

TITLE: EMPLOYEE ORGANIZATIONS AND EMPLOYMENT GROUPS

EFFECTIVE DATE: April 1, 1995
(replaces the policy dated Feb. 1, 1993)

AUTHORITY: Vice-President (Finance and Administration)

Purpose

This policy is intended to identify the various employee organizations and employment groups at The University of Winnipeg and to clarify the relationship between University Policy and the various collective agreements.

Scope

This policy applies to all employees of The University of Winnipeg.

Responsibility

The Director of Human Resources shall be responsible for updating and administering the membership of employees in the various categories identified in this policy.

Policy

EMPLOYEE ORGANIZATIONS

There are a number of organizations representing employees of The University of Winnipeg. These organizations bargain collective agreements with The University of Winnipeg and are the legal representatives of these employees, in accordance with the provisions of the Manitoba Labour Relations Act and the specific Manitoba Labour Board Certificate (MLB Certificate).

Copies of the collective agreements are supplied by the employee organization to the employees whom they represent. The Human Resources Department supplies managerial, confidential and supervisory employees excluded from these bargaining units with copies of any collective agreement which they are required to administer.

Where a collective agreement is silent or makes reference to University Policy, the policy shall govern, provided that where there is a conflict between University Policy and the collective agreement, the collective agreement shall govern.

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EMPLOYMENT GROUPS

Group #1 - The Board of Regents Group

This group is comprised of employee representatives who have been appointed to the Board of Regents. These employees are excluded from their bargaining units for the duration of their appointments as full Board Members.

Group #2 - The Executive Group

This group consists of the President, Vice-Presidents and Associate Vice-Presidents.

Group #3 - The Academic Administrators Group

Included in this group are senior academic administrators reporting directly to a member of the Executive Group; or academic administrators in large areas reporting to the Dean/Chief Librarian of the area. Academic staff in this group are excluded from bargaining units based on management responsibilities. These responsibilities include planning, directing and controlling a group of university resources including people, budgets and facilities. Positions found in this group include the Deans of Arts and Science, Theology, Collegiate, Continuing Education, and Student Services; Associate Deans, Assistant to the President (Planning), Chief Librarian, Associate Chief Librarian, Director of Counselling Services and the Director of the Institute of Urban Studies.

Group #4 - The Confidential, Professional and Managerial Support Staff Exclusion Group

This group includes those support staff positions excluded from bargaining units for one of three criteria contained in the Manitoba Labour Relations Act. Confidential support staff are excluded primarily because they have prior knowledge and access to information that is confidential in regard to labour relations. Included in this group are confidential secretaries and administrative assistants, and staff in the President's Office and the Human Resources Department.

Employees who belong to a profession authorized by statute in force in Manitoba and meet three criteria outlined in the Labour Relations Act also qualify for exclusion from the bargaining units.

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Managerial support staff are also excluded from the bargaining units. Generally these positions report directly to a member of the Executive Group; however in larger areas there may be two levels of management, both in this group, ultimately reporting to a member of the Executive Group. Positions at this level are excluded from the bargaining units based on their primary responsibility for management functions. Included in this group are support staff Directors, Assistant Directors, Managers, and the Controller.

Group #5 - The University of Winnipeg Faculty Association (Collegiate Unit)

This group includes all Instructors in the Collegiate Division of The University of Winnipeg within the jurisdiction of the Manitoba Labour Board Certificate MLB-3634.

Group #6 - The University of Winnipeg Faculty Association

This group includes all Instructors, Faculty Members, Librarians, Counsellors, Coaches and other academic staff within the jurisdiction of the Manitoba Labour Board Certificate MLB-3563.

Group #7 - Other Academic Exclusion Group

This group includes academic staff positions which are not covered by Groups #4 and #5 primarily because they are part-time or term, do not have academic rank or are specifically excluded in the Certificate. Included in this group are academic staff in Theology, Institute of Urban Studies, Continuing Education, Inter-Universities North, Post-Doctoral Fellows, Research Associates, stipendiary lecturers and visiting professors.

Group #8 - Academic Assistant Employment Group

This group includes all persons excluded from bargaining units because they are employed primarily in an academic capacity in teaching or research assistant positions such as lab demonstrator, lab instructor, marker or reader and research assistants.

Group #9 - The International Union of Operating Engineers, Local 827

This group includes all persons in the Physical Plant Department within the jurisdiction of the Manitoba Labour Board Certificate MLB-4339. Examples of positions in this group are power engineers, trades personnel and service workers.

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Group #10 - The Association of Employees Supporting Education Services

This group is certified to represent employees not covered by the other Labour Board Certificates excluding positions which are primarily academic in nature. In general the positions support teaching, research and administrative functions at the University. Examples of positions are library assistants, office and administrative assistants, technicians, printing and computer personnel, as well as some research assistants.

Group #11 - Non Employees

In addition to employing University personnel, The University of Winnipeg provides payroll services on a contract basis for certain organizations associated with The University in a variety of ways. Employees of these organizations are governed by the employment practices of their employer. Examples of these positions are found in Menno Simons College, Interfaith Marriage and Family Institute, and Inter-Universities North.

Some organizations have agreements with the University for space and services. These organizations also employ a number of persons who are not employees of The University of Winnipeg. Examples of these situations are found in The University of Winnipeg Students Association, the Manitoba Multicultural Resource Centre and The University of Winnipeg Faculty Association.

The University also maintains contracts with a number of external organizations for the provision of a wide variety of contracted services such as security, construction and renovation projects, custodial and food services. Although these personnel regularly work on campus, they are not employees of The University of Winnipeg.

Although the personnel listed in the non employee group are not employees of The University of Winnipeg, they are required to comply with applicable University policies. In some situations the University has some liability for these persons, such as safety regulations.