

## Policies and Procedures Meeting Minutes

March 21, 2012

Present: Cindy Roberts, Myrna Cortel, Kelly Nairn, Andrei Studenov, Peter Gill, Jennifer Yu, Geraldine Cadaoas, Ernie Baatz, Anjine Prasad, Caroline Prince, Steven Barry.

1. Introductions were made around the room and an Agenda was developed with representatives forwarding issues, questions and ideas from their teams.
2. Agenda Items: Benefits, Wages, Representation, Wellness, RRSP, MPP

### Questions

How do employees set up their Spectrum email?

Phone Spectrum's HR department, speak to Naomi or Rachel and ask for a password.

How do I get paid out a lump sum of my banked time?

Email Donna in payroll. Vacation hours paid out must be approved by Naomi in HR. Banked hours are capped at 120 hours per year. You will not be able to bank any more hours when your balance is at 120 hours.

### Benefits

Spectrum is requesting quotes for our Group Benefits Package. We have one quote now from Equitable Life, where premiums are a little lower although some benefits are different. We hope to get one more quote and make a decision in 2-3 weeks.

### Wages

The minimum wage increase to \$10.25 on May 1, 2012 will affect Spectrum's asleep overnight shifts beginning on the April 24, 2012 pay period. CLBC plans to fund this increase but Spectrum will not know what the funding structure will look like until after a meeting with CLBC on April 16, 2012.

<b>Pay Level</b>	<b>Old Sleep Night Rates</b>	<b>New Sleep Night Rates</b>
<b>Start</b>	\$9.50 / hour	\$10.25 / hour
<b>After 1,500 hours</b>	\$9.65 / hour	\$10.40 / hour
<b>After 3,000 hours</b>	\$9.80 / hour	\$10.55 / hour
<b>After 4,500 hours</b>	\$10.20 / hour	\$10.70 / hour

Question: Does increased cost of living get factored into increased funding? Agencies and CLBC are working to develop a new funding mechanism where annual increases could be funded based on both wage increases and increases to program costs.

Union groups represent 80% of our sector. They negotiate collective agreements that establish wage and benefit benchmarks. The government has committed to providing equivalent increases to all workers, whether in union or non-union agencies.

This year Community Living BC has committed to funding the increases imposed by government – the minimum wage increase, the new statutory holiday on February 18, 2013, increased Employment Insurance rates, increased Medical Services Plan rates and increased health and dental rates.

### Representation at P&P Meetings

After brainstorming ideas about employee, self advocate and family representation, we agreed that:

1. Fifteen people at the P&P meeting is a reasonable number.
2. Clusters could be formed by connecting programs that are within close proximity to each other. Several of these programs share CSW's and relief which would be good for information cross-over.
3. Management team will be a cluster.
4. Each cluster will have a volunteer representative will to attend meetings for a term of one year, after which a new representative may volunteer.
5. Representatives will provide information to their cluster and share the information back through an email list.
6. Spectrum programs on the Sunshine Coast can participate by skype/ teleconference if they are not able to attend in person.

The clusters are identified here by accounting department number as these minutes are posted publicly.

1. Surrey – 09, 63, 77
2. South Van – 22, 24, 26, 66, 78
3. West Side Van – 15, 32, 39, 52
4. Burnaby – 05, 14, 19
5. East Van – 11, 28, 44, 55
6. East 15<sup>th</sup>
7. East 2<sup>nd</sup>
8. Taunton
9. Sunshine Coast
10. Community Inclusion / ABI
11. Managers' Team
12. Shared Living Team
13. Self – Advocate
14. Family Member

This group configuration is a proposal. If you have any feedback or suggestions, please write to [ernie@spectrumsociety.org](mailto:ernie@spectrumsociety.org)

## Wellness

Spectrum's Wellness Program has launched the Walking Challenge. Rachel and Naomi in HR can answer any questions you may have. Pedometers are available to all team members.

Wellness emails will be sent monthly.

Please speak to your manager if you would like a wellness workshop at your team meeting.

## RRSP/MPP

RRSP's are still an option for employees, as well as the Municipal Pension Plan (MPP). If you were hired before July 2010, you had the choice to enroll in the MPP or stay in the Group RRSP. If you were hired after July 2010, you are automatically enrolled in the MPP.

Employees can ask for a payroll deduction to contribute to their RRSP. Spectrum will only provide employer contributions to one plan per employee – the RRSP or the MPP.

To find out more about your own RRSP and MPP contributions go to the websites:

RRSP: [www.grsaccess.com](http://www.grsaccess.com)

MPP: [www.pensionsbc.ca](http://www.pensionsbc.ca)

Next Meeting: June 20, 2012 at 4pm at Spectrum office, 3231 Kingsway, Vancouver