

Spectrum Society for Community Living
Policy Committee Meeting – February 16, 2011

Present: Melissa, Diane, Kevin, Ernie, Susan S., Geraldine, Ruth, Hakima, John, Patrick, Wilson, Morgan, Anjine, Jenn

Agenda Reviewed:

- Policy Changes
- Email
- Branding
- Wages and Benefits
- #7 Volunteers
- Time Bank
- Strategic Plan and Policy Implications
- Sick Days
- CLBC Service Levels and Service Redesign
- Schedule Changes
- Fundraising
- Training – Medication Reviews

Proposed policy changes: Susan reviewed a list of proposed policy changes.

Policy 8 (Person Centred Planning)

- distinguish between “planning” (an ongoing process) and “a plan”
- replace references to ISPs with plain language

Policy 12 (Personal Funds)

- add a clause about SIN numbers and confidentiality

Policies 4, 18 and 19 (Individual Rights / Conflict Resolution / Complaints)

- add Policy 4.1 "Individual Rights (Plain Language)"
- add Policy 18.1 "Conflict Resolution (Plain Language)"
- add Policy 19.1 "Complaints (Plain Language)"

Policy 20 (Technology use)

- add section on email usage (see draft)

Policy 25 (Critical Incidents)

- replace references to paper form with new online form (CLBC)

Policy 33 (Medications)

- clarify process for determining support needed, including who needs authorization to self-administer

Personnel Policy 3 (Classes of employees) and 5 (Job Descriptions)

- distinguish between contracted caregiver, salaried caregiver and unpaid roommates

Personnel Policy 8 (b) (Payment of wages)

- should say timesheets are due in to payroll by 10:00 am, not noon, on the date specified on the payroll schedule

Personnel Policy 9 - benefits

- remove employer contribution to RRSPs for new employees and add information MPP information

Personnel Policy 14 (staff accompanying people on vacations)

- (as discussed at last policy committee meeting) – extend approval period from two weeks to one month

Personnel Policy 4 b) – Criminal Record Search – Criminal Record Review Act (CRRRA) has been amended to require all staff working with vulnerable **adults** to have a review completed by this provincial agency. New forms and process to be confirmed by HR. All staff will have to be re-screened – deadline is June 30, 2011. Cost is less than current process. Review process is stronger than current process.

Wages and Benefits: CLBC is reviewing all services to identify places where hours can be reduced (Service Level Review) and also asking people to consider changes to the type of service they receive (Service Redesign). CLBC and CLAN (Community Living Agencies Network) have an agreement to close the gap for non-union employees – allowing agencies to keep 50% of savings for wage and benefit increases.

Savings over the past year give us about \$10,000 to apply to wage and benefit increases. Here are some options:

| Wage or Benefit | Description | Monthly Cost: |
|---|---|---|
| MSP – Employee Contribution | \$27 per month paid by Employee. Remainder is paid by Spectrum. Current rates are \$60.50 single, \$109 couple and \$121 family | \$2,600 |
| 1% wage increase | Average 0.15/hour increase | \$5,200 |
| 2% wage increase | Average 0.30/hour increase | \$10,400 |
| Long Term Disability | Employee paid right now – means benefits are tax-free. If employer pays, then benefits become taxable. | \$7,600 |
| Increase Vacation Time | Current is: 2 weeks in first year 3 weeks in 2 nd year 3 weeks in 3 rd year 4 weeks in 4 th year 4 weeks in 5 th year 5 weeks in 6 th year | 1 week = 2% But if change is only to part of the grid – for example 4 weeks vacation in 3 rd year = .16% or \$850 |
| Increase Key Worker Differential | Currently, there is a 0.25 /hr increment with 4,600 hours per month = \$1,150 | Increment to 0.50 /hr = \$1,150 |
| Add another increment to all grids | Add a step 4 grid – after 6,000 hours, so employees continue to get recognition for service | Increment of 0.50/hr = \$7,000 |
| | | |
| Ernie will create survey for all staff to have input on the options. Feedback will be discussed at the April 20, 2011 Policy Meeting. | | |

3. Branding: Along with new strategic plan, we are developing new logo and messages to improve clarity of the intent of our services for people we support, their families, our staff, our funders and our community.

4. Policy #7 Volunteers – issues have arisen around who needs to be involved in approving volunteers to assist with an individual. We will add language about reviewing in advance, the participation of volunteers, with the individual and their family.
5. Time Bank – Only “extra” hours can be added to the time bank. Regularly scheduled shifts and stat overtime shifts cannot be added to the time bank.
6. Sick Days – when employees leave their employment, they can get 50% of their sick time paid out. If employees have more than 80 hours of sick time accumulated, they can 50% paid out and transferred to an RRSP. There must remain a balance of 80 hours (2 weeks). Example: Balance is 120 hours. Amount over 80 hours is 40 hours. 50% of 40 hours is 20 hours X \$16 = \$320 paid to RRSP. New balance in account is 80 hours.
7. Schedule Changes – concern expressed about process for changing shifts within a program. If hours are being shuffled to better meet the needs of the individual, then team should be consulted, proposal presented to team, and if staff are losing hours, they should have opportunity to make up hours somewhere else in Spectrum and receive appropriate notice for the change to their permanent hours. This is covered in policy 26.
8. Fundraising: Spectrum does fundraising through a number of approaches – mail request to members, through website, through gaming funds application, and in-kind donation of items needed. Fundraising ideas can be forwarded to Ernie for review and approval.
9. Training – Medication Reviews – The pharmacists we use are willing to come to the homes of the people we support and review medication administration practices and provide training.

Next Meeting: April 20, 2011 @ 4pm @ office.