

**Staff Association Area Reps Meeting  
Minutes of January 10, 2013**

**Present**

Ray Butterworth	Melissa Holst	Jeremy Steffler
Lawrence Folland	Robyn Landers	Gail Spencer
Jason Gorrie	Stephen Markan	
	Carlos Mendes	

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New UWSA president Carlos Mendes welcomed the group and indicated his intent to improve the functionality of the committee.

**1. Approval of Agenda**

No changes requested.

**2. Approval of Minutes of November 8, 2012 Area Reps Meeting**

Accepted as published.

**3. Business Arising from the Minutes**

None.

**4. New discount cards (Melissa Holst)**

Holst announced new window display cards for participating vendors as well as new wallet cards with list of participating vendors on the back.

**5. UWSA Reps door signage**

New UWSA director Lawrence Folland had suggested door signs to identify area reps. The area reps seemed generally supportive of this idea.

**6. Policy 18 (Jeremy Steffler)**

As has been publicized, the new Policy 18 is now in effect. Much was accomplished in a surprisingly short amount of time. The Policy 18 subcommittee remains available in the short term to address questions that may arise before SRC/HR are ready to do so. HR is developing training for managers on performance management (not just annual performance reviews) as per new policy. There will be a Policy 18 awareness and Q&A session, as well as a UWSA booth, at the upcoming staff conference.

Discussion:

Will be interesting to see whether there will be an increase in number of requests for representation from UWSA resulting from change in Policy 18 that allows staff to have active representation through all stages of disciplinary process. If demand exceeds availability of Gail Spencer's time, might have to revive the notion of having a team of trained personnel available for this, as existed some time ago. (Some previous members of that team still receive unofficial requests for help.) Many in attendance expressed interest in receiving such training and serving in that role.

**7. Members advisory update (Gail Spencer)**

Spencer had 44 cases from July 2011 to June 2012. Fourteen were about staff perception of harassment by manager. (Note: "perception". It was not always the case that managers really

were harassing their staff; also, sometimes managers are not aware that their conduct is being perceived as harassment.) Those 14 had various outcomes: resign, new manager, switch jobs, clarify policy, etc. She also assisted staff with meetings and responding to discipline. Other work included involvement with matters such as reorganizations, stipends, secondments, performance appraisal issues, clarifying medical documentation process, etc. From July to December 2012 the rate of cases was similar. Helping staff with HR, communication with their managers, etc.

Note that "performance management" is new terminology in Policy 18. It emphasizes more strongly that staff are not to be caught unaware by action from management (unless situation is deemed severe). Instead, performance problems are to be identified and handled early.

## **8. Updates**

Mendes wants to improve information flow from these committees to facilitate dissemination of their news to UWSA reps.

### **8.1 SRC (Jeremy Steffler, Stephen Markan)**

There were 90 open positions on campus as of last SRC meeting. Many of them attract no internal applicants. Steffler and Markan suggested this may be because the job postings are very hard to find in the new HR web site, and with the redesign of UW web site the Daily Bulletin is also very hard to find. Some people have encountered difficulty with uploading job applications or supporting documents. Steffler will raise these concerns at SRC tomorrow.

Mendes mentioned that one of the "lifecycles" emerging from the 6 pillars of the mid-cycle review is "staff lifecycle". Details are available at <https://uwaterloo.ca/strategic-plan/strategic-plan/action-areas/staff-life-cycle-prospectus>

### **8.2 PACSC**

No news.

### **8.3 PB&SC**

Mendes intends to develop a better working relationship with PB&SC for improved flow of information.

Some changes to Policy 18 support improved opportunity for career development including easier access to training. Specifically, staff are entitled to five days' worth of time for professional development of their own volition (i.e. training required for their current position does not count against the five days).

## **9. Lunch with UWSA**

UWSA is initiating monthly open lunch meetings as a communication and visibility measure. First one is Jan. 22 in DC cafeteria. Interest was expressed in having a twitter feed for these meetings :-)

## **10. Area Reps structure**

### **10.1 Election of vice-chair and recording secretary**

The current vice-chair (Markan) and secretary (Landers) agreed to stay on for two more months when it's more convenient to revisit this.

### **10.2 Role, involvement, survey, etc.**

Markan recounted that originally the Area Reps had much larger active membership with more bidirectional dialogue and less reporting from the UWSA executive. He suggested that any staff

members serving on behalf of the Staff Association on some committee should automatically be added to the Area Reps list since they are in some fashion representing staff.

Mendes recently initiated a survey of all current Area Reps to ask what's working, what's not, and why. Attendance at the meetings is low compared to total membership.

Steffler suggested that Area Reps be promoted as a pool from which all the various ad hoc campus committees draw staff members. This is common practice with student and faculty committee representatives: they usually hold an elected office or are on official bodies already.

Markan suggested that the Area Reps chair not be the UWSA president for various reasons. Generally agreed. (This is not intended as a criticism of current or past presidents; it is a recognition of the general role of a meeting chair.)

As above: New UWSA director Lawrence Folland had suggested door signs to identify area reps. The area reps seemed generally supportive of this idea.

Call for agenda items will now be made a week prior to the meeting. May also have open time for raising issues of interest when there happens to be a short agenda. Mendes asked if people would be willing to attend special meetings more often than once a month if circumstances warranted. It seemed so.

Chair: Carlos Mendes

Minutes: RBL