Personnel Committee Minutes

BRANDON SCHOOL DIVISION
"Accepting the Challenge"

Tuesday, January 5, 2010 10:00 a.m.
J. L. Milne Board Room, Administration Office

Present: L. Ross, Chairperson, R. Coey, J. Murray, Dr. Michaels, G. Barnes, B. Switzer
Regrets: D. Karnes

1. CALL TO ORDER

The meeting was called to order at 9:45 a.m.

2. APPROVAL OF AGENDA

The Personnel Committee Agenda was approved with the addition of the Joint Job Evaluation Review Committee minutes.

3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

4. OTHER COMMITTEE GOVERNANCE MATTERS

A) TEACHER ARBITRATION UPDATE – **In Camera**

The Teacher Arbitration update information was discussed in detail. Several items were noted for discussion with C. Wallis, MSBA Labour Relations Consultant at a future meeting.

B) PROPOSED AMENDMENT TO POLICY 6006: ADMINISTRATOR OF STUDENT SUPPORT SERVICES

This item was deferred to the February 2010 meeting.

C) TEACHER LEAVE REQUEST – **In Camera**

A teacher leave request as circulated was discussed and agreed to.

Recommendation:
That the teacher leave request presented at the January 5, 2010 Personnel Committee meeting be approved.

D) JOINT JOB EVALUATION REVIEW COMMITTEE MINUTES

Trustee Coey presented and reviewed the Joint Job Evaluation Review Committee minutes (attached) from January 4, 2010. The Committee accepted the minutes as information.

5. OPERATIONS INFORMATION

The following items were received as information:

- Correspondence from D. Arpin, President CUPE Local 737, November 23, 2009.
- MSBA Salary Bulletins
  - Portage la Prairie S. D. & Portage la Prairie Teachers' Association
  - Flin Flon S. D. & Flin Flon Teachers' Association
  - Garden Valley S. D. &CLAC Local 306
  - Mountain View S. D. & Mountain View Teachers' Association

6. **NEXT REGULAR COMMITTEE MEETING: 9:30 a.m., Tuesday, February 2, 2010**

The meeting adjourned at 11:10 a.m.

Respectfully submitted,

L. Ross, Chairperson	R. Coey
D. Karnes	J. Murray

BRANDON SCHOOL DIVISION

JOINT JOB EVALUATION REVIEW COMMITTEE

Monday, January 04, 2010 12:00 p.m. Conference Room Administration Office

Present:	
CUPE:	B. Gribben, Co-Chair, H. Kryshewsky, J. Rose
DIVISION:	R. Coey, Co-Chair, D. Karnes G. Barnes, B. Switzer (Ex-Officio)
Regrets:	D. McLaughlin (Ex-Officio)

1. Call to Order

The Joint Job Evaluation Review Committee (JJERC) Meeting was called to order at 12:05 p.m. by Ramona Coey.

2. Selection of Committee Co-Chairs

Trustee Ramona Coey and CUPE Secretary Barb Gribben were selected as co-chairs.

3. Agenda Items

I. Organization

- R.Coey reviewed with the committee that the previous Joint Job Evaluation Committee disbanded approximately one year ago. Prior to disbanding, the committee agreed on the Joint Job Evaluation Review Committee (JJERC) guidelines, which were approved by the Board of Trustees.

- B. Switzer reviewed the process (with guideline handout).
  - Members will be requested to complete a PDQ (Position Description Questionnaire).
  - The PDQ is to be submitted to the immediate supervisor for review and signature.
  - PDQ's are then submitted to the Director of Human Resources to prepare revised Job Profiles.
  - The JJERC is responsible for determining any adjustment that is required should the member and supervisor disagree.
  - The JJERC reviews the revised Job Profiles and rates the profile as per the Job Evaluation Plan.

II. Discussion of Process/Work to be Undertaken

- Timeline of Process

  January 15th, 2010 – PDQ's with letter from Committee co-chairs to be distributed to individuals employed in the following classifications:
  - Senior Accounts Clerk
  - Accounts Clerk
  - Building Operations Coordinator
  - Head Custodian(s) ** only 3 PDQ's required, group to decide on how/who
  - Evening Custodian(s) ** only 3 individuals, one (1) consensus PDQ is req'd
  - 2nd Day Custodian(s)
  - Office Utility Worker
  - Maintenance Worker III ** only 4 individuals, one (1) consensus PDQ is req'd
  - Maintenance Worker II Grounds
  - Maintenance Worker II Utility

January 29th, 2010 – members employed in the above profiles will be provided with ½ day to complete the PDQ's. Barb Gribben, Ramona Coey and Gerald Barnes will meet with group to provide information on completing the PDQ's and explain process.
February 12th, 2010 – completed PDQ's to be submitted to immediate supervisor for review and sign off.
February 26th, 2010 – PDQ's submitted to Director of Human Resources
April 9th, 2010 – Revised Job Profiles completed and ready for JJERC meetings
April 12th, April 13th, 2010 – JJERC reviews and rates revised Job Profiles
April 30th, 2010 – Revised Job Profiles approved and responses provided to members in regards to results of process
May 15th, 2010 – Members deadline should appeals be requested on evaluated profiles listed above
May 30th, 2010 – Completion of appeal interviews by Ad-Hoc Committee as per Dispute Resolution process
***** the intent is to have the above job process finalized no later than June 30th, 2010.***

4. Meeting Dates
Future meetings are scheduled for April 12, 2010 and April 13, 2010 from 9:30am to 12:00pm.

Meeting adjourned: 12:55 p.m.

Respectfully submitted,

R. Coey, Trustee
Co-Chair

B. Gribben, CUPE Secretary
Co-Chair