

Policy and Procedures Meeting
June 20th, 2012
Minutes

Those in attendance: Ernie, Andrei, Anjine, Jen, Jody, Ivy, Sheralyn, Jules.

Vacation For People on Salary: Auditors reviewed time off and asked for better documentation of vacation time for people on salary – salaried caregivers and admin staff on salary. Will add section to evaluations to review vacation and sick time and documentation of time off.

CARF Report: CARF Accreditation was completed in May 2012. The surveyors had praises the people in support roles and were impressed with the way our systems supported Person Centeredness, from personnel to finance to program supervision – all focused on allowing people and their networks to direct their supports.

Quality of Life Project: Include ME is an initiative of CLBC where people we serve are interviewed about their quality of life. These scores are summarized and a report provided to Spectrum and to CLBC to provide information on what we are doing well and what we and the community could do better to improve the quality of life of people with disabilities. Spectrum folks will be interviewed in October through December.

Wage Increases: Last Spectrum increase was April 2011 – 2% increase. Last sector increase (Community Social Services) was the introduction of the Municipal Pension Plan in April 2010. Union agreements expired April 1, 2012 and bargaining continues. When an agreement is reached then sectoral increases will be confirmed, with funding, for all employees in Community Living.

Benefits & Wellness: We asked our Broker to get quotes for alternative benefits providers as costs having been going up with current provider – CSBT. Only one quote was provided and we have decided to stay with the current provider. We have had limited participation in the Wellness activities. We'll evaluate participation in September.

Vacation for employees in their first year: Employees in their first year eligible are for vacation nine months after they start a permanent position (six months after they complete their three month probation). Annual vacation approval (submit by March 31, Approved by April 30) process may leave new employees without a way to schedule their vacation. Vacations outside of the annual process can be approved by the manager. Use Request for Time Off form and submit to manager. Copy will go to HR and personnel file.

Cellphone Usage & Reimbursement: Question regarding when employees can be reimbursed for cellphone usage. Most people have cell phones now, but they are not

required for work in most postings. Some managers say that a cellphone is required. This will be clarified with the HR Department. Revenue Canada will allow you to deduct employment expenses such as cell phone costs when the employer requires the cell phone. For emergency use where the employee has incurred additional charges, a receipt can be submitted for reimbursement.

We also discussed rules around using cellphones while at work. Rather than add a specific policy about appropriate use of cellphones, we will rely on existing laws (no cellphone use while driving) and expected polite conduct at work – paying attention to the supported individuals and not being distracted long phone calls, texts, emails or games.

Next Meeting: October 17, 2012 (Postponed)