

University of the Fraser Valley (Employer)
and
Faculty and Staff Association (Union)

DRAFT
Terms of Reference
Labour and Management Committee (LAM)

December 6, 2011

The Labour and Management Committee (LAM) of the University of the Fraser Valley is established pursuant to Section 53 of *Labour Relations Code of BC*.

Mandate

The parties agree that the Labour and Management Committee shall meet for the following purposes:

- To provide a venue for improving communication between employees and Management.
- To address workplace changes in a collegial and pro-active manner by responding to and anticipating issues impacting on the workplace, and take action as appropriate by referring the matter to an existing procedure, recommending a new process on an ad-hoc basis or proposing that no further action is required at this time.
- To facilitate resolution of workplace conflict that can be handled by informal discussion.

The mandate of the committee does not include any discussion of grievances, the drafting of Letters of Agreement, or addressing any issues expected to be bargained.

The committee has the power to make recommendations to the Union and the Employer; however, the committee may not make binding decisions.

Participation

Members:

The committee shall consist of up to four (4) Management representatives to include: the Provost/ Vice-President Academic, the Associate Vice-President of Employee Services, a Dean, and the Director of Employee Services; and four (4) Union representatives to include:

the President, the Agreements Chair, and both Contract Administrators. Each party shall have one alternate in the event regular members of the Committee are not available.

Meetings shall proceed where there are at least two (2) representatives from each party in attendance. From Management, one must be either the Vice-President Academic or the Associate Vice-President, Employee Services. From the FSA, one must be either the FSA President or the Agreements Chair.

Resource Persons:

Resource persons may attend at the request of the Committee.

Roles/Functions

Chair:

The parties agree that the Chair of the Committee shall normally alternate between the parties on a monthly basis.

Recorder:

The parties agree that the Recorder for the Committee shall be provided by one party for one year.

Committee Responsibilities:

All committee members are responsible for:

- Consulting with constituents to ensure issues and concerns appropriate to this committee are identified and brought forward to the committee.
- Reaching consensus to facilitate resolutions to problems.
- Communicating and consulting with their principals and constituents concerning discussions and recommendations from LAM.

Timing and Frequency of Meetings

Meetings will normally be conducted once per month timetabled according to the UFV meeting schedule unless there are no items to discuss.

Agenda and Meeting Minutes

Agenda:

The agenda shall include the following:

- Date, time and location of the meeting
- Approval of the Agenda
- Approval of Minutes
- Business arising from previous meetings
- Discussion items with background information where appropriate
- Other business

The cut off for submission of agenda items is normally five (5) business days prior to the meeting. The agenda shall be prepared by both the Chair and the Recorder and will be distributed three (3) business days prior to the meeting. Additional items can be added to the agenda on shorter notice, recognizing that items may be tabled. However, documentation must be circulated as far in advance as possible.

Minutes:

The minutes shall include the following:

- Date, time and location of the meeting
- Meeting attendees
- Action and follow-up items (including members responsible)
- Completion dates
- Next meeting reminder

The Recorder shall forward a draft of the minutes for review by the Chair as soon after the meeting as possible. Once the Chair has reviewed the draft minutes, the Recorder shall circulate the action items to the Committee as soon as possible. The full draft minutes will be circulated in the next agenda package.

Record Keeping

The Recorder must keep confidential all hard copies of agendas, draft minutes, resources and other documentation relating to the committee's activities. Electronic copies shall be stored on a secure data directory accessible to both the Union and Management members of LAM. Minutes that have been approved will be made available to the FSA Executive and an equivalent Management group.

Archiving of records must be agreed upon by both parties.