



CUPE 2424

12/05/2016

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# Equality Statement

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Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.


As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all persons deserve dignity, equality and respect.



MARK HANCOCK  
National President



CHARLES FLEURY  
National Secretary-Treasurer

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## [ PRESIDENT'S REPORT ]

2015 – 2016 | PAM GRIFFIN-HODY

**Local | 2424**

*Hope smiles from the threshold of the year to come, whispering, 'It will be happier.'*

*Alfred Lord Tennyson*

Whatever the New Year brings us all, there is one thing for certain, this will be the last report I write as your President. I have enjoyed the privilege of working for you over the past three years and look forward to continuing to do so over the coming months. I would like to take this opportunity to thank you for your confidence in me.

The fourth cohort has just begun for our very popular Supervisory Development Series which came out of the Ministry of Labour workshop we participated in with the Employer in 2012.

Our standing committees have continued to be active over the past year as you can see from their respective reports. This year, we also had an *ad hoc* committee on our by-laws and union policies. This committee has put in many hours of hard work. Our new by-laws are nearly ready to send out. They need some tweaking and then a review by the Executive Board. If the Executive Board recommends them, they will be sent out to the members 60 days before a special membership meeting to consider them for approval. Final approval rests with CUPE National.

This year marked the 40<sup>th</sup> anniversary of our collective agreement and we celebrated this at our annual BBQ in July, which included a visit of two former Presidents (and activists in many roles), Ian Babcock and Sylvia Gruda.

I also enjoyed chatting with many of you at the end of the summer at our “Solidarity is Sweet” Ice Cream Social in Alumni Park.

Our Lunch and Learn sessions on the theme of pensions in the spring were well attended. Many thanks to Martha Attridge-Buften for facilitating these. In the summer, we held a Lunch and Learn for casuals, terms, and replacements where over 40 non-continuing members had the opportunity to ask questions about anything to do with CUPE 2424 and our collective agreement. Thanks go out to Lauralee Archibald for her role in organizing the Lunch and Learns. We are suspending these over the 2016/17 academic year to focus on bargaining preparation, including a series of brown bag lunches, starting monthly, in January.

Our collective agreement ends on June 30, 2016 and we have already started working towards that auspicious date. Our Bargaining Assistance Team (formally known as the Negotiating Committee) started meeting in October. Their first job is to prepare the survey which we hope will be sent out in early January.

The Union strives to help make Carleton a safe and healthy workplace for workers and for students. The university has drafted a new sexual violence policy as required by provincial legislation. I have been working, with other campus unions and groups, on this policy for over a year and there have been and continue to be many concerns. You will have received CUPE 2424's response to the draft policy and also our response to a document they sent to all

groups outlining the changes they made to the draft. I write this on November 30 and it is my understanding that the policy itself will be formalized at the December 1 meeting of the Board of Governors. Our primary concerns are the scope of the policy and its interaction with existing health and safety policies. Members should always bear in mind that our Collective Agreement has language specific to sexual harassment (Article 47). It is unknown at this time of writing what the final policy will be, however, CUPE 2424 members always have the right to their union's support and advice. I encourage members who experience sexual violence (including harassment) to talk to us.

As many of you will remember, we have been working towards a gender neutral job evaluation system for several years and in our last round of bargaining we signed a new memorandum of understanding and a Terms of Reference. It got off to a slow start but I am pleased to tell you that the Union is now meeting with the Employer and you should expect to receive a joint communication soon. The latest letter of understanding regarding job evaluation (Appendix J of our Collective Agreement) was agreed upon during the last round of bargaining – over two years ago. We are finally having joint meetings surrounding this new process.

Did you know that CUPE 2424 has over 40 active volunteers? These include members of committees, folks who help out at events, and the elected members of Executive Board. This year, Executive Board bid farewell to Laura Barrow and Al MacLennan. We also welcomed Greg Aulenback in his new role as Zone Officer for Z4 (Dunton, Steacie, Herzberg) and welcomed the return of Margaret McLeod (Zone Officer for Z6, Library), Kim Heuff (Zone Officer for Z3-Half of Robertson Hall), and Gaston Taylor, Chair, Health and Safety.

It is important for CUPE 2424 to be introspective – mindful of the uniqueness of our own local membership and workplace; however, it is also important to keep track of the world outside CUPE 2424 and indeed, outside Carleton University. There are three current strikes that are causing me much concern. Journalists and editors have been on the picket line at the Chronicle Herald in Halifax since January. They are fighting concessions by an Employer that is asking for cuts in wages and pensions, removal of equity and job security language, among other things. Although this is a private and local employer, in a different province, the outcome of this strike will have ramifications throughout the country. Closer to home are two long-term strikes in Ontario. CUPE 2974, library workers in Essex County have been on strike since June and all public libraries are closed. These library workers are striking for changes to their sick leave benefits. Finally, Peel Children's Aid Society Services workers in Mississauga, Brampton, and Caledon (CUPE 4914) have been holding firm on their picket line since September. They are striking over issues of personal safety and workload and their employer will not agree to arbitration.

Within our own campus community, CUPE 2424 continues to be committed to Campus United, which is a coalition of labour unions on campus (CUPE 2424, CUPE 4600, CUPE 910, OPSEU 404, and CUASA) as well as the GSA and OPIRG. We are much stronger at Carleton when we work in solidarity with these groups. A lot of our work together this year has been around the sexual violence policy but we constantly network with each other in all areas of campus life.

I volunteer with three solidarity organizations. I am the Vice President of the Confederation of Ontario University Staff Associations (COUSA) which is in the process of reforming and rebranding itself to include administrative staff at colleges. CUPE 2424 has belonged to COUSA for decades and we continue to learn from and network with other staff associations. I have been the Carleton University Campus representative on the OUWCC (Ontario University Workers Coordinating Committee - CUPE Ontario's University Sector Group) since 2009. I also continue to be a member-at-large on the executive of the Ottawa CUPE District Council and encourage all members of CUPE 2424 to become active in CUPE District Council.

I have also been an active participant on your behalf over the past few years, along with other CUPE 2424 delegates,

to the Ottawa District Labour Council (ODLC). With great debate, and regret, CUPE Executive Board voted this past March, to disaffiliate from the Ottawa and District Labour Council. We felt that primarily due to a lack of respect, both to individuals and also to policies and procedures, we could no longer be formally affiliated with this group and contribute to their finances through dues. We continue our solidarity work in Ottawa with our involvement in CUPE District Council, Solidarity Against Austerity, and the Fight for \$15 and Fairness, and I continue with personal relationships within the broader Ottawa union network.

Education of members and volunteers is ever a priority. This year, CUPE 2424 enabled 33 members to receive Mental Health First Aid Training by CUPE facilitators. Many EB members have taken advanced stewarding modules and other workshops such as job evaluation, equity in the workplace, and labour law. As well, in April 2015, EB and members of the Grievance Committee met on a Saturday to complete two stewarding modules: Accommodations and Conflict Resolution. We have also sent members to Lancaster House workshops on Pensions and Accommodations.

CUPE 2424's statement of shared values with the University states:

**The primary responsibilities of professional services staff and administration are to foster the education of the student population and the pursuit of research activities which build knowledge, advance society, and speak truth to power. CUPE 2424's goals of advancing the social, economic and general welfare of workers aligns with the overall mission of the university.**

I trust that my work and actions over the past year have lived up to these values and that I have served the members of CUPE 2424.





**[VICE-PRESIDENT INTERNAL'S REPORT]**

2015 – 2016 | LESLIE J. MACDONALD-HICKS

I am going to be honest with you and let you know from the start that I dislike writing reports; I am never certain they matter or if anyone reads them. However, I have learned that composing a year-end report makes you focus on everything you did over the past year and what was accomplished and what still needs work or attention. So let me re-cap what has been a busy year for your union Executive Board and its' committees.

Part of my mandate as your VP Internal is to attend our internal committee meetings and I try to be helpful to the people who head up these committees and the volunteers on them who give their time. I can assure you that your colleagues do a great deal on our behalf and it is a pleasure to work all of them.

Before I recap, let me say that it is always a pleasure to work with some many wonderful people who give their time to these committees. Thank you so very much. Our work is made easier with hands to help.

So a recap of what has been happening:

**Jobs Committee** is working hard at reviewing and scoring the various jobs that we perform at the university. This a very important task when it comes to reclassifications initiated by either the member or the employer, and provides insight into how our jobs are changing.

**Grievance Committee**, unfortunately the committee is busy but their work continues to provide an invaluable service to the membership by taking the time to meet with members, listen, consult and provide guidance to members who are experiencing problems in the workplace and in some cases violations of our Collective Agreement. I would like to remind members that if you think there is a problem in your workplace consult your Zone Officer. They are trained to help you and they will advise you on next steps if a grievance is warranted. Please do not be afraid to come forward. What you share with your Zone Officer, union office and Grievance Committee is confidential.

**Policies and By-law Committee:** This year we completed a round of reviewing outdated polices and will be bringing them to you for review and approval. The policies and by-laws provide guidance to how we govern ourselves, manage our money, and how we conduct business on a daily basis. As a member of the Executive Board we are committed to being transparent and accountable to you our members.

**Joint Committee for the Administration of the Agreement (JCAA):** The union meets regularly with university management to address concerns on both sides that affect our Collective Agreement. These meetings are meant to be helpful at preventing issues from growing into problems, informing each other of changes to practices that change how we work with one another, and relationship building.

**Communications Committee:** The committee has taken on several tasks and the social aspects of the union have also been added to their mandate. Communications produces the Catalyst, the micro-Catalyst, maintains the website (which will be relaunched soon), Facebook and Twitter presence (please do check us out), the Lunch 'n Learn series which have been so very successful, newcomers welcome, yearly BBQ, and Children's Christmas party, and any other fun thing they can think up!

**Health and Safety Committee:** The CUPE Health and Safety Committee meets to discuss health and safety issues that are of particular interest and concern of CUPE 2424. Volunteers from the committee also sit on the Joint Health and Safety Committee that has membership from all unions and well as management and that works with the

university to prevent problems before they happen, investigate incidents when they do happen, and to educate the entire community on health and safety in the workplace. Please remember all of us can do our part by reporting potential problems.

**Convention:** I would also like to take this opportunity to report the Ontario Division CUPE conference that was held in Toronto in May. As the political arm of CUPE the provincial divisions engage union locals in social and political activism. Unions are the traditional voice of social reform in world and we have made a difference. CUPE Ontario has lead the fight against the privatization of Ontario Hydro (have you seen your bill?) This year convention heard from the Toronto organizers of Black Lives Matter. The first-hand account of their struggles with racism was enlightening and disconcerting. Recent events in our own city should give us all pause to think about what racism is and how it effects everyone in a community.

As always Convention is gives locals the opportunity to bring concerns and resolutions for action to all CUPE locals in Ontario. Our local is an active participant in these conventions and we often bring resolutions to the floor for consideration.

**The year ahead:** So once again a busy year but like every year there is inspiration to do more. The Lunch 'n Learn series has brought forth some very interesting ideas from you and the Executive Board is considering these in terms of our yearly goals, future Lunch 'n Learns and the Collective Agreement.

We are moving into a particularly important year as we will be in negotiations in 2017. The Bargaining Assistance Team (BAT) is already meeting and preparing the survey that will go out to you that will help identify issues for this round of bargaining. We know there are very serious issues that we are facing at Carleton and across the country. Our largest private and public sector unions have made concessions on pensions, pay and other benefits. You have a role to play as we head into negotiations; stay informed, ask questions of your Zone Officer, fill out the survey, talk to us, become involved, and do not be afraid to step up because working together makes us stronger.

**[VICE-PRESIDENT EXTERNAL'S REPORT]**

2015 – 2016 | ANDREW SQUIRES

Greetings from your Vice President External. I hope that you have had a good year working here at Carleton University and hopefully some aspects of this year were better due to the efforts of the Executive Board on your behalf, in 2016. We all take very seriously our involvement in making Carleton University the best place it can be. In that respect, we always invite your feedback, your ideas and your participation. All of these things help to guide us and help to make our working family as strong as it can be. In light of this, over this past year, I was involved in many things to help make Carleton a better place to work and to also help others in the struggle of fairness, on behalf of all us who are CUPE 2424 members.

As you may know, the government of Ontario set forth a plan to address sexual violence in our province with specifics required for colleges and universities. As your External VP, I was involved in discussions at Campus United and Executive Board, regarding the impact of this policy to the university community.

Campus United is a coalition of many of the various unions and associations on campus. CUPE 2424 is an active member of Campus United and I attend these meetings in order to work together with the other collectives such as teaching assistants, professors, trades, students, contract instructors, librarians etc. so that we can support one another in shared goals and initiatives and to also make sure we are aware of issues taking place on campus that affect each other. The Sexual Violence Policy is one of the issues this year that was high on the agenda for Campus United. The combined voices and ideas of staff, faculty, and make us more effective in striving for the safest and best possible Carleton University.

This solidarity not only extends to our fellow associations and unions on campus, but also extends to our colleagues throughout the province through our membership and involvement in the Confederation of Ontario University Staff Associations & Unions (COUSA), Ontario University Workers Coordinating Committee (OUWCC) and CUPE Ontario. Through OUWCC and COUSA conferences, we have the opportunity to discuss and share issues that are affecting staff associations and unions province wide. It allows us to have focussed discussions and meetings and presentations on issues that directly affect the work that we do in Ontario universities. Similarly to Campus United, they provide an avenue of open communication which fosters support for issues we may be facing individually as locals or shared throughout the universities represented from Ontario. While voicing concerns to CUPE Ontario or CUPE National, is a welcomed avenue to be heard, I am thankful that we have these sector specific avenues to bring ours and your voices to the table, there are so many competing interests and issues, all of which are very important that sometimes make it difficult to raise the consciousness of others towards the issues that we may be facing as university staff in Ontario.

COUSA, due to its focus on Ontario university staff associations and unions, allows us to meet and discuss issues that directly affect our members and locals as a whole. We are in the process of reviewing, revising and adopting a new constitution as we try to strengthen this organization so that our voices can be better heard locally, provincially and nationally. As a result of this this, COUSA has now changed its name to better fit the mandate of the group going forward. Formerly known as the Confederation of Ontario University Staff Associations & Unions, the new name as debated and decided on during our conferences is, the Coalition of Post-secondary Workers of Ontario (CPWO). We met twice this year; in June and in October.

In the ever evolving struggle for fairness, not only does your Executive Board debate and discuss issues that affect us here at Carleton University but we also do what we can to support others in need and other initiatives that we conclude as worthy of support on your behalf. In 2016, we continued this tradition of being “our neighbours’ keeper” by lending a hand to those who were less fortunate and/or those who were struggling for fairness. Here is a sampling of some of the support brought forward by myself as your VP External and other Executive Board members during our EB meetings. Here is a non-exhaustive list of support provided externally by CUPE 2424 in 2016, with letters of support and financial contributions:

- CUPE Alberta Fort McMurray fund
- CUPE 2974 (Public Libraries in Essex County) – strike commenced June 25, 2016 - ongoing
- Black Lives Matter
- Leap Ottawa Saute
- IJV – Canada Park Lecture Tour
- CUPE 4914 (Peel Children’s Aid Society) – strike commenced September 18, 2016 - ongoing
- Justice for Abdirahman Community Conference
- Halifax Typographical Union (in support of the strike by journalists and editors at the Chronicle Herald) – strike commenced January 22, 2016 - ongoing
- “The Precarious Generation: Millennials Fight Back” forum

Last year at the CUPE National Convention in Vancouver, a very important motion was voted down (which was vexing to say the least) which involved access to strike pay and the elapsed time before strike pay would become available from CUPE National. This was vigorously debated on the floor and maybe even more vigorously discussed following the disappointing vote. The result was that even though the strike fund is extremely healthy, that the wait period before access to strike pay would remain unchanged. Despite pleas from many (including some currently on strike or considering strike action), to remove this wait time, this motion was defeated and the *status quo* upheld. Following this hotly debated issue, a strike fund task force was convened and their report has recently been unanimously adopted by the CUPE National Executive Board. I am happy to report that changes have been made to how strike funds are administered and one of these changes (which may affect us as we move into a bargaining year) is the reduced waiting period for strike pay from CUPE National. Prior to this change, the wait period was 9 days before CUPE National would release strike funds to the respective local. This has now been reduced from 9 to 4 days with strike pay now commencing on the fifth day of a strike. These changes (which you can review in full at: <http://cupe.ca/national-strike-fund-regulations>) will certainly be helpful to locals in strike positions in the future. Also, the regulations in the National Strike Fund, will now be reviewed every four years.

2016 was, as is every year, full of opportunities and challenges. This year, in my capacity as your VP External, I hope my efforts have served you and all of us as members of CUPE 2424 in a way that helps to make you proud of being a member of this local. I also hope that the challenges that have been faced in this last year have been overcome in ways that make us a stronger working family. We have overcome many hurdles over the years but many challenges remain ahead. Myself and the other members of your Executive Board and other volunteers, will continue to do our best to represent you in the most responsible, positive way possible so that our future, together with Carleton University and its other locals and associations and students, will be as bright for us all, as possible.

**[ G R I E V A N C E   C O M M I T T E E ]**

2015 - 2016 | VALENTINA LEON, CHAIR

**Members of the Grievance Committee:**

Etelle Bourassa Department of Psychology  
Sarah Ripley Phulesar Alumni and Donor Relations  
Pam Griffin-Hody, *Ex Officio* (President)  
Leslie MacDonald-Hicks, *Ex Officio* (Vice-President, Internal)

Upholding the terms of the collective agreement and protecting the rights of the membership are among the most important duties of the union. This task is enacted through the Grievance Committee.

A grievance is an official complaint about the way the employer interprets, applies, or administers the collective agreement. Employer violations of the terms of the collective agreement result in the initiation of our grievance process. This gives us an important voice in the workplace and a mechanism for addressing workplace issues, concerns and disputes.

The Grievance Committee represented several members in grievances this past year, and settled many more before they reached the grievance stage. If a complaint could not be resolved through the steps of the grievance, the Grievance Committee was able to refer the matter to an arbitrator, who will provide a final and binding decision on the grievance.

In 2016 the committee continued to see the benefits associated with the informal complaint resolution process. If the informal process did not exist the union potentially might have seen a more significant increase in the total number of grievances filed in 2016. The committee will continue to focus on this in the year ahead and will work with the employer to improve effectiveness of the informal complaint resolution process.

This past year the union and employer have settled on a number of challenging issues related to accommodation, a positive resolution of a poison work environment, the successful placements of redundant employees, return to work, failure to pay shift differential, and the inclusion into the bargaining unit the position of Officer, Contacts and Agreements in the Carleton University Research Office, in most cases, with solutions that satisfied both of our goals and concerns.

The committee continued to meet, assist and support our members throughout 2016 and provided opportunities for members to participate in skill building workshops. Committee members attended numerous training sessions and workshops, including conflict resolution and Mental Health First Aid.

This year we said good bye to long standing committee members Christina Noja and Eva Lacelle. I would like to take this opportunity to thank Christina, Eva and the committee for their valuable contributions and dedication. Their ideas, input, and knowledge were invaluable and directly contributed to the accomplishments of the committee. My sincere thanks to all of you.

Number	Problem	Status	Resolution
2424-14-004-I	Failure to accommodate to the point of undue hardship	This grievance has been referred to Arbitration. New Arbitration dates set for 2017. Mediation not successful.	
2424-14-008-P	Excluding a position from the bargaining unit that falls within the scope of work done by CUPE 2424.	Matter was settled prior to Arbitration.	Grievance was settled.
2424-14-009-P	Excluding a position from the bargaining unit that falls within the scope of work done by CUPE 2424.	Grievance currently being heard at Arbitration. Arbitration dates set for 2016 & 2017.	
2424-14-012-I	Posting Position where no vacancy exists	New Arbitration dates set for 2017. Mediation not successful.	
2424-15-002-I	Imposing discipline without just cause	Matter was settled at a Step 3.	Grievance was withdrawn.
2424-15-003-I	Failure to provide an harassment-free workplace	This grievance is pending a hearing at a step 2. In abeyance pending outcome of third party investigation.	
2424-06-001-I	Failure to pay shift differential	Matter was resolved prior to step 2 hearing.	Grievance was settled.
2424-06-002-I	Discipline without just cause	This grievance is pending a hearing at a step 2.	
2424-16-003-I	Failure to provide a harassment-free workplace.	This grievance is pending a hearing at a step 2. In abeyance pending outcome of third party investigation.	
2424-16-004-I	Failure to pay sick leave	This grievance will be dealt with at Arbitration.	
2424-16-005-I	Failure to accommodate to the point of undue hardship	This grievance is pending a hearing at a step 2.	
2424-16-006-I	Failure to grant an interview	This grievance is pending a hearing at a step 2.	

## CUPE 2424

**[COMMUNICATIONS COMMITTEE]**

2015 –2016 | JERRETT CLARK, CHAIR

**Members of the Communications Committee:**

Jerrett Clark, Chair, Registrar's Office

Lauralee Archibald, Equity Services

Greg Aulenback, GSRO

Renee Lortie, Economics

Fateema Sayani, University Communications

Tanya Schwartz, History

Tasneem (Jazz) Ujjainwala, Music

Pam Griffin-Hody, Ex Officio (President)

Leslie MacDonald-Hicks, Ex Officio (VP, Internal)

The Communications Committee has continued to grow and evolve over the past year with improved and more frequent communications, information sessions, projects, and events for members.

We began this year with our annual strategic planning session in January, out of which came our Annual Plan incorporating the Committee's goals and initiatives for the year, along with the broader organizational goals as determined by 2424's Executive Board.

Some of the Committee's notable work in 2016 included our "CUPE Newbie" New Member Welcome Session, Lunch and Learn sessions on the topics of pensions and precarious employment (for casual, term, and replacement employees), the annual BBQ, our Micro-Catalyst newsletter dealing with health and safety issues, the full Catalyst publication about the road to bargaining in 2017, and the annual Children's Holiday Party.

The Communications Committee has also been engaged in the process of planning and developing a fresh new website to provide our members with a nicer, more up-to-date, easier-to-navigate experience. The site is nearing completion and will be set to launch early in 2017.

2015-16 marked the first year that our Communications Committee operated with its own budget. We successfully carried out all of our initiatives during the fiscal year while remaining under budget, accomplished through resourcefulness and responsible spending by the Committee.

Looking ahead, the Communications Committee will play a crucial role leading up to and throughout bargaining in 2017. Much of our work next year will be focused on the planning and production of bargaining communications, events, and information sessions. The first of several monthly bargaining information sessions entitled the "Bargaining Basics Series" is scheduled for January, 2017.

The Chair of the Communications Committee will be focused not only on bargaining in 2017, but on the Carleton/CUPE 2424 Job Evaluation Project as well. The Chair will be working closely with the 2424 President, the University's Communications Manager, and the entire JE Project Team on joint communications to ensure that 2424 members are kept well-informed and engaged throughout the process.

The 2424 Bylaw and Policy Review Committee has proposed a change that would see the Communications Committee become a new Communications and Events Committee to more accurately reflect the nature of the work carried out by our group. The proposed change is pending approval by the general membership and ultimately by CUPE National in 2017.

The Communications Committee strives to raise the profile of CUPE 2424 among our members by continuously becoming more productive and creative in our communications and events. We have made significant progress in our efforts to inform and engage with our members in recent years and will aim to further enhance our communications efforts to this end in 2017 and beyond.



**[HEALTH AND SAFETY COMMITTEE]**

2015 – 201 | GASTON TAYLOR, CHAIR, JHSC CHAIR

**Members of the CUPE2424 Health and Safety Committee:**

Lauren Boivin, Admissions (Mental Health Advisory Committee, CUPE 2424 H&S Committee and JHSC committee),

Kim Heuff, Engineering (CUPE 2424 H&S committee)

Sara Moore, Life Science Research (CUPE 2424 Health and Safety)

Peter Mosher, Chemistry (JHSC committee),

Beth McLarty Halfkenny, Earth Sciences (Co-Chair JHSC, CUPE 2424 H&S Committee),

Another year has passed and what a year it was in 2016. Reports of asbestos hazards in Robertson Hall. Reports from our members of elevator and power failure in Dunton Tower. Problems with access to washrooms in Loeb as renovations and asbestos abatement work was being carried out. Thanks to the diligence and awareness of our 2424 members and other concerned workers who alerted our Health & Safety committee to the health and safety concerns. We met the challenges and made significant contributions toward ensuring a safe and healthy work environment for our members and the Carleton community.

The 2424 Health and Safety Committee meetings are held prior to scheduled Joint Health and Safety Committee (JHSC) meetings. 2424 committee members discuss safety issues of concern to our members. Those concerns are then brought to the JHSC where written recommendations are made for the continuous improvement of health and safety matters in our workplace.

Under the Occupational Health and Safety Act and the University Occupational Health and Safety Policy, the University is obligated to provide and maintain a safe, healthy workplace by adhering to all relevant legislation. JHSC membership is comprised of an equal number of worker and management representatives as mandated by the Ministry of Labour. Four members of the 2424 Health and Safety Committee also sit as representatives on the Joint Health and Safety Committee.

The JHSC Committee has the following principal functions:

- To identify and evaluate actual or potential hazards in the workplace;
- To obtain information from the employer relating to health and safety in the workplace;
- To inspect the workplace on a regular basis;
- To be consulted about and having a member representing workers be present at the beginning of any health and safety-related testing in the workplace;
- To recommend health and safety improvements in the workplace.

The success of 2016 has only been possible through the collective efforts of all workers, EHS and the employer, and we thank all of them for their continued efforts. We would also like to express our appreciation for the significant contribution made over many years by co-chair and JHSC member Beth McLarty Halfkenny. Beth has stepped down

from her position as Worker Co-Chair of the JHSC and from the JHSC entirely, and wanted to impart the following message:

“It has been a pleasure to serve in this position representing workers and to give voice to the issues of worker members across campus. It has also been a pleasure to build useful and productive relationships with management representatives in the form of Tony Lackey, the Management Co-Chair and Nancy Delcellier of EHS. Thank you to those of you who gave me your trust and encouragement over the past 3 years of my tenure in this position and for your hard work and diligence. I believe we have helped to make significant improvements to health and safety for our colleagues, students and visitors on campus and encourage you to continue to work together in this body to forward issues of concern to our respective members.”

It has also been a productive year for the Healthy Workplace Committee which partnered with the Workplace Mental Health Advisory Committee in January. This committee has worked hard to bring various training opportunities to our 2424 members. Through Learning and Development at Carleton, our members are now able to participate in workshops like Fierce Conversations, Mental Health Awareness, and Mental Health First Aid to name a few.

In November, Carleton celebrated its 3rd annual Thrive Week to promote good mental health on campus. 2424 members were invited to various events throughout the week focusing on mental health awareness and wellness. Thank you Lauren for your contribution.

Other initiatives of the committee are to continue pressure on the University, with the assistance of the JHSC Worker Caucus (the worker members of the JHSC) to improve the condition of buildings and other spaces on campus, and pushing to get our new Emergency Measures procedures finalized and published for workers to use. We encourage all members to review the fire evacuation procedures in the buildings and connect to the Emergency Notification System (ENS) in the event of an emergency in the meantime.

Please continue to report incidents and hazards that you see in the workplace as they occur. This is a great help to ensure hazards are addressed and accidents and injuries are prevented before they happen. You can either report to your supervisor, by using the new on-line reporting form at the Environmental Health and Safety website, or feel free to contact one of your 2424 Health and Safety Committee members should you have a question or comment, or to let us know about an issue that you feel should be addressed.

As colder weather approaches, we encourage everyone to be mindful of slippery surfaces and report slip and trip hazards so we can reduce the number of falls.

We encourage anyone interested in health and safety in the workplace to contact us about joining the committee and we look forward to hearing from you.

As we look to the future, we will strive to deliver further improvements and evolve our approach to promoting health and safety in the workplace.

**[JOB EVALUATION STEERING COMMITTEE]**

2015 –2016 | JOHN STEWART, CHAIR

**Members of the CUPE2424 Job Evaluation Steering Committee:**

John Stewart (Chair), Faculty of Science  
Stephan Biljanm, Mechanical and Aerospace Engineering  
Beth McLarty Halfkenny, Earth Sciences  
Sean Mullan, ITS  
Tracey Wright, SLALS  
Pam Griffin-Hody, *Ex Officio* (President)  
Leslie MacDonald-Hicks, *Ex Officio* (Vice-President, Internal)

This year started off much the same as last year, with the employer still focused on the process of selecting a consulting firm to develop a new Job Evaluation system. They were finally able to present the results of that search with us in August. We have now had a couple of meetings with the consultant and employer so the process of developing a new Job Evaluation system is now moving ahead again. While it is encouraging that we making progress, this is a big project and it is unlikely to be completed within the seven months remaining in our current collective agreement.

As many of you are aware, the CUPE 2424 Job Evaluation Steering Committee (JESC) has been together since September 2008 – and a few of us on the committee have served since its inception. It's been a long road but we are determined to see it through to the end!

The primary reason for developing a new Job Evaluation system is because the existing JE system does not comply with pay equity legislation. The additional step under our existing system of classifying a job as being either an R (Regular) or PE (Pay Equity) type was intended as only a temporary measure when it was introduced in 1991.

The process we are following maintains the core values of our union:

1. CUPE 2424 members will have input into the process via a questionnaire;
2. The process is collaborative between the union and management;
3. The outcome (JE plan and application of it) will be gender neutral;
4. All maintenance and new job class evaluations and ratings shall be done in accordance with article 43 of the CUPE 2424 collective agreement; and
5. The rates of pay will be negotiated AFTER the JE process is completed as part of collective bargaining.



## [PENSION COMMITTEE REPRESENTATIVE]

2015 –2016 | MARTHA ATTRIDGE BUFTON

**Pension Performance Update 2015 - 2016 | 2424**

Market value of fund at October 31, 2016 – \$1.15 billion

Year	Market value	One-year investment performance
2012 (Dec. 31)	\$804 million	+12.8%
2013 (June 30)	\$853 million	+15.4%
2014 (June 30)	\$1.005 billion	+20.6%
2015 (June 30)	\$1.07 billion	+8.77%
2016 (June 30)	\$1.10 billion	+2.42%

**1. Search for new investment managers**

As a result of the asset and liability study done last year, in 2015 the pension committee decided to diversify the portfolio by increasing its allocation to infrastructure and by adding two new asset classes: emerging market equities and global small cap equities. As a result, the committee committed \$100 million to two infrastructure funds and hired the investment firm of William Blair for an emerging markets equity mandate.

**2. The actuarial valuation: Additional funding relief**

In October, the committee voted to file the next valuation on July 1, 2016. The results are not yet known. Despite positive investment returns over the three-year period since the last valuation, it is projected that the deficits in the Plan will increase in the July 1, 2016 valuation. This is because solvency interest rates have continued to decline, and when that happens, the deficit increases.

**Note:** The numbers for July 1, 2016 are not yet finalized.

	July 1, 2013	Funded ratio	July 1, 2010	Funded ratio
Going concern valuation surplus/(deficit)	(\$87.9)	90%	(\$47.6)	86%
Solvency valuation surplus/(deficit)	(\$159.1)	84.3%	(\$168.7)	80%

The going concern valuation assumes that the retirement plan will operate indefinitely.  
The solvency valuation assumes that the retirement plan is wound up at the valuation date.  
Special payments are required to amortize going-concern and solvency deficits.

### **3. New committee members**

There are three new members on the pension committee who have replaced previous members. They are:

- Michel Piché (Vice-President, Finance and Administration)
- Angelo Mingarelli (CUASA)
- Manfred Bienefeld (CUASA, retired)

### **Other issues**

On October 31, 2016, the Ontario Ministry of Finance approved additional solvency funding relief for universities. The new relief funding formula is that special payments to amortize deficits will be equal to:

Interest on 75% of the wind up deficiency *plus* payments required to amortize the remaining 25% of the wind up deficiency

### **Do you want more information about the plan?**

A copy of key documents such as the plan text are available from the CUPE 2424 office (510A University Centre, ext. 2424) or on request from the Office of Pension Fund Management (606 Robertson Hall, ext. 3620).

A copy of the statement of investment policies and procedures is available on the website of the Office of Pension Fund Management: <http://www5.carleton.ca/finance-admin/pension-fund-management/>.

**CUPE 2424  
and  
Carleton University  
STATEMENT OF SHARED VALUES**

1. The university plays a distinctive role in society. Its unique mission as an institution of higher learning is to educate men and women to be fully-engaged citizens. The primary responsibilities of professional services staff and administration are to foster the education of the student population and the pursuit of research activities which build knowledge, advance society, and speak truth to power. CUPE 2424's goals of advancing the social, economic and general welfare of workers aligns with the overall mission of the university.
2. Central to this educational and research mission is the notion of diversity. The parties embrace the multicultural, multiethnic, multi-gendered, multigenerational and multi-class character of our campus community. The parties also encourage diversity of opinion and ideas; only within an environment where divergent views are cultivated and equally valued can the kind of dynamic debate occur that is vital to Academia.
3. For such a beneficial debate to transpire, an atmosphere of professionalism, confidence and safety must be fostered. The parties therefore agree that constant efforts must be made to maintain trust, mutual respect and frank communication especially when they disagree. Trust is earned over time and needs to be continually upheld. The parties recognize that preserving reciprocal trust is essential to progressive labour relations.
4. Finally, the parties appreciate Carleton's history as an institution created *by and for* the community. The University's commitment to community service – understood broadly within a local, national and global framework – remains crucial to our identity, and the parties acknowledge a shared dedication to collective community engagement.