



JES2013-PDQ Membership

UWOSA Social-Engagement

Administrative-Staff Stewards Strong Solidarity

Employee-Rights Discounts BBQ

Technical-Staff

University of Western Ontario Staff Association Newsletter September 2016

President's Report

The summer is coming to an end and it's time for another new school year to begin. I hope everyone had a chance to take some well earned time off and get recharged and ready for September.

It's been a busy summer for the UWOSA Executive. As you know, elections were held earlier this year and May saw the start of your new Executive Officers and Stewards Council for 2016-2018. Meg Perinpanayagam, our immediate Past President has taken on the role of Vice President. This will be a very busy year for Meg as she will be chairing the Negotiating Committee and getting us ready to head into collective bargaining next year. Val Van Domelen carries on in her role as our Chief Steward. James Taron, our past Secretary has taken on the role of Treasurer and Cleusa De Oliveira continues her role as our Health and Safety Officer. I would like to welcome two new faces to the UWOSA Executive: Karen McDonald has taken on the role of Secretary and Katie Merchant joins the Executive as Membership Services Officer. Please join me in welcoming your new Executive and remember, we are here to help you. If you have any questions regarding our Collective Agreement or any work related issues, please don't hesitate to contact us at info@uwosa.ca.

I'd also like to thank our new and continuing members of the Stewards Council. If you'd like to find out who your Steward is in your area, please check the UWOSA website. I'd also like to note that we still have some vacancies on the Stewards Council. If you have ever thought about getting involved with your union, becoming a Steward is a great place to start. If you are interested and would like to learn more about the role, please contact the UWOSA office at info@uwosa.ca.

As you are aware, we are in the process of filling our Business Manager position in the UWOSA office and hope to have the role filled within the next couple of months. The role has been vacant since mid-March and this has meant that your Executive has had to take on those extra administrative and financial duties. I would like to say a special thank you to our Treasurer, James Taron and our Vice President, Meg Perinpanayagam, who have been working extra hard to ensure all the duties of the Business Manager are getting completed. I'd also like to thank all of you for your patience as we have been going through this transition process.

One of the most frequently asked questions of the Executive is 'what is the status of my PDQ?' As you are all aware, switching to the new job evaluation system has not been an easy nor a quick process. Our Job Evaluation Consultant, Daina Green has been working hard with the university's consultant to review the PDQs and develop point bands so that our positions are compensated accurately and accordingly. Entwined in the job evaluation system is our ongoing struggle with the university regarding Pay Equity.

We have asked our consultant Daina Green to provide you with an update in this newsletter on the progress of the job evaluation system and the evaluation of our PDQs. For those who want to understand the history of our new job evaluation system, the issues we have been encountering and for any updates, please check the Member Area section of the UWOSA website.

I wish you all the best at the start of the new academic year.

In solidarity,

John Critchley



Congratulations Recent Retirees!

Susan Bock, Philosophy
Kathy Blackler, Medicine
Anne Brickenden, Biochemistry
Victor Cherneski, Facilities Management
Kim Denault, Campus Recreation
Megan Fletcher, Arts & Humanities
Patricia Gorman, Student Development
Faith Hennessey, Psychology
Barbara Kaluzny, Health Sciences
Meera Karajgikar, Dentistry
Monica Kleiber, Residence Admissions
Gail Koenig, Housing Services
Dominique Lam, Biology
Edwin Lee-Chan, Microbiology & Immunology
Judy La Forme, Classical Studies
Cristina Marolda, Microbiology & Immunology
Jane Matheson, Development
Melanie Noon, Financial Services
Sharon Ormerod, Development
Sriyawathie, Peiris, Biology
Hanna Siemiarczuk, Psychiatry
Lesley Ann Tchorek, Chemistry
Doris Thompson, Libraries
Janice Vella, Libraries
Jean Wang, Pediatrics
Nancy Warren, Communicative Science & Disorders
Janet Williams, Mathematics



In the Spotlight: Our 2016-2018 Executive Officers

John Critchley, President



John is seconded from Western Archives where he is a Records Services Assistant to serve as UWOSA's President for the 2016-2018 term. John was most recently Vice President for the past 8 months. Prior to that, John has served our union as President for the 2012-2014 term, and has held a variety of roles, including Council Chair, Area Steward, Health and Safety Officer, and lead negotiator since 2010.

What is the greatest bit of advice a mentor has given you?

To stand up for what you believe in but don't be so pig-headed that you can't change your mind.

How do you achieve work / life balance?

I make time for myself during the week so I can focus on the time I spend with my family.

What is one thing that you hope to do in your life?

Play bass in a Bluegrass band.

James Taron, Treasurer



James is an Admissions Coordinator at the School of Graduate and Post-Doctoral Studies and serves as our Treasurer. Previously, James was the Union's Secretary from 2014-2016 and has served as a member of the Negotiations Committee, Area Steward, and Steward Council's Chair.

What is the greatest bit of advice a mentor has given you?

Don't go to bed angry.

How do you achieve work / life balance?

By spending lots of quality time with my cats.

What is one thing that you hope to do in your life?

Start a business.

Karen McDonald, Secretary (not pictured)

Karen is an Administrative Assistant in Research and Graduate Studies, Faculty of Engineering. Prior to joining the Executive Team, Karen was a Steward for Engineering.

What is the greatest bit of advice a mentor has given you?

Take the time to be kind to others.

How do you achieve work / life balance?

I like to walk at lunch and meet up with friends.

What is one thing that you hope to do in your life?

I would like to hike the Appalachian Trail.

Val Van Domelen, Chief Steward



Val is seconded to the role of Chief Steward from Psychology where she is a Graduate Program Assistant. Val was most recently the Chief Steward for the 2014-2016 term. Prior to that, Val has served our union in various roles as Social Sciences Steward, Second Vice President and Membership Services Officer.

Meg Perinpanayagam, Vice President



Meg is seconded to the role of Vice President from Western Libraries where she is an Administrative Assistant. Meg was most recently the President for the past 10 months. Prior to that, Meg has served as Membership Services Officer and has represented Dentistry, Nursing and Libraries as a Steward.

What is the greatest bit of advice a mentor has given you?

Keep your eye on the ball.

How do you achieve work / life balance?

I keep my priorities in check.

What is one thing that you hope to do in your life?

Hike the Milford Track with my family.

Katie Merchant, Membership Services Officer



Katie is an Administrative Assistant at the School of Graduate and Postdoctoral Studies. This is her first year of union involvement as our Membership Services Officer.

What is the greatest bit of advice a mentor has given you?

Don't forget to fall in love with yourself first.

How do you achieve work / life balance?

I build time into my schedule for myself for things that I need to do to recharge. For example a walk at lunch, a date night with my husband, one on one time with each of my children.

What is one thing that you hope to do in your life?

One thing I am really looking forward to do is learning to kite board. I love the water and I've always wanted to learn.

Cleusa De Oliveira, Health and Services Officer



Cleusa is a Research Technician in the Anatomy and Cell Biology, Schulich School of Medicine & Dentistry. Over the past 8 months, she has served as our Health & Safety Officer.

What is the greatest bit of advice a mentor has given you?

Be thankful for what you have.

How do you achieve work / life balance?

I put my family first.

What is one thing that you hope to do in your life?

I would like to travel throughout Canada and Europe.



How To Reach Us:

The University of Western Ontario Staff Association
University Community Centre
Room 255
Email: info@uwosa.ca
Website: www.uwosa.ca

Job Evaluation Update

Daina Z. Green, Pay Equity Consultant to UWOSA

Work on job evaluation is reaching a milestone. The collective agreement requires the Union and University to develop a banding structure for the bargaining unit's job evaluation system (JES2013). After months of work to ensure consistency in the rating of jobs, the parties are now close to coming up with an appropriate set of point bands to be used as outlined in Article 44 of UWOSA's collective agreement.

As the Union's consultant, I have been meeting regularly with the Employer's consultant since spring 2015 to ensure a solid basis for the new system of point bands. We have reviewed evaluations of 100 positions that represent the majority of jobs in the union. During these reviews, we realized that some questionnaires were incomplete which caused a significant delay in the process, as they were sent back to the unit to be reviewed and completed again.

Rating guidelines were developed and drafted by me and the University's consultant to ensure Human Resources evaluators closely follow clear rules and consistent measures for each factor and sub-factor during this process as well as for all future evaluations of UWOSA jobs. While the Employer has been using these draft rater guidelines for quite some time now, they still require formal approval by the Union and the Employer. Until the approval, it has been my role to ensure that the raters' guidelines are being properly and consistently used.

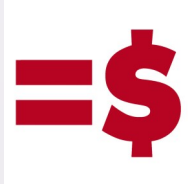
The University's consultant and I will then jointly recommend that members and their supervisors be given an opportunity to review completed evaluations and provide additional information relating to the rating of any factor.

After verifying the evaluation of the sample of jobs, the parties will negotiate new point bands. Once an accepted point band system is in place, as jobs are evaluated, the University will be able to inform members whether the salary grade for their job has changed or stayed the same as per Article 44 of the UWOSA collective agreement. After overcoming this hurdle, the Union and the Employer must then jointly agree upon a new wage rate system, as the current wage rate system is based on the old evaluation systems, which had separate wage scales for administrative and technical jobs. The new wage rate must be fair to ensure all members receive equal pay for equal work.

The Pay Equity Act provides for bargaining unions certified *after* the original pay equity plans to split off a pay equity plan for their own bargaining union. The University views job evaluation separate from pay equity; however, the University has not agreed to a separate plan for UWOSA.

The Union continues to voice its concern to the University that the original 1990 pay equity plan may not have *achieved* pay equity for all UWOSA members. UWOSA is in discussions with its legal counsels to explore our options.

**DAINA Z. GREEN is a practitioner in the area of pay equity, employment equity, and promotion of human rights. As a self-employed consultant, she provides guidance to unions, joint labour-management committees, non-profit organizations, and governments in Canada and throughout the Americas. Trained professionally as a social science researcher, Daina holds a Master of Science degree from McGill University in Human Communication Disorders. She is a certified teacher of English as a Second Language and a translator and interpreter for Spanish, Portuguese and French. She is currently advising a number of unions in Ontario universities on their pay equity and job evaluation processes.*



A Brief Timeline

2014 – With the new collective agreement in place, some members began to work with their supervisors to complete Position Description Questionnaires (PDQs) and submit them to Human Resources.

2015 – Very few completed PDQs were submitted to HR, and of those sent in, a number were sent back for more information, causing delays in completing the evaluations.

2016 – Review and verification of the evaluation of 100 jobs, including as many male jobs as possible, to allow for development of the point bands. Agreement on the new point bands is pending.

For more information on job evaluation and pay equity, please visit www.uwosa.ca, Member Area, Job Evaluation and Pay Equity Update.

General Information: <http://equalpaycoalition.org/>

Committee Updates

Constitution & Bylaws

Chair: Meg Perinpanayagam

This committee is accepting members. For more information or to join, please email info@uwosa.ca.

Finance

Chair: James Taron

The 2016-17 Finance Committee (Lori Johnson, Elizabeth Roberts, David Murphy, John Critchley, Shilesh Nene, and Cathy Jiang, and I) met in June with UWOSA's investment advisor from Edward Jones. We agreed to a more conservative investment strategy for our union as we move forward to negotiating a new contract with Western in 2017.

Membership, Newsletter and Social

Co-Chairs: Katie Merchant and Meg Perinpanayagam

Our 2016-17 MNS Committee (Connie Sutherland, Jennifer Heidenheim, David Murphy, Natalie Samuel, Stephanie Desmareau, Meg, and I) have been meeting regularly to plan activities for the upcoming year.

We have chosen to support the London Area Food Bank in December, Aeolian Hall Musical Arts Association at the Valentine's Day luncheon on February 9, 2017 and an evening at Ronald McDonald House.

Plans continue to provide discounts to Columbia Employee Store, Stratford plays and Budweiser Garden events. If you have any questions, please email me at kmerchant@uwosa.ca.

Call for Members: Negotiations

Chair: Meg Perinpanayagam

As you know our collective agreement ends on June 30, 2017. Planning for negotiations begins this year. *If you are interested in joining this important committee, please email info@uwosa.ca.*

Selection

Chairs: Executive Committee

The Selection Committee (Lori Johnson, Shilesh Nene, Jackie Windsor and Maureen O'Connell) and the Executive Committee have contributed to a full review of the PDQ for the open Business Manager's job description. This position which mirrors our current collective agreement, was evaluated by our job evaluation consultant as an SG12. The position was posted internally on July 28th and then externally on August 19th. A consulting firm will accept applicants until September 16, 2016.

Call for Members:

Negotiating Committee

As you know our collective agreement ends on June 30, 2017. Planning for negotiations begins this year. This committee is charged with collecting information using surveys from members regarding issues pertinent to contract negotiations, preparing monetary and non-monetary briefs for the negotiators, and assisting the negotiating team during the process.

If you are interested in joining this important committee, please email Meg at info@uwosa.ca.

UWO/UWOSA Joint Committee Updates

Joint Occupational Health and Safety Committee



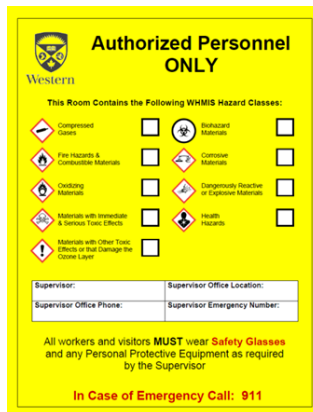
We have some news about the Future of Smoking at Western. Additional Clear Air Corridors will be added, and Western is improving the access to smoking cessation for staff who wishes to quit. In addition, an Advisory Committee on the Future of Smoking is going to be established, led by one or two Western Champions (recognized Western leaders who have a bias towards a healthier campus) and composed by representatives from Students, Employees, Groups/Teams, Institutions and External. As some of you may know, as of July 1, 2016, LHSC is completely smoke free.

On another note, please remember to wear sunscreen, a hat and keep yourselves well hydrated in warmer weather.

Environmental and Laboratory Safety Committee

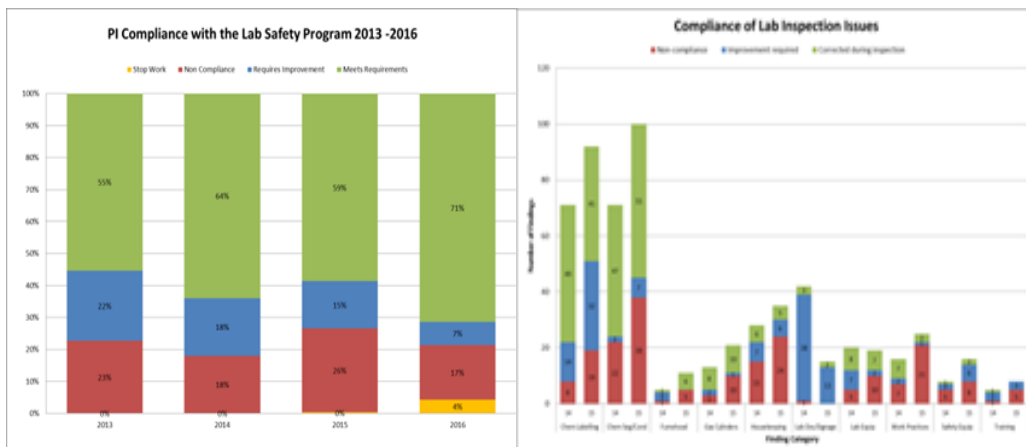
Western is updating the Laboratory Safety Manual, as the current one is over 5 years old. The new manual will include WHMIS 2015, housekeeping and new fume-hood changes. Committee members will review and provide input at the next meeting.

New laboratory signs have been created and plans are underway to have them ready for the new school year:



The Workplace Hazardous Materials Information System (WHMIS) 2015 is Canada's new national hazard communication standard. Training for the WHMIS (new) is through OWL and provides information on the new WHMIS 2015 standard as well as the old WHMIS 1988. This training aids learners in identifying the new requirements and changes from their previous WHMIS training while achieving compliance for both. WHMIS is mandatory for all employees at Western and should be completed by August 31st, 2016.

Tables 1 and 2: Compliance with Lab Safety and Issues



President's Committee for the Safety of Women on Campus

The Committee met on June 9 to discuss 10 proposals regarding the grant of \$50,000 from the Ministry of Training, Colleges and Universities which is to be used to offset the cost of programs supporting It's Never Okay: An Action Plan to Stop Sexual Violence and Harassment. Of the ten proposals, 1 was voluntarily withdrawn, 5 were approved at the meeting and were allocated the majority of the grant. 4 remained under discussion.



**Applying to a Posting?
Request the full PDQ**

**Going on an interview?
Request "Prove It"
Tutorials from Human
Resources at hrhelp@uwo.ca**

VACANCY: UWOSA Business Manager

UWOSA seeks a self-directed Business Manager to support the administrative and financial management of the association. This role will report to the Executive Committee.

As an employee of the Association, the Business Manager will employ Generally Accepted Accounting Principles (GAAP) to administer timely and accurate financial transactions including journals, invoices, accounts receivable, accounts payable, salary recovery (intercampus transactions), strike fund management, and petty cash for an annual (~\$500,000) budget. Financial responsibilities also include the preparation of financial statements for auditor review. The Business Manager will support the Association's Executive Committee in distribution and reconciliation of financial statements, budget transfers, credit card reconciliations, legal retainer reconciliation, expense reports, and membership dues. In addition, the role will support Executive Officers and Committee Chairs with database management, and analysis

including tracking of portfolio expenses, transactional processes and budgets. Other responsibilities include administrative support of scheduling, data entry, website maintenance, and minor event coordination.

The successful candidate will bring a minimum of three years accounting experience, including at least one year of full-cycle accounting, to the role. His or her educational background includes a diploma or degree in Accounting/Finance or a related discipline. Excellent Microsoft Office skills and experience with an accounting management program, i.e., QuickBooks are required.

Additionally, proficiency with membership data capturing software, (i.e., Unionware, Survey Monkey) and html code and web design (i.e., Drupal).

Excellent communication skills, collaborative and interpersonal skills are necessary to successfully interact with association members and external stakeholders.

Organizational skills and attention to detail are key. Familiarity with the current UWOSA Collective Agreement, UWOSA Constitution & Bylaws, Robert's Rules of Order, Employment Standards Act, and established university policies and procedures are an asset.

The salary for this position will be \$47,459. Interested candidates are encouraged to forward a cover letter, resume, and three professional references to Diane Rundle, HR Consultant, drundle@peakperformancehr.com.

UWOSA is committed to an equal employment opportunity to all qualified applicants regardless of race, color, religion, gender, gender identity or expression, sexual orientation, marital status, age, national origin, ancestry, disability, medical condition, or veteran status.

Wellness at Work!

By Meghan Unick, Wellness Peer Educator, Wellness Education Centre

It's 2016, and many of us, especially in the academic sector, contribute our time and effort by way of the standard modern-day desk job. Long hours of sitting and straining in front of screens can't be good ... but is all hope lost? Workplace health is an important issue, and one aspect which has more recently been recognized is the need for more attention paid to our *mental health*. We hear this term quite frequently, but it can be a difficult concept to narrow down. This is because our mental health, well-being, or *wellness* is made up of many different aspects that we typically think of as separate such as our physical, social, and spiritual health. All of these crucial components of our existence interconnect to enhance the way we see ourselves, the world, and our purpose within it.

This all sounds well and good, but how does this relate to our day jobs? Is it possible to not only maintain, but *improve* our mental health at work? Regardless of our careers, there will always be moments, days, or even weeks that challenge and change us. This is why I encourage you to read on to review three common challenges at work. I pair each of these with some simple, practical strategies to help you take charge of your wellness at work.

Challenge #1: How can I manage my stress level at work?

Mind your mind!

Stress reduction at work is a popular topic, with many employees across various sectors experiencing an increase in their demands and workload while struggling with a lack of time in their day. This can sometimes make it difficult to focus on one task; however, there are some breathing and mindfulness techniques specifically designed to help alleviate these concerns.

Breathe in, breathe out

If you are drifting away from an important task, "**Sama Vritti**" or equal breathing can help redirect your attention (Wellness Education Center, 2016). To do this, inhale and exhale for 4 counts each through the nose only, as this will add a natural resistance that slows your thinking and actions (WEC, 2016). **Abdominal breathing** is used for combatting anxiety; place a hand on your chest and stomach while taking 6-10 slow breaths per minute for up to 10 minutes. This technique can also show improvements in blood pressure (WEC, 2016).

Notice your environment

Mindful breathing is great when you're stuck in the office, but all you might really need is a change of scenery! Taking a moment to either spend time in solitude or go for a walk with friends outdoors can be extremely soothing and rewarding. After being indoors for much of the day, it is physically, mentally and spiritually healing to feel the warmth of the sun or the light of day on your skin. Noticing the sights, smells and sounds of nature can, quite literally, bring you down to Earth and make you realize that you are a small (yet important) part of a bigger universe. This is a calming thought when stressful or negative situations at work feel like they are the only things that matter.

Notice your body

Look down and around. Are your hands clenched? Do you feel your shoulders creeping up towards your head? Try some **progressive muscle relaxation** or a **body scan** – this can settle your thoughts and relax any tense parts of the body, especially when you are stressed or anxious. Not sure where to begin? Check out Western's own Dr Paul Frewen's *Mindfulness & Metta-based Trauma Therapy website*, which offers guided meditation videos for four types of body scans.

Learn something new

Western helps make this easier for employees by offering yoga and mindfulness classes on campus throughout the week. These can serve as your scheduled wellness breaks, and brings you together with others in a group setting to do it. Technology, while it sometimes works against us in the pursuit of peace and quiet, can also help in this area. If you feel that your spiritual well-being has been neglected lately, you can plug in and listen to calming music or mantras on YouTube. Dr Paul Frewen's [Mindfulness & Metta-based Trauma Therapy website](#) also offers free videos to help you learn mindfulness principles and practices that you can apply to your everyday life.

Challenge #2. I can't make it through the afternoon lull without my daily sugar rush.

Have some Food for Thought

Our eating habits can be one of the biggest factors influencing our energy levels as we try to make it through another day at the office. Eating exclusively at your desk takes your focus away from *eating* - denying the simple pleasure of food and can lead us to mindlessly overeat. Instead, boost both your health and your mood by getting up and moving outside to eat, or change up the locations that you eat during winter months.

If you like to snack throughout the day, keep some healthier snacks close by so you don't run upstairs for an Iced Capp and cookie when the hunger pangs strike. Pack a lunch with salads that include a source of protein like chicken and turkey for meat-eaters, or beans, nuts, and seeds for the vegetarian/vegan diet. Use an insulated lunch bag with an ice pack to keep food in good shape if you don't have a work fridge (WebMD, 2008).

Challenge #3: Everyone tells me to exercise more, but I have a desk job!

Start small, and build on good habits.

Do you dread the prospect of incorporating physical activity into your day? Here are some tips to help you **start simple**. Make a goal to **add 5 minutes of standing** while working at your desk per day, or experiment with sitting on an **exercise ball** instead of a normal chair. Using an exercise ball can remind you to maintain good posture by keeping your abs engaged.

Performing simple stretches (shoulder shrugs, neck tilts, wrist/finger stretches, and back/hip stretches); self-massages of tense areas (neck, face); and movement exercises at your desk (hamstring curls, tricep kicks, knee lifts) will surely get your blood flowing. To keep you on track, use your smartphone, a fitness tracker, a calendar reminder, or a friend to remind you that it is time to MOVE! Don't think of being active as an "extra" task or something you have to do; make it a normal and integrated part of your day so it won't be such a chore!

Changing up your work routine to promote healthy behaviours isn't always easy when we try to do everything at once, and some days will invariably be harder than others. The key to success is making small and healthy choices one step at a time. Choose one attainable habit to try for one month, then add a second habit when the first one becomes part of your routine. Over time, you will discover that a healthier you is possible and attainable; "wellness at work" is more than just a tagline!

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