

DRAFT REGULAR MINUTES
City HR/COTAPSA
Tuesday, November 20, 2018
City Hall, 3rd Floor West, Boardroom

Present:

City:

Barbara Shulman, Acting Executive
Director, Human Resources

Anthi Bittner, Acting Director, Strategic
Recruitment, Compensation &
Employment Services

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

COTAPSA:

Heather Nicolson Morrison, Executive Director

Grace Ciardullo, Senior Human Resources Consultant

Jenna Mantle, Executive Assistant

Absent:

City:

COTAPSA:

Tristan Downe-Dewdney, 2nd VP,
COTAPSA

1. Minutes September 18, 2018

Approved

2. Approval of Agenda

Approved

3. Business Arising from Last Meeting of September 18, 2018

- Protocol – Non-Union Employee Discipline Letter
 - City HR staff confirmed that this protocol has been posted to the HR Web under "Staffing Resources" <http://insideto.toronto.ca/hrweb/staffing->

resources/index.htm - COTAPSA to confirm and review.

- Professional Management Fees
 - COTAPSA staff thanked City HR staff for providing update ...Members in Building Engineers appreciate the effort and support throughout this process. It was noted that when the issue was originally brought forward by the City to Toronto Buildings their Budget had already been approved, and they did not have the capacity at that time to provide reimbursement. COTAPSA asked if City HR followed up with Sandra Califaretti. City HR staff confirmed they will follow up.
- Orientation of New Council Staff
 - City HR staff confirmed that New Council Members and Staff do not receive an Orientation.
 - COTAPSA staff asked if there was an Orientation Package/Booklet made available to Councillors and if there was a reference made regarding COTAPSA.
 - City HR staff to report back.
- Substance Abuse Policy
 - At the last City HR meeting, COTAPSA staff requested that they be provided with any available resources so they can be posted to the COTAPSA website/shared with members.
 - City HR staff flagged that currently only the policy exists but they are working on a guide that will cover items such as signs/symptoms of Cannabis abuse, duty to inquire, reminder of Employee Assistance Program (EAP) services and process, etc.
 - If we are interested they offered, to facilitate a presentation for a small group of COTAPSA members.

4. Outstanding Items from Previous Meeting(s)

- Re-employment of Former Employees Policy - Termination provisions (2016)
 - No update available.

5. New Business

- Performance Management
 - COTAPSA inquired whether there is only one meeting with employee's to discuss performance and at that time to provide the performance rating.
 - City HR staff confirmed that there is now only one meeting with the employee to discuss performance, sign off, etc.
 - City HR staff noted that a communication reminder of process and timelines will be emailed out to non-union employees shortly.
 - City HR staff requested a current copy of the *COTAPSA Retirement 101* booklet to review for any updates, etc.
 - COTAPSA staff to provide.
- Progressive Discipline
 - COTAPSA staff inquired if a policy or protocol existed for progressive discipline. How does the City decide on disciplinary measures? COTAPSA

expressed concerns about the inconsistent approach when issuing discipline.

- City HR staff confirmed that there is no policy or protocol and it is based on the merits of the case. They provide advice to the divisions and look to prior cases to set precedent
- COTAPSA staff expressed concerns regarding fairness and equity and noted that in some cases the 'discipline' is excessive. If it is a similar issue, the employee should not be disciplined higher.
 - City HR staff explained that employees need to know that a subsequent event could warrant a termination.

6. Other Business

- COTAPSA inquired about timelines when conducting internal investigations – in particular when an employee is off on administrative leave with pay
 - COTAPSA staff raised concern about some employees who have been off for an extended period (over 3 months) on administrative leave with pay. In one particular case a member was off for over a year during an internal investigation and at the end of investigation received a two year separation.
 - City HR staff explained that they try to do the investigations as quickly as possible but it depends on the complexity.
 - COTAPSA staff asked why these employees are not transferred to other locations during the investigation.
 - City HR staff confirmed that a transfer to another location is not always possible based on the situation.

Meeting adjourned at 2:08 p.m.