1. Approval of minutes of February 9, 2017 Area Reps Meeting
   Approved.

2. Approval of agenda
   Approved.

3. Welcome new members
   Welcome to Bill Baer (president-elect), Brian Dietrich (Plant Operations), and Dave McDougall (FEDS) as new area representatives.

4. President’s report
   4.1 PACSC now has 160 jobs selected for the review. Results expected in September or October. Job descriptions are being reviewed, not the performance of a person in that job. The list of job descriptions selected will not be shared. They are all up-to-date at least within five years. The review compares job descriptions across campus and also with outside organizations to assess equity.

   4.2 SRC will be bringing to the UW president a proposal for changes to the staff excellence award.

   4.3 Policy 14 and 33 review committees get underway in April.

5. Employee and Family Assistance Program – Laurel Dewar, Homewood
   Full coverage started at UW last September 1st for permanent ongoing (full- or part-time) employees and immediate family. No referral from a doctor is needed. Homewood has a wide network of partners across Canada. Support is provided for a wide range of issues: counselling on all kinds of personal issues, health and career, with online resources (www.homeweb.ca) for e-learning, a health library, child and eldercare service locators. All available 24 hours a day by phone and on-line. Confidentiality and privacy are ensured at all times, except if there appear to be risks of abuse, or risk to self or others, or a criminal investigation.

   The service is focused on short-term solution. Long-term issues are usually referred elsewhere.

   The counsellors have a minimum Master's degree and five years of experience. There's also "Plan Smart"
services, not so much about counselling, but advice and coaching on life balance (new parent, elder care, financial, legal), health, career.

This presentation is available on YouTube
https://www.youtube.com/watch?v=LxQzB3tS8Rg

See also
https://uwaterloo.ca/employee-assistance-program

Chair: Danielle Jeanneault

Minutes: RBL