2017 YusApuY President's Report

Even though our summer arrived a little late this year, as of early October as I write this report, it does not seem to want to leave. Still we are all well aware that eventually the cold winter winds and drifting snow will become a reality on all of the York campuses.

2017 has been a very unusual year for YusApuY. The tone of the year began in early December of 2016 when the 2016 full time officers protested the election results and the elected First Vice President for 2017 abruptly resigned.

It was never my intention to have YusApuY go through the entire year without a First Vice President as this anomaly immensely added to Sonny Day's (YusApuY's Second Vice President) and my workload. There were weeks during the year when it felt as if I was only visiting my office. Just dropping in long enough to retrieve whatever documentation or files I needed for my next meeting and then leaving. Still, Sonny and myself were able to stay on top of all the workload.

2017 was also a year where the focus of YusApuY was deliberately returned to communicating with and meeting the needs of the membership. The initiatives that were introduced were done with those purposes in mind.

- We began communicating more frequently with the membership as the membership has the right to know what is happening in their union. As well we began to communicate as much as possible electronically, not only as a cost saving measure but also because the majority of the membership clearly indicated to the union office that they preferred to receive YusApuY communication electronically.

- We were able to secure a once a week drop-in-office in the center of the campus to make it easier for the membership to meet with the full time officers, as well as other YusApuY Executive Board members.

- In 2016 the YusApuY/York University Joint Training Committee met once. It is a little difficult to try and establish any new initiatives through this committee if the committee does not meet. Having this committee begin meeting once again on a regular basis was a priority for us.
By early March the committee began meeting monthly.

At the first meeting YusApuY proposed increasing the amount payable for each member through the external development fund. After much discussion the committee agreed to increase the coverage from $500 to $750 per fiscal year and that exams would also be covered as well.

The Live Smart, Work Smart lunch time lecture series; a series that focused on how to deal with and combat the negative impact of stress, how to create a balance in your life and mental health in the workplace was the second initiative that was presented to the membership through the YusApuY/York University Joint Training Committee this year.

- In February the YusApuY Lunchtime Mindfulness Meditation Sessions began and after a brief hiatus for the summer have started up once more.

- Later this month the Diabetes Initiative will begin. This is a collaborative pilot project effort between YusApuY, Tait Mckenzie and the Health, Safety and Employee Well-Being Office. If successful the parties have agreed to examine the possible introduction of further collaborative initiatives.

- The YusApuY Social Committee held its first event (axe throwing) in September and it sold out in a relatively short period of time. We are looking at the possibility of holding at least one more event before the end of the year - - no guarantees, but we will try.

- Regular monthly Job Evaluation information sessions began at the Keele campus and bi-monthly at the Glendon campus early in the year. These sessions were intended to give members an opportunity to speak with the Job Evaluation Chair and Co-chair, along with raters when possible, about any job evaluation issues, either specific to their personal circumstances or in general.

- The YusApuY website is a perfect tool for the purpose of communicating with the membership. Through the use of videos we are trying to innovate our communications approach.

Starting with the Job Evaluation Committee video outlining the Significant Change process our intention is to eventually have a complete series of videos summarizing the entire Job Evaluation process on our website. It is our intention to have other committees such as Health and Safety and Constitution and Policy create videos for the website as well.
It is important for the membership to know about the work that the various YusApuY committees do for the union as well as their value to our union. Written words only go so far, the videos will enhance the understanding.

- One of the main comments we have heard about the Job Evaluation process is, why is the questionnaire not available electronically? YusApuY has brought your concerns forward to York’s Compensation Department and the parties will be having further discussions regarding this issue. Hopefully by sometime in 2018, if the integrity of the system is not compromised, the entire job evaluation process will be done electronically.

- The Executive Board passed two motions to ensure that all future capital expenditure decisions (i.e. office furniture) are made by the Executive Board and not unilaterally by the full-time officers.

These initiatives were done in addition to the regular day-to-day work such as responding to member’s email and phone enquires, dealing with grievances and arbitrations, meetings with members, meetings with York officials, dealing with pension issues, etc.

2017 has not only been busy but also quite productive.

In ending my report, I would like to thank all of the 2017 Executive Board members for their tireless volunteer work; all of the Stewards and Job Evaluation raters who play an extremely important role within YusApuY; Sonny Day, YusApuY’s Second Vice President, who in his first year as a full time officer responded superbly to the challenges of the position; and finally to the YusApuY office staff, Elizabeth Sankar, Kerrianne Brown and Fil Weatherill for all of their hard work and support.

In Solidarity,

Giulio Malfatti
President
York University Staff Association/Association Du Personnel De l’Universite York
Sonny Day - 2nd Vice President's Report

Wow! What an exciting year! There has been so much positive change this year at the union office.

It's also been a very busy year. This year, at my direction, the union office began keeping a log of all calls to our front desk. In the 8 months since we've been keeping track we've responded to over 1000 inquires.

I want to highlight a few achievements that I've been involved with this year.

Transparency

- This year the union has been communicating with the membership more than ever! We've had our drop-in office almost weekly, job-e info sessions, and we've been communicating on email, Facebook, and our web page. It's important to me that our members are kept informed about what their union is doing for them and how they can get help and participate.
- This year for the first time, time-sheets for the full-time officers are being presented quarterly to the Executive Board for review.

Steward Development

- This year we've doubled the number of steward meetings and dedicated every other meeting specifically for steward training & development.
- I have developed and delivered training to stewards on attendance management, accommodation, handling requests for medical information, and other articles of the collective agreement. The training is focused on being experiential and participatory and has been well received by the stewards.
- We have surveyed our stewards to ensure that they are getting the support that they need.
- We've greatly increased the number of shadowing opportunities for stewards and kept records of all meetings to ensure fairness and transparency.

Unit 2

It has been a priority for me this year to have the union better serve our Unit 2 members. These are members who are part-time or temp workers (YUTA), and face especially precarious working conditions and a lack of job security.

- I put forward a motion that was approved by the YUSA Executive Board to establish a Unit 2 Committee to deal specifically with Unit 2 issues and outreach.
- For the first time ever, the union has been having weekly orientation meetings for newly hired Unit 2 members.
- A Unit 2 Listserv has been established, and for the first time ever, regular communications are being sent via email to all our unit 2 members.
• We have made significant progress in Unit 2 bargaining and continue to push for a better contract for our Unit 2 members.
• I have ensured that vacancies on the Unit 2 bargaining team have been filled so that we have Unit 2 members at the bargaining table representing that unit's interests.

Committee Work

I sit on a number of committees. Here are some highlights of what those committees have done this year.

**Joint Training Program Committee** - This year the committee increased the amount of funds available to our members to take courses outside of the university by 50% and covered exams for the first time ever!

**Joint Job Evaluation Committee** - We have reached an agreement with the employer to update the benchmarks that are used for job evaluation. This may not sound exciting, but it's actually hugely important to ensuring that our members are fairly compensated, and is long overdue. The credit for initiating this should go to our President Giulio Malfatti who was instrumental in putting this in motion. We have struck a sub-committee to get the work done and it is on track to begin work this year.

**Joint Health and Safety Committee** - I remain really passionate and committed to ensuring the health and safety of our members is protected. The employer has proposed a sweeping restructuring of all JHSCs on campus, and I have been very vocal and committed to ensuring that the protections for our workers that we have bargained for year after year remain in place. I'm open looking at how we can work with the employer to make improvements to our current system, but I will not accept any concessions when it comes to the health and safety of our members.

**Joint Accommodation Committee** - This committee regularly reviews the status of all workers who require workplace accommodation due to medical reasons, and ensures that the employer is fulfilling their duty to accommodate. This year we noticed that members were not always being offered union representation when they were at meetings with the employer to discuss their accommodation plans. We have asserted our right to be present and now members at all such meetings are being offered union representation.

**Joint Ergonomics Committee** - This committee has been the most frustrating for me. As a member of the Joint Ergonomics Committee I have pressed the employer to take real action to prevent musculoskeletal injuries. Month after month when our Joint Health and Safety Committee members do inspections we find workers who are experiencing pain because of ergonomic issues in their workplace. The union has proposed a number of initiatives to address this but so far the employer's response has been that they will produce a pamphlet or direct workers to a self-assessment web-page. The employer seems very hesitant to do anything that might cost any money or time. My position has always been that people learn best from actual human beings demonstrating and communicating with one another, and a pamphlet or a webpage is no substitute for that.
Social Committee - This year I've reactivated the social committee and with their help organized our successful Axe Throwing event and Pre-Labour Day event. I think it's important that we take time to enjoy ourselves and build connections amongst our membership.

*There is also one committee that I don't sit on because the employer has refused to allow any union representation on it.*

Mental Health Steering Group

YUSA and the other labour groups on campus jointly and formally requested that there be union representation on the Mental Health Steering Group. We know that it is frontline workers who often have to deal with harassment and other issues, and we want to be involved in setting the priorities and creating strategies for creating a workplace that protects workers' mental health.

The university has flatly refused our request. We are deeply disappointed that they have chosen to exclude worker's voices and participation in supporting the mental health of members of the York University community but we will continue our own efforts to support our members mental well-being. This year we offered a second round of Mental Health First Aid training for our stewards and we continue to offer initiatives that promote mental health such as mindfulness meditation even though we do not have the employer's support.

External Organizations

Part of the portfolio of the 2nd VP is to liaise with external organizations. Here are some things I've done in that capacity.

1) The Cross Campus Alliance (CCA)

This is a group of all the unions on campus (CUPE 1356, CUPE 3903, OPSEU, YUFA, YUSA, and the grad and undergrad student unions). The CCA has for existed for some time as an ad hoc group but this year we have really ramped things up and met on a consistent basis. I also invited OPSEU to join (they represent ESL teachers in YUELI) and I'm happy to report that they have joined the alliance. If we can present a united front of staff and faculty and students all standing together this can make an enormous impact. Going forward we will continue having regular meetings and we are also organizing a planning summit so that we can strategize how we can support each other going into a bargaining year. We also coordinated our first joint social event this Labour Day.

2) Coalition of Post Secondary Workers of Ontario (CPWO)

This is a group of unions that represent university and college support staff across Ontario. The great thing about this organization is that they all face the same challenges that we do. Universities are very unique types of workplaces so we can learn a lot from other unions who are in the same boat as us. This year I arranged for YUSA to host the 2017 CPWO conference at York University and I was able to discuss with the leaders of other unions and see what solutions they've come up with for challenges similar to our own. I was also happy to see that YUSA really does a very good job in the support we provide to our members in comparison to many of other similar unions across Ontario.
3) Toronto and York Region Labour Council (TRCA)

The TRCA is a labour group that represents over 205,000 workers in the Toronto area. The TRCA has an active and diverse membership that advocates for workers in and around Toronto. I've met with the president of the TRCA to discuss how our interests align and I'm really excited about strengthening our relationship. The TRCA is one of the most important and respected labour groups in our region and this is the first year that YUSA has established any contact with them.

4) Confederation of Canadian Unions (CCU)

The CCU is a group of independent unions across Canada. I have attended 2 CCU Executive Board meetings and will attend the convention in October. I'm continuing to familiarize myself with the CCU to see what value it brings to our membership.

Helping Members

Every day I respond to requests from members for help and advice who contact me via email or phone or in person. I represent workers in 7.07, disciplinary, and accommodation meetings. The issues I deal with day to day really vary, people may want to know about their rights under the collective agreement; retirement issues; how to deal with health and safety concerns; harassment issues; bargaining issues; problems with their time-sheet or pay; issues with their manager, or faculty, or other YUSA members; issues with benefits; issues with accommodation; issues with job postings. Sometimes people just want advice and sometimes we will call meetings or file grievances. Some issues are straightforward and I can give the member a response right away, some issues are more complex and I'll do research and consult with other union officials or staff to find the answer, and for some issues that are very complex or novel I will consult with our legal counsel. I really enjoy working with our members and working together to find solutions to their problems.

Thanks

First to our stewards and committee members I want to say thank you for all the time and dedication you volunteer to help your fellow members.

I also want to give a special thanks to all the members of the YusApuY Executive Board. The board meets every two weeks (and more often when necessary) and meetings usually run till 9pm or later. This means an Executive Board member can volunteer up to 100 hours a year just to attend board meetings. On top of this there is all the work that needs to be done as part of their duties as officers of the union. Board members don't get paid or get union duty leave for the time they spend at or preparing for board meetings so as a union we are very fortunate that we have these people who dedicate their time and energy to our union. This year the board has been productive, and while there is often vigorous debate the tone has been collegial and constructive.
I also have to thank our president Giulio Malfatti for all the support and guidance he's given me this year. With his 14 years of experience in the union office, he is an invaluable resource to me and to our members.

Finally, I want to thank all our wonderful YusApuY members. There are so many people who have reached out to me and trusted me to help them and advise them. I feel really privileged to be entrusted with that responsibility and I hope I have lived up to your expectations.

In Solidarity,

Sonny Day
YusApuY 2nd Vice-President
Hello fellow YusApuY Members!

I am happy to have served a second year as Membership Officer 2017. As Membership Officer, my primary duty is to welcome all newly hired YusApuY Unit 1 members at the bi-weekly orientations held by York University’s Human Resources Department. Over the past nine months, I have met with approximately **85 newly hired YusApuy Unit 1 members**. It has been very exciting and great to see our union grow!

In addition to the orientation sessions, as Membership Officer, I attend the biweekly YusApuY Executive Board Meetings and together with the other Executive Board members, we have done some great work. Thank you to the 2017 Executive Board team for your professionalism and commitment.

Finally, I want to encourage you, my fellow YusApuY members, to speak up and get involved – especially in 2018 – a bargaining year! Our solidarity is more important than ever in the coming year. Together we make our union stronger!

In solidarity,
Bruno Ritacca

Membership Officer, 2017
Dear YUSA Members:

The crisp October wind is like a curtain call for summer breezes, as a fleeting whisper from the abundant harvest chants a fresh tune. The autumn wind reminds us that winter days are approaching, and the beautiful Ontario fall season creates a landscape of vibrant colour to appease our sometime melancholy days. As we continue with our busy lives of converging commitments, work duties, family responsibilities, books to read and new things to learn, we venture bravely onto that alluring passage to renew these prevailing pursuits.

As I reflect on the challenges that were presented, discussed and addressed this year, I am content and satisfied as work commitments and dedication have resulted in workable outcomes. Our Union serves as a liaison between you and your employer and we strive to ensure that we are knowledgeable, supportive and properly represented. The roles of YUSA Officers, Executive Board Members, Committees and Stewards involve challenges to address and resolve, and this is accomplished with diligence to collectively work together and use our resources to manage and make decisions that will improve our working conditions and job environments. To this end, YUSA has had a productive year in planning, training and implementing new processes to benefit you and the services we strive to develop and enhance.

Financial Highlights:

We have maintained an effective performance in our financial reporting and operations. Budget reports continue to be presented to Executive Board members at our bi-weekly/monthly meetings, and our revenues and expenses are flowing as projected.

1) A review engagement of our financial records for the year ending 2016 was conducted by DPS Group LLP, Chartered Accountants. There were some recommendations for minor adjustments to 2016 and these amendments are reflected in the current budget report under the column “Actuals 2016.”

The Chartered Accountants firm suggested that for the fiscal year 2017, we forego an audit and continue with a review engagement. This was suggested because our finances are conducted on a cash basis accounting system. This means that we account for revenue only when the money is received and for expenses only when the money is paid out. However, as per the directive in our Constitution, that our financial records be audited every 3 years, an audit will be done for the fiscal year 2017.
2) Executive Board Officers met with our financial investment representative from Page and Associates Ltd. to review the management and security of our funds. I am pleased to report that our money is strategically well planned and diversified to present a financial portfolio combining low risk investments with a decent interest rate return.

3) Revenues and expenses are reviewed and recorded bi-weekly/monthly. Detailed QuickBooks financial reports provide current financial status updates which are scrutinized, assessed and adjusted if necessary, as we continue our commitment to maintain accurate and timely financial records.

As you are already aware, the election protest was addressed, reviewed and concluded. In response to the outcome of the investigation, we were advised by legal counsel to amend our election practices. As a member of the working group assisting with this new development, I learned a great deal about election procedures, the remarkable contributions made by our members, and how this process may better serve our membership. We are confident that the election issues raised were aptly assessed and resolved as outlined in the newly formed directives for YUSA elections.

I continue in my role as a learning Steward, shadowing meetings held with the employer in an effort to improve my representation of members and to be a link and conduit of information between members and management. It is a rewarding responsibility, to offer member support in this capacity and to ensure employer compliance to our rights by applying the provisions of our Collective Agreement.

I am approaching the end of my fourth year as YUSA Treasurer. I am grateful for the opportunity to use my skills in financial literacy to oversee our Union’s financial operations, to develop timely budget reports that present current revenue/expense figures, and to provide required updated financial reports that support our decisions and goals. It has been my privilege to work for you in a collective effort to successfully effectuate our Union’s mission. My sincere appreciation for your support and thank you for your confidence in me to carry out the essential duties of this role.

In solidarity,
Vera Murano
Treasurer, YUSA
October 2017

“Unions promote fairness, not just for their members, but for all Canadians.”
Glendon Officer

Annual General Meeting 2017.

This year continues to be an interesting experience for me being a part of the Executive of this union. I continue to learn about union life, and union involvement in this big place we call York University, but specifically Glendon College.

With a pretty substantial turn-over of management members as well as some YusApuY members who went in other directions, the sense of uneasiness is still quite prevalent here at the Glendon campus. As I had mentioned in my last report, we at Glendon are a close knit community, and we all know one another. If something affects one person or department, it affects us all in some way.

I understand the frustration from the Glendon members when it comes to getting the same courses offered down here; the same initiatives offered down here and the same seminars offered down here. I am doing my best to ensure that we get the same things here at the Glendon campus as our Keele counterparts, but size, proximity and a lot of other variables are why that cannot easily happen.

We did make headway this year with the brown bag lunches. To date, there have been 5 Job Evaluation sessions this year which were reasonably well attended. There is one more session scheduled for December 6th. My hope is that next year we will continue with these lunches and perhaps begin offering other subject matter (i.e. Health & Safety, the grievance process, full-time Officers meeting with members, etc.) and add some more days to the schedule as I know that the Glendon members are very passionate about getting information from the YusApuY office.

I continue to be a Steward and fight for the rights of our workers as well as continuing to sit as the YusApuY representative on the Community Safety Council. I am also fortunate to have been voted in as the Trustee of the CCU – Confederation of Canadian Unions. Being a part of the Health & Safety Committee as well as the Joint Health & Safety Committee is very important to me and making sure that you, our YusApuY members are working in a safe environment.

I am grateful for being your Glendon Officer and representing your voice this year on the Executive. I hope to continue this journey that I have done for the last 4 years into next year. Thank you for your support and your confidence in me.

If you haven’t been receiving my emails about Glendon initiatives or YusApuy news, please contact me at sfarquhar@gl.yorku.ca and I will add you to my email list.

In Solidarity,

Scarlett Farquhar
Glendon Officer, YusApuY
Officier de Glendon


Cette année continue d’être une expérience intéressante pour moi de faire partie de l’exécutif de cette union. Je continue à apprendre sur la vie syndicale et l’implication syndicale dans cette grande place que nous appelons l’Université York, mais plus particulièrement le Collège Glendon.

Avec un virage assez important de membres de la direction ainsi que des membres de YusApuY qui sont allés dans d’autres directions, le sentiment de malaise est encore très répandu ici sur le campus de Glendon. Comme je l’avais mentionné dans mon dernier rapport, nous, à Glendon, sommes une communauté étroite, et nous nous connaissons tous les uns les autres. Si quelque chose affecte une personne ou un département, cela nous affecte tous d’une certaine manière.

Je comprends la frustration des membres de Glendon quand il s’agit d’obtenir les mêmes cours offerts ici; les mêmes initiatives offertes ici et les mêmes séminaires offerts ici. Je fais de mon mieux pour que nous obtenions les mêmes choses ici au campus de Glendon que nos homologues de Keele, mais la taille, la proximité et beaucoup d’autres variables sont pourquoi cela ne peut pas se produire si facilement.

Il y a eu 5 lunchs de Job-E cette année qui ont été raisonnablement bien assisté. Mon espoir est que l’année prochaine, nous allons continuer avec ces déjeuners et ajouter quelques jours avec d’autres sujets de plus au calendrier que je sais que les membres de Glendon sont très passionnés par obtenir de l’information du bureau YusApuY.

Je continue d’être un délégué syndical et de me battre pour les droits de nos travailleurs ainsi que de continuer la représentant de YusApuY au Conseil de la Sécurité Communautaire. Je suis également heureux d’être le fiduciaire de la CSC - Confédération des Syndicats Canadiens. Faire partie du Comité de la Santé et de la Sécurité ainsi que du Comité conjoint sur la Santé et la Sécurité est très important pour moi et assurez-vous que vous, nos employés de YusApuY, travaillent dans un environnement sécurisé.

Je suis reconnaissant d’être votre agent Glendon et de représenter votre voix cette année à l’exécutif. J’espère continuer ce voyage que j’ai fait pour les 4 dernières années de l’année prochaine. Merci de votre soutien et de votre confiance en moi.

Si vous ne recevez pas mes courriels sur les initiatives de Glendon ou les nouvelles de YusApuy, contactez-moi à sfarquhar@gl.yorku.ca et je vous ajouterai à ma liste de courrier électronique.

En solidarité,

Scarlett Farquhar
Officier de Glendon, YusApuY
Constitution and Policy Committee Report, 2017

I said it before and I'll say it again: 2017 has been a very busy one for the Constitution and Policy Committee!

As you know, the Committee's work so far this year has mostly been focused on implementing the recommendations that came out of the Election Protest Report from investigator Beth Symes. Given the importance of the recommendations that were made and the volume of the work they entailed, the working group led by the Constitution and Policy Committee has been focused on the required work of updating the Election policies and procedures. As a Committee of volunteers, the majority of the work has been done in the evening and on weekends, aside from 10 days of UDL over the summer where I worked on drafting the initial policy document on behalf of the working group and the Executive Board.

As you already know, the following work was undertaken in the first half of 2017:
- A review of the recommendations within the Report was conducted, all of which were accepted by the Board;
- A review of the 1980s policy manual was conducted with an official Executive Board decision to archive the document as it has not been actively used for decades;
- A review of all policies created since 2000 is underway, with many of the policies undergoing minor revisions to ensure they continue to be practicable (update: they will be posted on the web ASAP!);
- A review of all CCU affiliate documents related to elections was conducted to determine best practice in elections policies and protocols (these will also help to inform Constitutional changes that will be recommended);
- An elections survey was developed and conducted with open participation from the membership to ensure that the policies and procedures that are under development will be in keeping with what the membership wants;
- A review of the results of the elections survey was undertaken;

Since then, the following work was undertaken:
- Meetings were held with members who wanted to share further comments after completing the election survey;
- Draft election policies and procedures were developed, discussed, amended, and (finally, yay!) approved by the Executive Board;
- The elections policy and procedures document was vetted by our legal counsel and posted online and circulated to our membership;
- Information sessions have been organized to share the policy document with the membership;
- A video is under development that will highlight the policy for members who prefer visual information;
- The development of possible Constitutional changes related to elections (that will complement the new policy and procedures) are under consideration and are being drafted;
- The development of further financial policies related to the approval of capital expenditures is underway after acceptance in principle from the Board; policy related to YUSAPUY computers and technological assets is also underway;
- A terms of reference template was created to help all Committees draft terms of reference documents for their respective committees so that members have an opportunity to better understand the work being undertaken by Committees;
- Terms of reference documents have been developed by each Committee and are in the process of being approved by the Executive Board;
- Terms of reference are also under development for the Officer positions so that members have an opportunity to better understand the work being undertaken on their behalf.
I'd like to close my report by thanking my fellow Constitution and Policy Committee members, the Officers, and the working group for their thoughtful, hard work. This has been an incredibly busy year so far and we have lots more work ahead of us! I'm proud to work alongside such dedicated union members. This union is only as strong as our commitment to it!

Sincerely and in solidarity,

Breanne Whitwell
Chair, Constitution and Policy Committee
GRIEVANCE COMMITTEE REPORT

In 2017, the committee held bi-weekly meetings and reviewed 57 grievance files, (56 in Unit 1, 1 in Unit 2) to date. Job Posting continues to be the most commonly grieved issue followed by job closure.

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We would like to thank the committee members and alternates (Sandra Bell, Lisa Bunker, Dawn Burns, Anne Marie Khan, Joy Raymond, and Kimberly Wilson) for their time, insight and service.

In Solidarity,
Anne Ralph, Chair
Martin Alexander, Co-Chair
JOB EVALUATION COMMITTEE REPORT

In 2017, we have been holding regular monthly meetings with the raters to discuss issues and concerns while they are rating. We created a listserv exclusively for the raters to be able to communicate freely with each other. We are providing minutes from our meetings on the listserv so everyone has the details of what was discussed. It helps to keep all of our raters apprised of issues and concerns as they arise.

Joint Job Evaluation rating meetings are occurring on a regular basis. We have scheduled 3 rating dates per month consistently throughout the year. It is important that we have individuals available for all the rating dates so the queue does not get backlogged. We have planned, with the employer, to hold training for new raters in the fall of this year. The new rater training dates have been confirmed for October 6th and 16th. Individuals who expressed an interest have all been contacted and have informed their managers of their intention of becoming new Job Evaluation raters.

As many of you are aware we have introduced a new video series for the Job Evaluation process. The first video outlining the Significant Change process is on the YusApuY website right now for everyone to view. The goal is to produce additional videos regarding each of the factors in the questionnaire, beginning with Basic Knowledge. The videos are intended to answer many of the frequently asked questions about the Job Evaluation process from start to finish. We are currently working on producing the next set of videos and will have them available on the website within the next few weeks. We will send out a communique informing the membership once they are complete and ready for viewing.

The monthly Job Evaluation information sessions at Keele and the bi monthly sessions at Glendon are continuing for the remainder of 2017. They have been well attended by Members who have started or are interested in starting the Statement of Significant Change process. It has been great meeting so many of our members and helping them with their Job Evaluation issues. Individuals who are unable to attend the sessions can send their questions to the gmail account we created exclusively for job evaluation (yusajobeval@gmail.com). This account is monitored by Mary Polesel and myself on a daily basis.

The joint benchmark committee has been selected, after all the Job Evaluation raters were invited to put their names forward to be involved on the committee. Mary Polesel, Sylvia Bosch-Karas and myself were chosen by the YusApuY Executive Board as the three YusApuY representatives for this joint 3 x 3 committee with Management. We will be reviewing the existing benchmarks as well as reviewing questionnaires to bring forward new benchmarks for approval. It is intended that the full committee will be meeting sometime in November to decide how best to move forward. Once more details are available we will inform the membership.

I am pleased to report, at the end of August, a total of 22 appeals have been completed from start to finish and five more have been withdrawn. When I began my secondment, in the union office, in March 2017, there were 39 appeals in the queue. To date, we have 17, ten of which have been added this year. Four appeal rationales are written and ready to be heard by the Appeals committee and three more are being worked on at this time. We are confident that the 2017 appeals will be all that remain in the queue going into the New Year.

Finally, I would like to thank my co-chair Mary Polesel as well as the entire committee for their tireless efforts to keep the job evaluation process running smoothly and efficiently.

In Solidarity,

Wanda Hollingshead (Chair)
2017 has been a busy year for the Nominations Committee. As mentioned in our May report we coordinated an e-vote for the budget in April and had regular meetings earlier this year as members of the Working Group to update our language regarding elections. The last few months have been busy with proofing and finalizing the Elections Policy and creating Terms of Reference for the Nominations Committee. I have also been working on updating the Evote Process document so that it will be ready for the Elections Committee this year. Currently the Nominations Committee has been meeting to discuss forming an Elections Committee for the upcoming YusApuY elections.

In addition to the above, the Chair and Co-Chair of the committee attend the bi-weekly evening YusApuY Executive Board Meetings. It has been a productive year for the Executive with lots of late meetings to get through all the agenda items.

I would like to take this opportunity to thank the other members of the Nominations Committee, Breanne Whitwell and Tammy Paglia for all their hard work with the committee this year.

In Solidarity,

Sylvia Bosch-Karas
Chair of Nominations
The YUSAPUY Health and Safety Committee (Committee) advocates for changes in the workplace for YUSAPUY Members based on the Ontario Occupational Health and Safety Act (Act) and its attendant regulations, other related legislations and best practices in occupational health and safety. Knowledge is crucial to the work of this Committee and so the Committee undertook some training this past year. Krystina Strickler, Sandra Bell and D. Lorraine Mar participated in training that was coordinated with Worker Member colleagues of the YUFA Joint Health and Safety Committee and completed the Ministry of Labour two-part Certification program. They are now certified and have a better understanding of the legislation and regulations that drive occupational health and safety in Ontario.

Additionally, in June, Committee Members participated in a one-day training on Conducting Ergonomics Assessments. According to the International Ergonomics Association (http://www.iea.cc/whats/index.html), "Ergonomics (or human factors) is the scientific discipline concerned with the understanding of interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance." In other words, ergonomics is about fitting the workspace to the employee and not about fitting the employee to the workspace. Ergonomics looks at issues such as workstations, the layout of workspaces, lighting, work shifts, work processes, standing or sitting for long periods, equipment and tools used in the workplace, the abilities of employees, etc. It is common in some workplaces to find examples of the cookie cutter approach of fitting employees into the workspace where differences in size, height, abilities, etc., are not evaluated, and may cause concerns for employees and contribute to the development of musculoskeletal injuries.

For some Committee Members, this training was a refresher and for others, it was an introduction to the field of ergonomics. Though we are not certified Ergonomists, it is helpful for us to have an understanding of the interplay between our bodies and our workspace, and how such activities can cause the development of health issues. Next to slips and falls, musculoskeletal injuries are major concerns in today’s workplaces.

The field of ergonomics is huge and may be new to you. The first step of awareness is to be mindful of how you work and the reaction that is produced in your body by your movements. For example, if part of your work process involves bending and lifting materials from boxes stored on the floor, how does your body feel if you must do this movement for hours at a time over weeks, months, years? Is there a better way to set up this process to reduce or eliminate any negative impact? For example, rather than bending and taking the materials out of the box while it is on the floor, would it be safer and healthier to place the box on top of your workstation? This would reduce the distance between the source (box on the floor) and the target (where the materials need to be moved to) thereby reducing the repetitive bending and lifting motion and the negative impact on your body. The effects of repetitive and unnatural movements can be sudden, i.e., immediately, or occur gradually over time.

The example provided is bit more involved but consider some more straightforward examples. For example, how does your neck feel when you look at the monitor while working on the computer? Do you hold the phone with your neck and shoulder while working on the computer? Is your back adequately supported by the chair you use at work? Is your work chair adjustable? Are your eyes extremely tired by the end of the day?

In 2014, members of the Joint Ergonomics Committee, a sub-committee of the YUSAPUY Joint Health and Safety Committee (JHSC), and JHSC worker members, advocated for raising the levels of awareness of ergonomics at the University. As a result, Vanessa Aguiar, the former Director of Health, Safety and Employee Well Being (HSEWB) was instrumental in the development of an ergonomics awareness website http://www.yorku.ca/dohs/ergonomics/self-help/story. Please access this website and review the information. Committee Members will be able to provide guidance around ergonomics. Note that in order for some changes to be made to your workspace and to provide particular tools and aids, i.e., for workplace accommodation, your supervisor and HSEWB will need to be engaged.
Musculoskeletal injuries sustained in the workplace from work processes or from the use of workstations or equipment should be reported to your management supervisor. As with other workplace injuries, your management supervisor should complete a Supervisor's Accident Investigation Report (SAIR) and contact a YUSAPUY JHSC Worker Member to investigate and sign the SAIR.

Some healthy habits to incorporate into your work life that can help to prevent or reduce the likelihood of developing musculoskeletal injuries:

- Take your breaks and lunch—preferably away from your desk.
- Incorporate stretches into your work day. For example, every half an hour or hour stand up and stretch, reaching to the sky. Do some shoulder rolls, flex your neck gently from side to side, etc. See [http://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/stretching/sls-20076525](http://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/stretching/sls-20076525) and [http://www.healthline.com/health/deskercisettoverview](http://www.healthline.com/health/deskercisettoverview) for more examples.
- Keep a refillable water bottle at your desk and drink a lot of water.
- Structure as much of your work priorities as possible so that you are able to vary your tasks and give yourself a break from each prolonged task. For example, computer work for forty-five minutes, then take a break and walk to the mailroom to collect the mail, distribute the mail then return to computer work, etc.
- A lot of us sit while we work on the computer or on the phone. Whenever possible, stand and use the phone or the computer.
- Learn short cut keys of the software that you use. This will reduce the amount of "mousing" that you do. You may also alternate between using your dominant and non-dominant hands when using a mouse.
- Use a headset if you are required to use the computer while talking on the phone.
- Ensure that the tools you use on a regular basis, e.g., the phone, a calculator, stapler, etc., are located closer to you to reduce "reaching" and overextension of your muscles.
- Get physical. Physical exercise has many benefits besides a healthy heart and a lean physique. Physical exercise helps to make our muscles more supple, strengthens our limbs, encourages frequent lubrication of joints and normal functioning of the body, and aids the healing process.

Please connect with Committee Members with questions and/or concerns about ergonomics, or about challenges you are experiencing in the workplace that may be related to occupational health and safety. We will do our best to answer any questions or point you in the right direction in order to obtain answers.

In closing, a big THANKS! to Committee Members for their continued diligence and dedication to the YUSAPUY membership.

Take care of yourself. PGR

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**Committee Members and Contact Information**

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*certified

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**DO YOU NEED ACCOMMODATION IN THE WORKPLACE?**

- Do you have a disability?
- Have you recently been injured or suffer from an old injury that affects your ability to work?
- Have you been injured in the workplace?
- Are you in contact with the York Health, Safety and Employee Well Being (HSEWB) department or the WSIB?

**CONTACT YUSAPUY:**
Tel: 416-736-5109
BARGAINING COMMITTEE REPORT

UNIT 2 - Bargaining continues. It has been a long, slow, drawn-out affair up to this point. The employer is hesitant to make any kind of real changes to the existing agreement. However, we have been able to make some gains in obtaining accurate lists to know where our Unit 2 members are. These lists will include current campus addresses and emails, information we did not have access to previously.

We are very close to achieving agreements on most non-monetary proposals. We plan to meet twice in November and the goal is to exchange monetary proposals at that time. We will keep you informed as the process continues.

UNIT 1 - Although this is not a bargaining year for Unit 1, I have been busy monitoring the Ministry of Labour’s website, to keep up to date on Collective Agreements that have been ratified across the Province. It is important to know what gains other Unions have been able to secure in their new contracts and what the trends are in terms of contract length and percentage increases.

With Unit 1 bargaining scheduled for next year, we as members need to start thinking about changes we would like to see in our Collective Agreement. The Bargaining Survey will be sent out at the beginning of 2018. The new Bargaining Committee will review the surveys and formulate their proposals. Make sure you support the Bargaining Committee by filling out your surveys.

Lastly, I would like to thank my co-chair Paula Gowdie Rose and the entire Bargaining Committee.

In Solidarity,

Wanda Hollingshead
Bargaining Committee (Chair)