



MEMO

TO: Executive Board
FROM: Maddison Hampel (Operations Coordinator)
SUBJECT: Part-Time Issues Committee
DATE: November 13, 2018

Background

The recommendation to create a Part-Time Issues Committee to provide a forum for part-time staff to address employment issues has been well received. The composition of the committee however has been up for discussion. In consultation with John McGowan and Kristina Epifano, two different proposals for the committee breakdown have been created. These recommendations were created taking into consideration Executive Board feedback from the initial Part-Time Issues Committee proposal on October 25, 2018. These recommendations consider several aspects, including those that may influence an individual's employment within our organization, such as:

- The size of the committee to ensure optimal effectiveness (the MSU has 93 paid part-time positions)
- The different types of positions within the organization (ie. Supervisory, Non-Supervisory)
- The different types of compensation (hourly shifts vs. weekly compensation based on standard hours)
- The different areas and services an individual can work in (e.g. A Customer Service based role within Union Market will face different challenges than an Associate-Vice President position)

Recommendation for Composition

****Please refer to the "Part-Time Issues Committee Membership Breakdown" document for a detailed explanation of each option**

Option #1 consists of 6 representatives and splits up the positions based on their functions. **Part-Time Managers** are one grouping (21 positions), and **Client-Facing** and **Service-Delivery** positions are the others. **Client-Facing** would refer to hourly positions that deal directly with customers. This grouping encompasses 16 positions and would have 1 representative. The last grouping, **Service-Delivery**, refers to weekly paid positions that have their hours pre-set, and support their respective service in achieving their goals and service mandate. This includes Assistant Directors and any other weekly paid part-time staff positions within the MSU. This grouping has 54 positions and would have 2 representatives.

Option #2 also consists of 6 representatives, but the groupings are based on **Supervisory** and **Non-Supervisory** positions. The Supervisory group is made up of 23 positions and would have 1 representative. Non-Supervisory encompasses 70 positions and would therefore have 3 representatives. Option #2 does not consider what conditions the positions deal with (ie. Working directly with customers or a more administrative role), or how the individual is scheduled/paid (hourly vs. weekly). Both options have the Operations Coordinator as the Chairperson, and a representative from the Board of Directors.

Final Thoughts

Separating and categorizing our positions proves challenging as we have such a wide variety of services that are all equally important. All voices are meaningful and will be considered; the representatives are expected to take inquiries and concerns from any staff member so that they can be discussed by the committee. A trial period with either option may be necessary to evaluate its effectiveness and ensure proper adjustments can be made. The goal is to support our part-time staff in a more robust manner. This may not guarantee perfection right away but instead set a standard for how part-time staff can feel engaged and appreciated. Ultimately this is a positive step forward and will allow the MSU to continue being a credible employer of students. Should there be any questions or concerns regarding the committee's purpose or scope, please do not hesitate to speak with Maddison Hampel, Kristina Epifano, or John McGowan.

Thank you,

Maddison Hampel

Operations Coordinator

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