
CUPE2081

ON THE FRONT LINE

Thank you to everyone who participated in the 2016 CUPE 2081 membership engagement survey. Our local has 600 members, and more than 200 of you filled out the survey! The Communications Committee would like to thank everyone who took extra time to provide additional comments and concerns.

Your responses generated thoughtful discussion and helped your executive identify what matters to you. Also, it has given us the opportunity to answer some questions, and to de-mystify and correct some possible misunderstandings. Based on the information you provided, we have noticed the following themes.

Workload as a Barrier to Participation

A large number of responses note heavy workload as having a negative effect on our member's ability to participate on committees or as an executive member. The Collective Agreement ([Article 22.01 through 22.03](#)) speaks directly to Union participation. It is your right to participate should you wish to do so. It is recognized that we face many challenges in our workplace and the most difficult to address is workload. Increasingly we are doing more with less and leaving unfinished work at the end of the day. Members are not taking breaks, and/or coming in early and leaving late, without additional pay. These are all areas of concern. Union participation can help build understanding, provide community and support and is a reminder of the need for a work-life balance.

Most Union meetings are now at lunch time. If you can't come for a full meeting because your lunch is half an hour, not to worry! Stay for as long as you can or encourage someone else in your office to attend. The strength of your Union comes from the diversity of our voices – and the more voices at the table the better represented we are as a bargaining unit. Some responses of note include:

- lack of coverage
- impact on co-workers
- short-staffing/double duties
- fear of reprisal
- members working through meal and coffee breaks, arriving early, and working late
- changes in the workplace further complicate workload issues
- impact of bullying and harassment
- supervisor disapproval

- possible conflict of interest w/supervisors
- perceived or real conflict(s) with management
- barriers to advancement
- passive-aggressive behaviour
- precarious, casual, or term work

SharePoint

SharePoint is widely used at Camosun and there is a clear need for training. However, there is some confusion surrounding who should pay for this training. Unfortunately, there is a misunderstanding as to the purpose of the Staff Development fund for SharePoint training.

Work-related training is to be provided by the Employer/College. SharePoint, like all other work related training, is the Employer's responsibility. For a period, members were using their personal staff development funds to learn about SharePoint. At the same time, some departments became “early adopters” of the tool.

Now, several departments cannot perform their tasks without knowing how to use SharePoint. For many, it is the only means of widely communicating events, absences, vacation days and sick time. SharePoint is now pervasive at the College, but there has been no College directed training. Your Union strongly supports training and intends to see it funded as specified in [Article 28](#) of your Collective Agreement. Your executive is always working to make sure everyone is treated fairly.

Staff Development (CUPE SD)

The CUPE Staff Development Fund was bargained in lieu of a wage increase, many years ago. It is not a Professional Development Fund and this is a good thing! Staff Development (SD) allows for greater diversity of use. Professional development wouldn't allow for recreation, painting, guitar or cooking. It is one of our most widely enjoyed benefits, but there are criteria and guidelines. The intent is detailed in [Article 30.02](#) of your Collective Agreement.

It is unfortunate that some people view CUPE's participation in the SD process as an unwelcome interference. Your CUPE executive co-administers the fund to ensure equality, fairness and overall, appropriate access. It is our shared responsibility to ensure that it is administered according to the Collective Agreement. If you have further questions, we recommend you contact your Union Office, Education Coordinator, or any executive member for assistance.

Unfortunately, the timely processing of applications has been impacted by several factors, including retirements. Applications can now be submitted digitally via email to CUPE SD. This has helped speed up the process but there are still some challenges. Advocacy is always happening regarding the importance of timely processing and reimbursement. Steps will be put in place over the coming months for better communication regarding applications and their status. Additionally, the Guidelines are under review for clarity and correction. The changes will be brought to the October 2016 membership meeting for review. Plan to attend, if this topic is important to you.

Joint Advisory Job Evaluation Committee (JAJEC)

We intend to continue to offer JAJEC workshops. This opportunity is essential to help members with the questionnaire process. Did you know your Union Office has copies of the CUPE Job Evaluation Manual? Members may sign this manual out as needed.

Remember, the JAJEC process can be initiated by the member, a supervisor or the College. As well, a reasonable amount of work time to complete the Questionnaire is permissible, according to [Article 24](#).

Here are some helpful tips for a JAJEC submission:

- be aware of job “creep” – is it time for JAJEC?
- you can start the process of job review via the Position Evaluation Questionnaire
- once you start, don’t stop!
- read the Guidelines first to understand the process
- list time spent on certain duties as daily/weekly/quarterly/annually, etc., rather than percentages
- provide examples of “how you do it”
- identify contacts as internal or external, and list how/why you get in touch with them
- include an organizational chart with your Questionnaire
- if only part/s of your job have changed, only complete the relevant part/s in the Questionnaire
- make sure you sign and date the Questionnaire
- when your Questionnaire is done:
 - sign it and date it
 - keep a copy for yourself
 - give it to your supervisor
 - note the date you gave it to your supervisor
 - if you have waited more than four weeks for a response, follow up with your supervisor

JAJEC resources:

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- The Position Evaluation Questionnaire and Guidelines are available on the [Forms](#) page on the Human Resources Department intranet webpage (Employee Resources =>Position Evaluation)
 - current CUPE job descriptions:
http://intranet.camosun.bc.ca/hr/careers_&_more/job-descriptions.php
 - archived job descriptions: jajec@camosun.bc.ca
 - CUPE Job Evaluation Committee: Gail Barnard, Gulcan Barclay, Milo Anstey
 - Collective Agreement: [Article 24](#)

Final Thoughts

We want to recognize the overwhelming amount of positive feedback. Often the positive is forgotten and we focus more on answering comments of concern. Thank you again for taking the time to present positive feedback. Surveys generate a wide variety of responses, and all are appreciated and valued. Your responses give us the momentum we need to continue addressing our challenges.

For specific information not addressed in this summary, or for any other questions, contact your Union Office. We are always happy to help.

Thank you!

Your Communications Committee

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