

**Union of Graduate Student Workers – PSAC Local 60550 and UNB Management
Joint Union-Management Committee (JUMC)
August 3, 2018 - Dean of School of Graduate Studies Office, SHDH**

Present:

Union: Amy Savile, Tammy Bo, Brian Beaton
Management: Drew Rendall, Ryan Johnston, Jim Keiffer (by Skype)

Meeting called to order by Amy Savile (Co-Chairperson) at 10:12 am.

Agenda:

MOTION: That the Committee approve the agenda of August 3, 2018 as circulated. CARRIED

Approval of Prior Minutes:

MOTION: That the Committee approve the Minutes of May 25, 2018 as circulated. CARRIED

Business Carried Forward:

UGSW Membership Packages

- **Actions:** Rather than discuss units that had too many or too few packages last year, UGSW will instead watch the requests as they come in this year and raise any concerns as they come up per unit. Reminder of obligations regarding GAU obligations to provide packages will be in the joint training sessions this fall.

Delays in Pay & Hardship Support

- **Action:** Although there is no timeline, UNB will be looking at moving some of the forms into an electronic form as was recently done with the approval for contract teaching form
- UGSW wondered if there was any way to notify them of any potential delays. SGS explained that most delays originate in the GAU's, therefore, they have no way of knowing that a delay exists. **Action:** If SGS becomes aware of a fundamental problem that will cause a delay in payment, they undertake to let UGSW know
- UNB explained the process for manual cheque requests (form is on Financial Services website). UNB noted that there is a fee for GAU's requesting an expedited cheque. **Action:** It will be a goal to include this information in the training sessions this fall, as it relates to Article 27.06

Joint Training/Information Sessions

- **Actions:** To avoid confusion or redundancy, there will be an attempt to schedule one or two sessions for Graduate Directors and Graduate Secretaries in August as joint UNB-HR/UGSW sessions. Depending on agenda duplication issues, there may also be one at the first SGS meeting in September. UGSW and UNB-HR to continue to discuss as UNB-HR begins to try to schedule the meetings and send notices.

New Business:

JUMC dates for Fall term

- **Action:** UNB-HR to schedule, one likely at end of Sept, early Oct, the other late November.

Confirmed MOU for rectification of CA language regarding 2nd grievance stage

- UGSW noted the change is passed for those involved in grievances. Both UNB and UGSW should advise all relevant parties to refer to PDF online or new print copies (yellow binding), not old paper copies.

Request for UGSW Office for Saint John Campus

- **Action:** SGS Saint John will discuss with VPSJ to find an office to meet obligation of Article 7.02

Orientation sessions (GAU and/or Department)

- **Action:** SGS to e-mail GAU's as soon as possible to schedule orientation sessions and inform UGSW of the dates so that they can send a representative pursuant the CA. UGSW noted that undue delay makes it hard to coordinate volunteers to present.

Jointly-drafted communications to faculty and staff

- UGSW asked that they be copied into Union-requested messages sent to faculty and staff, for confirmation and records purposes.
- UGSW noted that many questions they receive are from Directors of Graduate Studies or assistants. UGSW requested that the minutes from JUMC meetings be circulated to Graduate Directors and Graduate Secretaries. **Action:** UNB indicated it will discuss amongst themselves how they will communicate JUMC matters to their staff.
- UNB also indicated that UGSW should direct DOGS or their assistants to contact HR or SGS with questions. UGSW confirmed that this is the common practice.

Students declining TA/RA position(s) offered in financial support package

- UGSW requested clarification on a student's right to decline a TA position, even if offered in funding package, without consequence for future TA positions. UNB confirmed that students can decline appointments without such a penalty.

Disciplinary procedures, evaluations, & member personnel files

- UGSW requested clarification on the location and filing processes for disciplinary actions and employee/employer evaluations as well as other relevant employee personnel files, as both members and UGSW executive are entitled to access these on relevant occasions. **Action:** SGS to look into where personnel files are being kept and inform UGSW when it is definitive. UNB noted that disciplinary cases are rare due to the nature of the GSTA/GSRA contract terms.

Update on other joint committees from CA


- The Working Group for No Harassment, No Discrimination, & Whistleblower Protection has scheduled a meeting for later in August.
- The members and activities of the other Joint Committees may shift in the Fall term due to membership changes. **Action:** UGSW will advise on any changes to the membership of these committees.

Meeting adjourned at 11:24.


Future meetings: To be arranged by Erin Fyfe

Minutes submitted by Erin Fyfe, Human Resources

Approval by Co-Chairs:



Ryan Johnston (UNB)



Amy Savile (UGSW)