee

The Healthy Workplace Steering Committee is accountable to the Associate Provost of Human Resources. The committee was established in June 2016 and includes representation from Human Resources, Organization & Human Development, Occupational Health, Excellence Canada, Faculty, Staff, CUPE, and Undergraduate students. The graduate student representative position is currently vacant. The purpose of this committee is to create and maintain a university-wide healthy workplace plan that targets all employees on campus using the wellness component of Excellent Canada as a guideline for planning, programming, and evaluation.

In 2017, the committee met monthly with a hiatus over the summer. A mission statement has been created as well as guiding principles. Currently in progress, the committee is creating a plan to increase health and wellness engagement across the university, encourage the initiation of wellness activities, and expand the content of the new Healthy Workplace website.

In conjunction with an informal Healthy Workplace Event Planning committee through the Staff Association, the Healthy Workplace Steering Committee will make an official launch in October. It will include health and wellness activities throughout the month and a new Healthy Workplace website.

Staff Representative: Murielle Landry

## Accessibility Committee

The Accessibility Committee convened for the first time as an intact committee on September 11<sup>th</sup>, 2017. The meeting discussed draft communication of the committee to the public, the biannual Accessibility for Ontarians with Disabilities Act (AODA) Compliance Report due December 31<sup>st</sup>, 2017, updates on the University of Waterloo Accessibility Policy, and the Multi-year Accessibility Plan.

Prior to the first meeting, the committee met in sub-groups with the Chair or Secretary to discuss the immediate need for a University of Waterloo Accessibility Policy (mandated in legislation). Over the summer months a policy was drafted with input from all committee members, and at the September meeting the draft Accessibility Policy – Policy 58, was brought forward to the committee. A sub-committee has been established to finalize the policy and work with the Secretariat on timelines and implementation.

The guidelines and directives of the Accessibility Committee have been established, and are as follows:

Advisory to the Associate Provost, Human Resources, the Accessibility Committee provides a forum for consultation and collaboration on campus wide initiatives relative to improving the University's accessibility for persons with disabilities whether they be employees, students, visitors, or members of the general public. Compliance with the Accessibility for Ontarians with Disabilities Act (AODA) is a foundational focus for the Accessibility Committee and where possible, members will consider inclusive practices that extend beyond a state of AODA compliance.

The Accessibility Committee will meet on a monthly basis and provides regular progress reports to the Associate Provost, Human Resources and other members of the executive leadership, as necessary.

The current priorities of the Committee include the following:

- Provide guidance and support for completing bi-annual Accessibility for Ontarians with Disabilities Act (AODA) compliance reports (next report is due to be filed by December 31, 2017)
- Support the development of a legislatively required Accessibility Policy that binds the University to remove and prevent barriers while respecting the dignity and right to privacy of persons with disabilities
- Support the development and maintenance of a legislatively required Multi-Year Accessibility Plan (MYAP) to address opportunities for improvement against each requirement within the AODA standards (i.e. Customer Service, Employment, Information and Communication, and Public Spaces)
- Recommend the tasks/initiatives to meet plans identified within MYAP including suggested members of Working Groups; monitor progress towards achievement of plans
- Establish a campus community engagement strategy to appropriately consult with persons with disabilities on accessibility initiatives; collect and discuss feedback from interested parties on an ongoing basis

Staff Representative: Annette Denny