

FROM THE PRESIDENT'S DESK



December is upon us and I'd like to take the opportunity to wish everyone a very happy holiday season. It is a special time of year... bright lights and decorations with a buzz in the air and, yes, even the snow. As the end of term approaches, many departments and areas experience a frenzy of activity

to get everything done before the Christmas break. Hopefully people will take time from their busy schedules to stop and enjoy the season, along with their family and friends.

The AESES Office has also experienced the same "end of term" increase in activity. A number of workplace issues in a variety of areas are currently being explored by the office staff. Workload in particular is an increasing concern for us, as evidenced by the responses to our bargaining surveys at both universities. More and more of our members are giving up their free time (i.e., working late or through lunch hours) just to keep on top of their daily work. This is alarming information, and we certainly do not encourage our members to offer up their services for free. This creates an unrealistic impression that the work can be done within a seven hour workday and the potential for more work to be added to someone's already overburdened position.

Members need to let their supervisors know about any workload issues they may have, and ensure they only work their regular hours – and take their lunch and coffee breaks. Departments often find it easy to "bury their heads in the sand" when it comes to workload

issues, and it sometimes takes a backlog of work for departments to recognize that an issue actually exists and requires attention. If you're experiencing an issue related to your workload, please consider contacting the AESES Office for advice and assistance.

At the end of the day, a work-life balance is critically important for everyone to maintain. The upcoming holiday break is an excellent time to relax and unwind. I hope that everyone has the opportunity to recharge their batteries as we look forward to 2016.

Happy Holidays!

- Laurie Morris

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BARGAINING UPDATE

The bargaining teams from AESES and UM have reached a tentative Collective Agreement offer. A ratification vote has been called for December 9, 2015, between 9:00 am and 3:30 pm. Information regarding the vote, as well as the dates and times of upcoming informational sessions, was emailed out to our membership. Details about your specific polling location is still to come.

The bargaining teams from AESES and UW continue to meet on a weekly basis, making significant progress in working through the items that both sides initially presented. More recent issues that were handled include job postings, modified work weeks, bereavement, rest periods between shifts, and probation/trial periods.



CHILDREN'S CHRISTMAS PARTY FUN

With the impending Christmas break nearing, the one involving good cheer, family gatherings, lots of food and jingles, the annual AESES Children's Christmas Party preceded that. It was held on the afternoon of November 22 at the University of Manitoba's Fort Garry campus.

Over 260 children, and just as many accompanying adults, were registered to attend. They enjoyed a hot meal and

dessert, in between participating in the numerous activity stations, bouncing on inflatable bouncers, and enjoying live entertainment. Santa and his elves also joined in on the partying.

Thank you to the many volunteers who selflessly gave of their time to ensure that the children in attendance were gifted a day of fun!

ONLINE CONTEST RECAP



After a month of frenzied online activity, the first ever AESES Website Seek & Find Scavenger Hunt drew to a close at the end of October. Thirteen questions stood between contest entrants and their chance to win one of three tablets. With 266 participants, the competition proved to be a novel way for our members to become aware of our web presence, all the information contained on our website, and a chance to learn about their union's structure and function.

We'd like to announce that the lucky contest winners were:

Matt McDonald – Samsung Galaxy Tab A

Stella Leung – Samsung Galaxy Tab S

Krista Detillieux – iPad mini

Thank you to all who took the time to participate in the contest!

AESES APPOINTMENTS

Daniel Gwozdz (District 33), **Melinda Sasek** (District 23), and **Colleen Thompson** (District 22) have been appointed as members of the Board of Representatives.

CAN YOU TELL ME?

What is an Attendance Management Program?

Attendance includes being at the workplace on time when scheduled to be at work, including break times.

Alternately, absences refer to any time an employee who is scheduled to work, is not at work. Some absences are non-culpable, where they result from factors outside of the control of the employee, such as illness or injury. An employee should always promptly report any illness or injury to their manager in accordance with the Collective Agreement and subsequently maintain regular contact to provide information on the expected duration of absence and a possible return-to-work date, if known.

Culpable absenteeism refers to lates or absences for which the employee should be held responsible because the problems are within the employee's power to address and correct. Four key types of potentially culpable absenteeism are lateness/leaving early; failure to notify; absence without leave; and abuse of sick leave.

Attendance Management Programs track employee absenteeism from their workplace over a set time period, looking for patterns and unexplained absences. Being placed in a program is non-disciplinary in nature.

The University of Winnipeg doesn't employ a formal program. However, they have begun paying particular attention to instances where an employee's absences exceed the University average. In these cases an initial meeting may be called, with HR and the supervisor present, to determine if there are any underlying issues that need to be dealt with, and to lay out attendance expectations for the employee going forward. As this is a non-disciplinary meeting, the employee is not usually entitled to have union representation at the meeting.

At the University of Manitoba an Attendance Management Program has already been in effect for the past number of years. Its purpose is to encourage and promote attendance in a manner that strikes a balance between the needs of the University and individual employees. According to their policy, the University believes that although attendance management is the responsibility of all parties (University, supervisor, employee), every employee has a contractual obligation to attend work as part of their job requirements.

At UM, where an attendance concern has been identified, the following corrective action steps will be followed:

STEP 1 - Informal Attendance Review - Where attendance suggests an emerging absenteeism problem, the supervisor will conduct an informal interview with the employee. The meeting will serve to identify attendance concerns, determine what has caused the absences and if they are culpable or not, discuss available resources, and provide expectations for improvement.

Where absences are culpable in nature, the employee is not eligible for pay for the time not worked and the basic principles of progressive discipline will be administered. But where absences are non-culpable in nature, the university

may request medical documentation, explore the possibility of reasonable accommodation, inform the employee of other options available to them (for example, a leave of absence, reduction in hours, move to casual status).

STEP 2 – Attendance Review Meeting - Following a consultation with HR, the supervisor will meet with the employee to discuss the absences. The employee is entitled to bring along a union representative. The meeting will serve to review the employee's attendance record, allow the employee to discuss the situation, determine if the absences are culpable or not, identify attendance expectations and improvements, restate available resources, inform the employee

that their attendance will continue to be monitored and if attendance issues persist, further action may be warranted.

STEP 3 – Attendance Management Meeting - This meeting is held when the employee's attendance has not improved following previous meetings. Following a consultation with HR, participants will include the supervisor, employee, HR representative, and union representative if requested. The meeting will serve to follow up on items discussed at the previous meeting, state that the employee's attendance remains unacceptable, seek a further response from the employee, determine if the absences are culpable or not, reinforce attendance requirements, and finally identify a specific course of action to be taken and possible consequences. The discussion and meeting outcome will be documented in a letter to the employee.

Continued on next page...

CAN YOU TELL ME? (cont'd)

STEP 4 – Attendance Management Hearing - This hearing is held if absenteeism continues to be excessive following previous meetings and it appears that the absences are non-culpable. The supervisor must consult with HR before holding this meeting. Meeting participants will include the supervisor, employee, HR representative, and union representative if requested. The meeting will serve to review the employee's attendance record, summarize previous attempts to resolve the issue, explain the impact the absenteeism is having on the employee, co-workers and the organization, give the employee an opportunity to

respond, determine if the absences are culpable or not, and determine if there is any indication that attendance will improve in the future. If yes, the employee will be advised of their last chance to show that they can attend work regularly, but if not, they will be advised that other options may be pursued, including potentially non-disciplinary termination. Again, the discussion and meeting outcome will be documented in a letter to the employee.

Employees are encouraged to contact the AESES union office, if they require advice related to attendance management.

CONTRACT ADMINISTRATION

All Leave of Absence grievances were resolved prior to arbitration.

A new grievance was filed on behalf of a member who failed their Trial Period in a position they were transferred into following a previous position discontinuance. The grievance is currently at the Second Stage.

Individual and Association grievances were filed regarding the application and meaning of our sick leave eligibility rules. Specifically, when an employee returns from sick leave, and the return is unsuccessful as a result of the same or similar medical circumstances, what constitutes a reset of sick leave eligibility?

EMPLOYEE SPOTLIGHT

May we introduce you to Laurie Morris...

How long have you been with the University?

I started working at UM in the Faculty of Medicine's Dean's Office in September 1980. I just celebrated 35 years!

What is your current position/initial position?

My first job was really split between two completely different pots; half involved supporting the work of a large committee while the other half saw me work for the assistant to the Assoc. Dean (Administration). My direct supervisor was a spitfire of a person whose portfolio was quite eclectic. She oversaw renovations, social functions and parking, so I did a lot of that too. That is what caused me to want more autonomy and administrative duties. I currently work as an Administrative Assistant in the Department of Philosophy.

What part of your job do you enjoy the most?

The most interesting part of my job (whether at UM or in my role as AESES President) is the people. I am a people person.

What has been your favorite project at the University?

After 35 years there have been a few, but something that they all have in common is volunteerism. I have served on many committees, including one that recommended Long Service Awards and the Awards of Excellence to the



UM President, one that helped create the Faculty of Arts Support Staff Council, as well as helping to expand the AESES Children's Christmas Party to what it is today. I need to be involved in something all the time.

If you could switch your job with anyone else within the University, whose job would you want?

I found my fit in my current job and in my position with AESES, but there are some other things that I enjoy. I like to play host at events...making sure the food is out, the presentation of it all, the wine is flowing, etc.

What piece of advice would you give a new employee?

- Have a great work ethic.
- Take as much training as you can, especially if you

Continued on next page...

EMPLOYEE SPOTLIGHT (cont'd)

want to move to progressively more responsible positions. Even if you are happy with where you are at, take courses to stay current and to add to your skill set.

- Get on some committees and help make a difference for yourself and others.
- Not every job is a good fit for everyone. Find the fit that makes you happy and you will stay there for a long time, like me. I have been at the Department of Philosophy for 27 years. It's a great place to work!

Q7. Any involvement with AESES through the years?

I have been a board member for 15 years and on the Executive Committee for 7+ years (as Secretary for 2 terms, Executive VP for 1 term and currently as President). As President, I sit ex-officio on all committees. During the last 15+ years I have either served as a member or Chair of the Activities, Education, and Recruitment Committees, and many others. I also served on the Negotiation & Bargaining Committees in 2004, 2007 and 2015.

NEW FACES @ UM ★

Hazel Abrigo	Book Store	Vince Francisco	Kinesiology & Recreation Mgmt.
Idunnu Adejo	Soil Science	Kerry Friesen	Book Store
Fasih Ahmad	Book Store	Sarah Froese	International Centre for Students
Temitola Awosika	Human Nutritional Sciences	Emily Fryza	Book Store
Prathapan Ayyappan	Physiology	Wade Gardiner	Plant Science
Carolyn Basha	Donor Relations	Samuel Gbara	Book Store
Amber Bass	Entomology	Noel Generoso	Animal Science
Swaroop Bhagwat	Pediatrics & Child Health	Justine Giasson	IH Asper School of Business
Lorraine Bishop	Accounting & Finance	Adam Ginn	I.S.T. Client Services
Kathryn Boschmann	History	Jenna Glidden	Graduate Studies
Katrin Braasch	Microbiology	Amy-Leigh Gray	Sciences & Technology Library
Alden Brault	Plant Science	Arlene Guerard	Emergency Medicine
Trisha Burch	Kinesiology & Recreation Mgmt.	Oliver Gutierrez	Internal Medicine
Angela Carreiro	Registrar's Office	Shirley Gwendo	Book Store
Terry Carter	College of Medicine	Iris Halilovic	Book Store
Alexander Cattini	Plant Science	Braeden Haliuk	Plant Science
Jason Chaikosky	I.S.T. Enterprise Systems	Sherry Hampshire	C.P.D. – Medical Education
Corey Chan	Enrolment Services	Nathan Harper	Northern Medical Unit
Leanne Chan	Book Store	Joanna Hermosura	Book Store
Emily Cherlet	Book Store	Alan Hofman	Book Store
Kyle Cheung	Physiology	Elizabeth Huynh	Internal Medicine
Kamaldeep Chhoker	Biological Sciences	Chukwu Idika Mba	I.S.T. Client Services
Akermans Chibanda	Kinesiology & Recreation Mgmt.	Sarah Isaacson	Book Store
Sarah Cho	Book Store	Farrah Jabar	Pediatrics & Child Health
Sandra Choi	Book Store	Tiffany Jackson	I.S.T. Client Services
Chris Chong	Enrolment Services	Nasir Javed	Plant Science
Graham Constant	V.P. (Research & International)	Christy Janis	Dental Diagnostics & Surgical Sciences
Laura Darnbrough	Book Store	Shirley Jensen	Native Studies
Stephanie Dheilly	Plant Science	Ryan Johnson	Book Store
Manveer Dhillon	Extended Education	Behzad Kalantarpour	Animal Science
Michael Dinardo	College of Medicine	Rajvir Kaur	Book Store
Sara Doak	Biosystems Engineering	Minsung Kim	Book Store
Mischa Doerksen	Plant Science	Taliah Klippenstein	Soil Science
Jhonalyn Domingo	University College	Tiffany Kolesar	Radiology
Cassie Dugray	Biological Sciences	Rebekah Koop	Plant Science
Eric Dupasquier	Book Store	Hana Kos	Payroll Services
Carmen Dyck	Nephrology	Kathryn Kroeker	Book Store
Kendra Dyck	Plant Science	Lisa Kulchycki	Soil Science
Terri Fairman	Soil Science	Laura Kummerfield	Kinesiology & Recreation Mgmt.
Richard Faveri	Kinesiology & Recreation Mgmt.	Allison Kvern	Book Store
Angela Ferrer	Book Store	Pierre Lanoie	Animal Science
Rebecca Fleming	Book Store	Nicole Leclair	Human Ecology
Hailey Forsen	Book Store	Meghan Lemoine	Kinesiology & Recreation Mgmt.

NEW FACES @ UM *

Lesley Lewis	Philanthropy	Samuel Schultz	Book Store
Fang-Yi Liao	College of Medicine	Bhavna Sharma	Book Store
Maengan Linklater	Faculty of Architecture	Kimia Sheikholeslami	Immunology
Paul Lopez	Immunology	Yuki Shi	Financial Services
Richard Love	Book Store	Stefany Shirley	Sciences & Technology Library
Ken Ma	Book Store	Ravi Shrestha	Radiology
Jimmy Mac	Kinesiology & Recreation Mgmt.	Linda Shypit	Book Store
Britany Macovichuk	Book Store	Monty Singh	Biological Sciences
Christopher Mantyka	I.S.T. Client Services	Karan Singh Dhillon	I.S.T. Client Services
Tabitha Martens	Social Work	Jana Slaght	Pediatrics & Child Health
Emma Mayer	Book Store	Austen Smith	Book Store
Corrie Mcdougall	Kinesiology & Recreation Mgmt.	Bernardo Soares De Vilhena	Pediatrics & Child Health
Samantha McIvor	C.A.T.L.	Sidy Sy	Circulation Services
Mario Mendizabal	I.S.T. Client Services	Jens Thomas	Book Store
Jayse Meyer	I.S.T. Client Services	Donna Todd	Physical Plant
Richard Miller	Book Store	Adam Toffan	Kinesiology & Recreation Mgmt.
Hannah Mohammed	Book Store	Jessica Tran	Book Store
Stephanie Morin	Medicine – Student Affairs Office	Andrew Uwadiae	Book Store
Desiree Morrisseau-Keesick	Enrolment Services	Lana Vanderpont	IH Asper School of Business
Nathan Moschler	Book Store	Julie Vesely	N.C.C.I.D.
Christen Myers	V.P. (Research & International)	Colleen Walker	Book Store
Lindsey Nadon	Psychology	Jaymie Walker	Pediatrics & Child Health
Zandhir Narrandes	Medical Microbiology	Allison Webb	Book Store
Andrew Nguyen	Rehabilitation Sciences	Kayla Wharton	Enrolment Services
Uyen Nguyen	Book Store	Amanda Wiebe	Desautels Faculty of Music
Emmanuel Oghieakhe	Security Services	Shania Wollmann	Book Store
Abiodun Ojo	Plant Science	Jamie Wright	School of Art
Kevin Oliver	Student Life	Mingjue Wu	Food Science
Dianna Omer	R.C.F.F.N.	Injeong Yang	Plant Science
Lance Ouellette	Plant Science	Yue Yang	Book Store
Alison Partridge	Biological Sciences	Zesong Ye	Plant Science
Kinjal Patel	Book Store		
Stefanie Payne	College of Medicine		
Corey Petsnik	Psychology		
Lisa Pham	Book Store		
Kelly Piskor	Book Store		
Scott Presley	College of Dentistry		
Jaymee Primavera	Faculty of Education		
Catherine Elizabeth Punter	Biological Sciences		
Sarah Radmore	Student Residences		
Rezaur Rahman	Natural Resources Institute		
Jessica Rebizant	Student Counselling Centre		
Alyse Reichardt	Kinesiology & Recreation Mgmt.		
Stephanie Rempel	Pediatrics & Child Health		
Princesca Reyes	Book Store		
Jake Ritchie	CEOS		
Patricia Roche	Physiology		
Claire Rodger	Book Store		
Tara Sadler	Extended Education		
Tyler Sanders	I.S.T. Client Services		
MacKenzie Sanders	St. John's College Library		
MacKenzie Sato	Biological Sciences		
Melanie Scallion	Entomology		
Chelsea Scheller	Book Store		
Erica Schenkeveld	Graduate Studies		
Johnathan Schrale	Philanthropy		
Luke Schroeder	Medical Microbiology		

NEW FACES @ UW *

Olubusola Akinola	Technology Solutions Centre
Shanae Blaquiere	Religion & Culture
Karen Brglez	German-Canadian Studies
Jessica Canard	Art Curator
Georgia Defehr	Art Curator
Emma Dux	Art Curator
Christian Evaristo	Student Services – Student Central
Georgi Geshev	Technology Solutions Centre
Sarah Goold	Athletics-Athletic Therapy
Kevin Haines	Athletics
Erica Hoiss	Graduate Studies Program
Raymond Hsu	English
Eric Mazur	Athletics
Nicole Nguenha	Academic Advising
Jarrad Perron	Accessibility Services
Jhonaleen Ponce	Athletics
Nicole Redekopp	Athletics
Olenka Skrypnyk	Art Curator
Joy Taylor	Art Curator

* this list includes full-time, part-time, temporary and sessional AESES employees.

2016 PROPOSED BUDGET

The following is the AESES Finance Committee's proposed 2016 Budget. These estimates are subject to approval by the Board of Representatives at their meeting on December 8, 2015. All members are welcome to attend this meeting. Please contact the AESES Business Office at (204) 949-5200 or e-mail aeses@aeses.ca if you plan to attend.

	YTD as of Sept. 30	BUDGET 2015	ESTIMATES 2016
INCOME:			
Dues - U of Manitoba	\$559,250	\$749,949	\$771,163
Dues - U of Winnipeg	\$98,972	\$127,278	\$133,282
Dues - St. Andrew's College	\$667	\$792	\$907
TOTAL INCOME	\$658,889	\$878,019	\$905,352
EXPENSES:			
MEMBERS' SERVICES			
Activities	\$27,458	\$38,650	\$37,850
Public relations	\$25,268	\$29,250	\$32,000
Remuneration	\$28,990	\$40,720	\$32,780
Members' education	\$8,155	\$24,500	\$28,500
Printing	\$2,915	\$14,750	\$10,750
Meeting expenses	\$6,433	\$12,550	\$9,550
Professional fees	\$94,902	\$135,500	\$145,500
Special projects	\$3,675	\$5,000	\$30,000
	\$197,796	\$300,920	\$326,930
PERSONNEL			
President - salary & benefits	\$20,445	\$26,661	\$30,435
Staff - salaries & benefits/education	\$348,469	\$426,231	\$406,965
	\$368,914	\$452,892	\$437,400
OFFICE OPERATING			
Equipment services	\$1,807	\$2,700	\$2,600
Office expenses	\$14,800	\$14,300	\$16,300
Premises	\$51,641	\$72,250	\$73,700
Professional fees	\$11,642	\$15,000	\$15,000
Communications	\$7,961	\$11,200	\$10,200
	\$87,851	\$115,450	\$117,800
TOTAL EXPENSES	\$654,561	\$869,262	\$882,130
OPERATING INCOME (LOSS) FOR PERIOD	\$4,328	\$8,757	\$23,222
ADDITIONS TO FURNITURE & COMPUTERS	\$5,678	\$5,750	\$18,150
NET INCOME (LOSS) FOR PERIOD	(\$1,350)	\$3,007	\$5,072



AESES



CURLING BONSPIEL

Rossmere Curling Club @ 925 Watt Street
SATURDAY, FEBRUARY 13, 2016; 4:00PM
3 funspiel games, plus dinner
\$24/PARTICIPANT (NON-REFUNDABLE)
registration deadline: January 29, 2016

Name: _____

Department: _____

Phone #: _____

Email: _____

Register as a team or an individual player:

* Send cheques payable to AESES: c/o Mail Room

Registrant 1: _____

Preferred Position: _____

Registrant 2: _____

Preferred Position: _____

Registrant 3: _____

Preferred Position: _____

Registrant 4: _____

Preferred Position: _____

Meal options: hot roast beef sandwich w veggies & mashed potatoes #s _____

vegetarian meal #s _____

any allergy/dietary restrictions? _____