

DRAFT REGULAR MINUTES
City HR/COTAPSA
Tuesday, September 18, 2018
City Hall, 3rd Floor West, Boardroom

Present:

City:

Barbara Shulman, Acting Executive Director

John Schaffter, Director Organizational Development Learning & Workforce Plan

Mike Wiseman, Director, Employee and Labour Relations

Alison Anderson, Director Occupational Health and Safety

Mary Kutarna, Director, HR Systems & Management Services

Absent:

City:

COTAPSA:

Tristan Downe-Dewdney, 2nd VP, COTAPSA

COTAPSA:

Heather Nicolson Morrison, Executive Director

Grace Ciardullo, Senior Human Resources Consultant

Jenna Mantle, Executive Assistant

1. Minutes May 17, 2018

Approved

2. Approval of Agenda

Approved

3. Business Arising from Last Meeting of May 17, 2018

- *The Fair Workplaces, Better Jobs Act, 2017*
 - COTAPSA staff reported that there still seems to be confusion surrounding Personal Emergency Leave (PEL). At the last meeting, City HR staff advised that a Q&A style document would be posted to the website and available to all staff and a copy of the document was to be sent to COTAPSA.

- City HR Staff explained that more work has been done since the last meeting on a training module which will be posted on the internal website: HR Web and Labour Relations. A communication will be sent to all employees.
- *Protocol – Non-Union Employee Discipline Letter*
 - City HR staff confirmed at the last meeting that this protocol would be posted on the website under Labour Relations and once posted they would send the link to COTAPSA.
 - City HR staff noted that this has not yet been posted and once it is the link will be sent to COTAPSA.
- *Professional Management Fees*
 - At the previous meeting, City HR staff agreed to reach out to Sandra Califaretti to enquire about consistency of reimbursement for fees that are a requirement of the job.
 - City HR staff explained they are in the process of incorporating this into a policy. They spoke with Building and they confirmed that reimbursements will be provided. However, if something comes up COTAPSA is to bring it to City HR staff's attention.
 - City HR staff to send final policy to COTAPSA.
- *Orientation of New Council Staff*
 - At the last meeting, City HR staff flagged that City Clerks is lead on orientation and they would reach out and inquire.
 - City HR Staff to follow up.

4. Outstanding Items from Previous Meeting(s)

- Re-employment of Former Employees Policy - Termination provisions (2016)
 - City HR staff indicated that there have been revisions to the policy that will go forward to the new City Manager, Chris Murray, who has delegated authority.
 - City HR Staff to report back.

5. New Business

- Non-Union List
 - COTAPSA staff raised that per the Relationship Protocol, the Non-Union List is to be received twice annually and the last time it was received was January, 2018.
 - City HR staff to provide.

6. Other Business

- Substance Abuse Policy
 - City HR staff provided a copy of the revised *Substance Abuse Policy 2018*. They explained that the only change was "including marijuana" which was previously grouped with "other drugs and substances". With the legalization of cannabis/marijuana the City is working to provide

- management with the resources to fully understand prevention, rules & responsibilities, accommodation, etc.
- COTAPSA requested that they be sent any available resources so they can be posted to the COTAPSA website/shared with members.
 - City HR staff will send once available.
 - Employee Engagement/Talent Blueprint
 - City HR staff explained that there will soon be another engagement survey sent out to employees. They will consult with the Unions and Associations.
 - City HR staff commented that mindfulness is now available to employees through a referral from employee health to the Centre for Mindfulness. This is currently a pilot project.
 - Psychological Benefit
 - COTAPSA staff raised a concern about the psychological benefit amount that non-union staff have as compared to union staff.
 - City HR staff explained that the increase in psychological benefit for the union staff was as a result of arbitration and collective bargaining. Changes for non-union staff need to go through Council; specifically for those employees who are similarly affected/exposed to the frontline. Discussions have started in consultation with senior management – there is no specific timeline.
 - It was noted that staff who are suffering from PTSD or other psychological illness specifically as a result of a workplace incident (i.e. North York Van Attack) could apply from WSIB. But in order to get this it needs to be determined.

Meeting adjourned at 2:35 p.m.