

**Staff Association Area Reps Meeting  
Minutes of June 8, 2017**

**Present:**

Annette Dietrich  
Jenny Conroy  
Luanne McGinley  
Murray Zink  
Murielle Landry  
Paula Ann-Zahra  
Robyn Landers  
Danielle Jeanneault  
Shannon Taylor  
Stacy Reda

Trish Van Berkel  
Jackie Serviss  
Michael Herz  
Jason Gorrie  
Tim Ireland  
Bill Baer  
Gail Spencer

**Guest speakers:**  
Nellie Gomes  
Linda Brogden  
Karen Parkinson

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**1. Disability Management Program**

Nellie Gomes, Linda Brogden, and Karen Parkinson discussed principles of disability management; the process of managing disability (sick leave, early referrals, long term disability, return to work); roles and responsibilities of managers and employees; return to work; early referral for medical care and return to work planning after several weeks of absence; long term disability.

**Q:** What about chronic illness?

**A:** No formal policy. Consultation with Occupational Health office is recommended. Confidentiality policy means that the manager does not need to be told what the illness is, just the impact on work.

**Q:** Have there been successful cases of early referrals?

**A:** Yes.

**Q:** Is there funding available to employee's department to hire temporary help when someone is away on disability?

**A:** No, there is no fund explicitly for this. You would need to discuss this with HR.

**Q:** How can departments prepare for the return of someone from a long absence?

**A:** If problems are anticipated, talk with Nellie Gomes in advance.

**Q:** Is there any analysis of repercussions on other staff who become overworked or stressed by a prolonged absence of a co-worker?

**A:** Yes, this is known to happen. Talk to your manager. As a manager, talk to HR. If your manager is not responsive, talk to HR, UWSA, or Disability Management.

**2. Approval of minutes of May 11, 2017 Area Reps Meeting**

Approved.

**3. Approval of agenda**

Approved.

**4. Business arising from the minutes**

None.

**5. President's report**

See attached document. Jackie Serviss reported on UW daycare committee; staff international experience award; fall reading week; ice cream truck; UWSA election information sessions; UWSA road shows for Food Services and Plant Ops; W3 events; resolution of problems with Goodlife membership registration.

**6. Update from outreach team – Danielle Jeanneault**

We still have 58 areas unrepresented. As area reps, please look over the list and see if you could cover a nearby area, or suggest possible new reps.

**7. Other discussion**

Further to the topic of disability management, Michael Herz recommended taking advantage of this program and of the UWSA for help. He strongly recommends using the official sick leave form if possible, not just a note from your doctor, to ensure that only the necessary and sufficient information is provided.

Murray Zink asked why there is no transfer of salary expense from departments to central budget in order to enable hiring temporary help to relieve overwork of remaining staff when someone is on leave. Herz pointed out that FAUW is trying to achieve that.

Chair: Jackie Serviss

Minutes: RBL