

Provincial Labour Management Committee Minutes
55 Lakeshore Boulevard East, Toronto
Feb 3, 2011

For the Union	For the Employer
Denise Davis: Chair Lori Davis: Vice-Chair Robin Reath: Treasurer/Secretary Tracy Vyfschaft: Health and Safety Committee Chair Susan Lusty: Benefits and Pension Committee Chair Greg Wilson: Warehouse Region(London) Chair Mirla Alvarado-Fenn: Acting Negotiator	Lauri Green, Manager Employee Relations Murray Kane, Senior Vice President Human Resources Division Bill Kennedy, Executive Director, Corporate Communications Jean Constantin, Manager FLS Wayne Zachar, Director Employee Relations John Wilkinson, District Manager Patti Davis, District Manager Bob Andrews, District Manager

1	Adoption of Agenda
Discussion	Agenda adopted.
2	Previous Minutes
Discussion	Posting of Minutes of Nov. 3,2010/ Oct. 2010/ May 2010/ Nov.2009
Employer	Reviewing last minutes see some changes. Minutes will be posted in the Stores.
Union	All locations are entitled to post on union boards
Response	Minutes will be posted in the stores in locations for employees to view.

Outstanding Items from Last Meeting

3	Ministry of Labour Dispute Resolution Project
Discussion	There is a meeting scheduled February 8 th with the Ministry of Labour, LBED and Employer to commence the project.
Response	Meeting is scheduled Feb. 8 th
4	Union time off Decentralized
Discussion	Open project ongoing.
5	Collective Agreement (C.A.) Release
Discussion	Issues with the ratification date grievances not scheduled. The official version of the collective agreement cannot be printed until all ratification date grievances have been settled.
Union	An arbitration date must be scheduled as soon as possible so that all members can have a printed copy of the collective agreement. Interim draft of the Collective agreement has gone out to stewards.
Response	Employer to follow up with scheduling.
6	Visual Merchandisers
Discussion	Job description
Employer	Employer provided job description. <i>Closed</i>

7	Product Knowledge Tests
Discussion	The Union stated that it has been past practice to provide 8 hours study time for all test levels
Union	The Union provided a copy of a notice letter that references study time for level 2. The notice letter states that there is study time provided for level 2. It has been the practice in Eastern Region, and captured in past minutes, to provide paid study time for all levels.. Eastern Labour Management committee has in minutes that study time is provided for all levels.
Response	The Union was asked to provide minutes.
8	Orientation and Pensions
Discussion	Opportunity for Union to meet the new employees.
Employer	The employer suggested that the Union provide employees with a package of material for review.. The orientation day agenda is filled to capacity with training.
Union	The Union is asking for time to meet, introduce and sign the union cards. The Union will outline the time needed, and the package handed out.
Response	The Employer will review the package of material requested for distribution.
9	Durham Warehouse Clerk 4 Clothing Allowance
Discussion	Allowance for the Clerk 4
Employer	Will not be allowing the expense
Union	Issue has been grieved
Response	<i>Closed</i>
10	Compassionate Transfers
Discussion	Request to inform the local presidents when a transfer is to take place.
Employer	When there are multiple transfers, the Employer will attempt to notify the Local Representatives that multiple transfers will be occurring.
Response	<i>Closed</i>
11	Health and Safety Certification Training
Discussion	Health and Safety Committee waiting for response
Employer	The Employer advised that the issue is with the Provincial Health and Safety Committee.
Union	Management Co-chair was absent last meeting.
Response	Bring forward to the next PHSC meeting.
12	Safety Blitz Week
Discussion	Not enough scheduled time to roll out safety education programs.
Employer	Specific issues need to be identified. Raise with the District Manager.
Response	Stores, where there have been concerns have been addressed at the local level. <i>Closed</i>
13	WSIB /Accommodation/ Return to Work Meeting

Discussion	The benefits of involving stewards in the WSIB/Accommodation/Return to Work Meetings.
Employer	The parties will continue to work on this in a separate forum, a corporate policy is being worked on by the Employer.
Union	It is in both parties best interest to include everyone and to be consistent around the province. The Union would like to jointly develop a corporate policy for meetings. The Union will provide some reference to other policies.
Response	<i>Item closed and addressed in another forum.</i>
14	Annual Posting of 25 Jobs
Discussion	Suggest bolding or typing the notification of the 25 annual jobs in a different font so that it is clear to employees that the posting is related to the letter of agreement "CSR Job Posting", page 150 of the interim draft.
Employer	The Employer will highlight next year's posting.
Union	The Union would like a list of where and when the positions were filled.
Response	The Employer will advise following the meeting.
15	G4 Security
Discussion	Numerous complaints, inconsistent coverage.
Employer	G4 security to cover the changing theft patterns of professional thieves. There is a limited budget to cover all stores, all the time. Can the union identify specific stores
Union	The store numbers of concern are Stores #32 and #34. Will have the local president contact the District Manager again. Members are stating they need more security coverage as they have concerns for their personal safety. Issues of violence cannot be taken lightly.
Response	Will review and respond.
16	Short Staffing Levels and Budgets
Discussion	The Union has identified concerns about a lack of employees working in the stores.
Employer	The employer advised to bring specifics forward to District Manager and Regional Director.
Union	The union is concerned with the health and safety of the members, workplaces are still short staffed. Examples being employees doing loads alone, working short handed and yet casuals are hours cut.
Response	The employer referred back to the presentation given by John Wilkinson, District Manager which indicate the number of hours worked by casual employees has increased. The Union still maintains that there is an issue of short staff in the stores. The Union would like to receive a copy of the presentation for review.
17	Delays in Performance Appraisals
Discussion	Issues with casuals moving to the last step in the pay grade.
Response	Issue has been resolved. <i>Closed</i>
18	Camera Usage

Discussion	The Union has concerns about the use of security cameras to report on members.
Union	There should be no use of cameras to monitor for production and performance of members.
Response	Union is looking into case law. Deferred.
19	C and D Store Managers/NOIDS
Discussion	The Union stated C and D store managers are in the bargaining unit. It is a management function to hire, fire or discipline.
Employer	Managing employee performance is part of the Store Manager's function.
Union	The Union's position is that they should not be required to issue NOID's.
Response	The parties do not agree.
20	United Way Pledge Forms
Discussion	Personal information is contained on the pledge forms.
Union	The Union suggests that employees be provided with a sealed envelope to keep the pledge information confidential.
Response	Deferred
21	Time off to Vote
Discussion	Required time to vote.
Union	Employees are entitled to three consecutive hours to vote for Municipal, Provincial and Federal Elections.
Employer	The Employer reviewed the Circular that was sent out.
Response	<i>Closed.</i>
22	Bereavement Leave
Discussion	There was discussion regarding bereavement leave.
Employer	Employees should identify specific issues to the Store/District Managers.
Union	A manager had many questions regarding common law partner eligibility. The union states that common law partners are covered as per the human rights code.
23	Holiday Closings
Response	<i>Closed.</i>
24	Employment Equity terms of Reference
Response	Signed off. <i>Closed.</i>

New Business

25	Performance Appraisal
Discussion	The union raised concerns about inconsistent practices across the Province in regards to members that require accommodation and their performance appraisals.
Union	The concern is about negative perceptions of below average rating on performance

	appraisals. Some members who are given a rating of 4 or worse scores in performance areas that they are unable to perform. The Union states that areas of performance that members are unable to perform in because of accommodation should be noted as non-applicable (N/A) in areas that they can't perform in. Members perceive a negative rating as punitive. The Union suggests the addition of an NA option on the form.
27	Human Rights Education
Discussion	What does the employer have for education?
Employer	Refer to Employment Equity Committee.
Union	Need additional awareness on gays, lesbians, bisexual, trans-gendered, transsexual peoples
Response	<i>Closed and referred to Employment Equity Committee.</i>
28	Warehouse December Holidays
Discussion	Application for vacation time in December.
Union	Employees at the Durham Warehouse can apply for vacation in December. Is this the practice in the other warehouses?
Response	Each warehouse is responsible for booking holidays based on operational needs.
29	Access to Drinking Water
Discussion	Discussions have previously taken place at the Eastern and Northern regional labour management meetings.
Employer	There may be a risk to the terminal and concerns about the perception of decorum.
Union	At the Eastern Regional meeting the employer stated their expectation is to have employees keep water in the office, place a closed sign in place and leave cash station when they require a drink. The Union believes leaving the work station is not always possible or practical. There should be access to drinking water.
Response	The Employer will review and respond.
30	Product Knowledge Courses – Annual Raises
Discussion	Completing product knowledge courses and the impact on merit increases.
Union	The Union has concerns since store managers are part of the testing process. Managers must provide the test and schedule time to write the exam. The example was given of a manager being ill and away from work. During this time members were unable to get the tests causing delays in merit increases. It is important to ensure PK testing is scheduled and prepared in advance by management.
Response	The Employer confirmed that “Employees may be allowed to progress through the salary range on the employee’s anniversary date, upon satisfactory work performance and attendance.” Satisfactory work performance is contingent on completion of the Product Knowledge Course.
31	Customer Reusable Shopping Bags
Discussion	Some reusable shopping bags are not clean.
Union	There are concerns about some bags that are contaminated.

	Some solutions are that employees should be given gloves if required or place product in a paper bag and give to customer..
Response	The Employer will review and respond.
32	Presentation given by Murray Kane, Senior Vice President, Human Resources Division
Employer	Murray Kane provided a brief overview of the some of the key areas the Employer is currently addressing and will provide an overview of the Strategic Plan with colleagues at the April PLMC.
Union	The union would like a copy of the presentation.
33	John Wilkinson, District Manager Retail Update
Discussion	John Wilkinson provided a Retail Update.
Employer	The update provided highlights regarding salaries, hours worked by fixed term and casual employees, health and safety, challenge and refusal and staff picks.
Union	The Union asked for the Power point presentation about retail sales and staffing levels to be forwarded to the union.
34	Jean Constantin, Manager, French Language Services (FLS)
Discussion	The Union raised a variety of concerns regarding FLS.
Employer	Presentation was given by the FLS Department, Jean Constantin.
Union	The Union enquired who makes the decision about FLS complement levels for stores? There is concern amongst members that PFT positions are posted as FLS requirement even though stores appear to have met the FLS requirement. The union questioned, what type of training does the LCBO have set up for employees to better prepare themselves to apply for FLS positions?
Response	Management stated FLS complement levels are determined Regionally. Will follow up with answers
35	Bill Kennedy, Executive Director, Corporate Communications
Discussion	Corporate Social Responsibility
Employer	Bill Kennedy, Executive Director, Corporate Communications presented the “ <i>Deflate the Elephant</i> ” campaign rolled out to employees.
36	C& D Store Manager Name Tags
Discussion	The Union stated that employees have concerns about last names on their name tags.
Response	The Employer will review and respond.

Next Meeting Dates: April 21, Sept. 22, Nov. 3