

Policy & Procedures Committee

Minutes – April 20, 2011

Present: Patrick, Ernie, Geraldine, Cheryl, Morgan, Johanna, Diane, Hakima, Catherine, Jen.

Agenda (developed with those present):

- Introductions
 - Review New and Revised Policies
 - Wage Increase
 - MPP Rate
 - Wellness
 - Hours per week
 - Job Titles / Descriptions
 - Creative ways to use funding
 - Vacations – funding and scheduling
 - Sick Leave
 - Transfers
1. We reviewed the minutes of the last meeting – there were no questions arising from the minutes. <http://www.spectrumsociety.org/policy/Minutes/1/PolicyMinutes20110216.pdf>
 2. Wage Increase – proposal discussed:
 - a. Funding allows for 2% increase.
 - b. On July 1st, 2011, there is a 0.81% increase in the Municipal Pension Plan (MPP) employee contribution rate, to 7.8%. (Current rate is 6.99%)
 - c. At the previous policy meeting, we discussed options for increases where 1% would go to increases to all rates and 1% would be available for options that employees could review and select in a poll. With the coming increase in MPP, Ernie proposed that it made more sense to give the full 2% to general wage increases so that after the MPP increase, there was still an increase in everyone's net pay after July 1, 2011.
 - d. Sleep night rates proposal: rates were given a boost at the start rate to accommodate for the upcoming minimum wage increases. On May 1, 2011, the minimum wage rises to \$8.75 per hour, and on November 1, 2011, the minimum wage rises to \$9.50/hour. The third announced increase, to \$10.25/hour, takes effect on May 1, 2012. Spectrum will be working with our funders to get a funding increase to deal with this cost pressure and provide another increase to the sleep night rates in 2012.
 3. MPP Contribution Rates: The Pension Plan is reviewed every three years by an actuary to ensure contributions and investments will be adequate to cover the pension promise that is given to all members for their retirement pension. The latest review is for the period ending December 31, 2009 and is covered in the report to members on the MPP website at:
 - a. http://www.pensionsbc.ca/portal/page/portal/pencorcontent/mpppage/publications/annualreports/mpp_rtm_2010.pdf

- b. CLBC is providing additional funding to cover the increase to employer contribution rates so that services are not impacted.
 - 4. Revisions to policies:
 - a. Volunteers – General Policy 07 -
<http://www.spectrumsociety.org/PolicyDirectory/General/07.0.WorkingWithVolunteersPracticumWorkExp.Students.pdf>
 - i. Do individuals and families get input on the participation of volunteers?
Volunteers could begin participating with people we support in two ways – either because planning for the person’s supports identifies the need for a volunteer to provide assistance, or because the manager / HR recruits a volunteer and invites them to participate in activities. In the first instance, individuals and families are aware of the role of the volunteer. In the second instance, the individual and/or their family should be informed of the volunteer opportunity, their role in the activities, and any limitation on their role – how they are different from support staff.
 - b. Medication Administration: General Policy 33 -
<http://www.spectrumsociety.org/PolicyDirectory/General/33.0.Medications.pdf>
 - i. Discussion about how policies apply in different settings. In community housing, where Spectrum controls the home, medication administration and storage must follow stricter guidelines. When we provide supports in the person’s own home, we have to adapt to the person’s preferences while maintaining safe and accurate dispensing practices.
 - c. Vacations for Individuals – Personnel Policy 14
<http://www.spectrumsociety.org/PolicyDirectory/Personnel%20Policies/P14.0.StaffAccompanyingIndividuals.on.Vacation.pdf>
 - i. Clarified that vacations where staff assistance is being requested require one month’s notice to coordinator so staff support can be approved and notice provided to staff who will not have work.
 - ii. Question around approval for staff supported vacations where less support is required than is outlined in the policy. If a person is semi-independent, and typically needs 5 hours per day of support, what supports should be paid if a staff is to travel on vacation with the person, but still only provide about 5 hours per day of support?
- 5. Wellness: Wellness programs provide employees and participants with information and incentives to improve employee health and happiness. Spectrum employees have access to lifestyle information and support the Ceridien Employee Assistance Plan:
 - a. www.lifeworks.com username is Partner password is Balance

A wellness program would be designed to address the priorities of Spectrum teams. A consultant can make a presentation and answer questions at the next meeting.

6. Hours per week: The policy (Personnel # 11 <http://www.spectrumsociety.org/PolicyDirectory/Personnel%20Policies/P11.0.Hours.of.Work.pdf>) provides for shifts of 8 hours per day and 40 hours per week. Opportunities to work additional relief shifts are recognized with a policy of setting a maximum of 88 hours every two weeks, allowing one extra 8 hour shift every two weeks. Exceptions do exist though:
 - a. Night staff work 10 hour shifts and some positions include five nights so their regular week is 50 hours per week. This has been agreed to be a reasonable work load is covered by Employment Standards under the night attendant category.
 - b. Some staff work longer shifts in a day to provide more consistent support for an individual. In policy 13.f) it says no new shifts will be created that are longer than eight hours. There seem to be many requests for these longer shifts (but fewer shifts in a week), so this policy should be reviewed.
 - c. Hours of work – scheduled shifts – should be set by program managers with the approval of the coordinator to ensure they comply with our policies. The policies and procedures manual – available on the website – is the resource for staff and managers who have questions about our employment practices.
7. Job Titles / Job Descriptions: Will there be changes to the current job titles and job descriptions as our work changes with the implementation of the new strategic plan? Yes, there will be changes to job titles and job descriptions. These proposals will come to the Policy Committee for review and input. Areas suggested for changes: How individuals will be directing their supports. Will there be one new job title or the opportunity for many unique jobs based on the needs and wishes of the individual and their network? Clarity and consistency will be important criteria in discussing new job titles.
8. Sick Leave: Does it carry over from year to the next? Yes, Sick Leave is accumulated a rate of one typical day per month and accumulates while the employee is working. When an employee leaves, they can get 50% of their sick balance paid out.
9. Transfers: Are mechanical lifts required when physically assisting individuals to transfer positions? Spectrum wants to ensure its employees are safe and not at risk of injury when providing the people we support with the assistance they require. When we begin supporting someone who requires physical assistance, the staff team is provided with training from a physiotherapist and all procedures are reviewed by the physio to ensure they can be completed safely. If a mechanical lift is required, it is provided and training for the staff is also ensured. Lifts, transfers and physio activities should be reviewed annually to ensure they remain safe, and staff should immediately get assistance if they are uncertain about how to conduct a lift, transfer or physio procedure safely.
10. Creative ways to use funding: The funding we receive from governments is provided to achieve specific outputs (hours of support) and specific outcomes (improved health, increased community access, improved communication, etc.). The person and their network determine with Spectrum the activities that will achieve these outcomes. There are many ways to achieve these outcomes and the opportunity to be creative is best realized by sharing ideas with the team, deciding on a plan and a time frame, and reviewing progress after a reasonable time. Sometimes, a team may need assistance in figuring out how to implement a “creative” idea that the team has selected and the

Coordinators, Directors and consultants are available as resources to figure out how teams can proceed with “creative ideas”. Please ask for assistance! 😊

11. Next Meeting – Scheduled for July 20th, 2011 – postponed to August 10th, 2011 – 4pm to 7pm at the office.