



# TERMS OF REFERENCE UNION MANAGEMENT COMMITTEE (Location)

1. NAME OF UNION MANAGEMENT COMMITTEE

*(Workplace)* Union Management Consultation Committee

2. PREAMBLE

2.1 It is recognized that this committee does not in any way interfere with either Management's authority or its obligation to manage or with the union's legal rights established by the Public Service Labour Relations Act or applicable collective agreement. It should be noted that formal grievances shall not be introduced at this committee since the manner in which grievances are to be processed is prescribed in the collective agreements.

2.2 Jurisdiction: All matters may be subject to consultation except:

- those which could amend, add to, or modify Acts, collective agreements, or regulations governing terms and conditions of employment;
- those which are the topic of active consultation or a formal matter which is already the subject of a specific alternative process.

2.3 No committee representative is personally liable for anything done or omitted to be done by the representative in good faith under these terms of reference.

### 3. STATEMENT OF COMMITTEE PURPOSE

3.1 The purpose of this committee is to maintain harmonious working relations between management and employees. The purpose of this committee is also to provide a forum for the free exchange of information between management and employee representatives. Discussions in this committee should therefore deal with policies, programs and working conditions, including proposed changes in any areas. Both parties shall accept the responsibility of helping to make this committee work effectively and resolve union management issues while actively promoting harmony and a fair working environment.

### 4. FUNCTIONS OF THE COMMITTEE

4.1 To provide a forum for consultation and the frank exchange of ideas and information on policies, programs and procedures, as they apply to employees of the (*naming the workplace*). Separate PSAC/PIPSC meetings may be scheduled, along with a joint meeting.

4.2 To foster effective two-way communication and mutual understanding.

4.3 To address specific impacts of regional and national issues and events on (*naming the workplace*).

4.4 To discuss proposals for joint action to address specific issues.

4.5 To review and evaluate actions taken by the committee.

### 5. COMPOSITION OF COMMITTEE

5.1 Management  
(X) representatives with an identified contact person

PSAC and PIPSC  
(X) representatives for PSAC with an identified Chairperson  
(X) representatives for PIPSC with an identified Chairperson

5.2 Representatives will be appointed by the union for the members they represent. These appointments will be for two years.

5.3 Additional persons may be invited for the purpose of providing advice or information on particular agenda items but must be identified before the agenda is finalized.

## 6. COMMITTEE MEETINGS

- 6.1 It is the intention of the committee to meet (*frequency*), during working hours.
- 6.2 A special meeting, if required, can be held at the call of the representative Chairperson.
- 6.3 The committee members should be given adequate time to prepare for the meeting and to travel to and from the meeting.
- 6.4 A person attending the meeting should be identified as responsible for each agenda item and be prepared to introduce the topic for discussion. (See 7.8 for submission of topics)

## 7. AGENDA & MINUTES

- 7.1 Management will be responsible for providing someone to capture action items and prepare minutes of these meetings.
- 7.2 The secretary's tasks include: keeping records of meetings and preparing and distributing agendas and minutes.
- 7.3 The Co-Chair of each group (Management, PSAC and PIPSC) will review Agenda and minutes and sign them before they are distributed.
- 7.4 Copies of the minutes will be sent to the following sites:
  - Worksites represented
  - President of the Agriculture Component PSAC
  - Regional Director, PIPSC
- 7.5 Distribution of minutes should take place within (X) working days.
- 7.6 Final electronic version of the minutes will be sent to UMC attendees after approval. Signed copies will be sent to the individuals identified in 7.4.
- 7.7 At the request of the Lead Chairperson identified for the next meeting, the secretary sends out notice to all participants of the next meeting, a minimum of four weeks before the meeting takes place.
- 7.8 The secretary compiles the agenda items to participants one week in advance of the meeting (topics must be submitted on the attached form two weeks before the meeting).
- 7.9 Unresolved issues from the (*naming the workplace*) Union Management Consultation Committee to be forwarded to the (*next appropriate level in the UMC process*)

8. RECORD KEEPING

8.1 The committee shall keep adequate records of all matters that come before it.

9. EXPENSES

9.1 The employer will grant paid leave for union business, to the committee members to attend the regularly scheduled meetings, or in the case of special meetings called by the employer. (If necessary -Leave forms must be submitted immediately preceding the meetings.)

10. AMENDMENTS

10.1 These Terms of Reference will expire and be subject to review by the call of any party.

Approved by:

**Original signed by:**

\_\_\_\_\_  
(Management)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(PSAC Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(PIPSC Union Representative)

\_\_\_\_\_  
Date

*(September 2007)*

*(Naming the workplace)* Union-Management Committee Meeting  
**AGENDA ITEMS**

**LOCATION:**

**ISSUE:** (briefly outline issue)

**BACKGROUND:** (additional information, explaining issue and current status)

**SUGGESTION/RECOMMENDATION:** (not required for informational items)

**SPONSOR:**

**GROUP REPRESENTED:**

**DATE:**

*(September 2007)*