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**Victoria University**

**Layoff Information for Part-time**

**Housekeeping & Food Services Employees**

**A Timeline**

* **March 17** – Human Resources announces the University’s pay continuity program that are in effect for the next 14 days.
* **March 19** – Most students living in residence move out.
* **March 25** – Most staff not deemed to be in critical jobs that require an on-campus presence are working remotely.
* **March 30** – The University’s pay continuity programs are extended to April 30.
* **April 6** – There are 31 students still living in residence, almost all of whom are living in Rowell Jackman Hall.
* **April 8** – The University starts to provide free meals to staff working on campus, as well as free parking - taxi and Uber rides to and from work paid for by the University.
* **April 15** –The University and the Union agree to begin discussions about the possibility of negotiating an arrangement that would be an alternative to the layoff provisions prodied by the collective agreement.
* **May 1** – The University modifies its pay continuity program that covers staff in self-isolation due to a compromised immune system – going forward the pay continuity program for those staff is administered under the sick days/short term disability collective agreement provision.
* **May 5** – The Union proposes the possibility of a Work-Sharing program for employees in Food Services and Housekeeping.
* **May 22** – Final details of a Work-Sharing program proposal are agreed upon by the Union and the University.

**The Current State of the University’s Business**

* All bookings for on-campus events and other business, including the children’s camps, have been cancelled through to the end of August.
* No summer courses will be offered on-campus – all summer courses are being held on-line.
* Enrolment for summer classes is strong.
* There are still about 30 students living in residence – that number is not expected to increase significantly over the summer.
* How bad the pandemic will be in September is not knowable.
* It is not possible to predict what government mandated restrictions will be in place a month from now, let alone three months in the future.
* All this uncertainty means that plans for how fall and winter classes will be offered have not yet been set.
* It is possible that some small classes could be held on campus starting in September with the rest held on-line, but it is also possible that classes will not be held on campus until January or even later.
* It is uncertain how strong enrolment for the 2020 – 2021 academic year will be.
* No one knows how many international students will enrol – the fees paid by international students contribute significantly to the University’s revenue.
* It is uncertain how many domestic students who have accepted their offer to enrol at Vic will defer their enrolment to the 2021 – 2022 academic year.
* We do not know yet when students will be allowed to live in residence in any significant numbers.

**What the Current State of the University’s Business Means for Food Services and Housekeeping Jobs**

* As expected, the University has determined that the level of work available from June 15 to August 23 necessitates layoffs in all job classes in Food Services and Housekeeping.
* There are not enough hours of work available in Food Services and Housekeeping for all the full-time employees in each job class.
* At least one full-time employee in each job class will be temporarily laid off.
* Collective Agreement Article 12.05 (a) reads, in part, “In the event of a layoff, part-time bargaining unit members (regularly working twenty-four (24) hours a week or less) would be laid off first, followed by bargaining unit members regularly working more than twenty-four (24) hours a week.”
* Because the collective agreement states that part-time employees are laid off before full-time employees and there will be full-time employees temporarily laid off in each Food Services and Housekeeping job class, all part-time Food Services and Housekeeping employees will be temporarily laid off.
* The Union and the University tried to create a work sharing program that included part-time employees, but the University’s operational needs for the summer do not provide enough hours of work to keep all full-time employees working within a viable work sharing program. That meant part-time employees could not be included in the work sharing program.
* The University has determined they need the following total weekly hours of work in the Food Services and Housekeeping job classes:

**Housekeeping**

* Leadhand Housekeeper 80 hours per week (2 Leadhands working 40 hours per week)
* Housekeeper 480 hours per week (12 full-time Housekeepers working 40 hours per week)

**Food Services**

* 1st Cook 56 hours per week (one 1st Cook working 40 hours per week and 1 1st Cook working 16 hours per week over 2 days)
* Cooks 152 hours per week (3 Cooks working 40 hours per week and 2 Cooks working 16 hours per week over 2 days)
* Dishwasher/Porter 35 hours per week (1 Dishwasher/Porter working 25 hours per week over 5 days with 5 hour long shifts and 1 Dishwasher/Porter working 10 hours per week over 2 days with 5 hour long shifts) Note: Although there are no full-time employees in the Dishwasher/Porter job class, language of Collective Agreement Article 12;5 (a) means that the limited Dishwasher/Porter hours of work available during the layoff period, combined with other duties, will be covered by a 2 full-time employees.

**How the Temporary Layoffs that would be Implemented if the University Laid Off Employees based on the Total Hours Required and if the Layoffs are Implemented Based on the Language of the Collective Agreement**

**Housekeeping (full-time employees)**

* Leadhand Housekeeper 2 layoffs
* Housekeeper 2 layoffs

**Total first round layoffs = 4 + 2 on self-isolation/sick leave = 6**

**Note:** All part-time Housekeepers will be laid off.

**Food Services (full-time employees)**

* 1st Cook 1 layoff to a 40% Full-time Equivalency (FTE)
* Cooks 2 full layoffs and 2 layoffs with a reduction to a 40% FTE
* Leadhand Food Service 3 layoffs
* Food Service Production 8 layoffs
* Cleaner 1 layoff
* Cashier 1 layoff  
    
  **Total first round layoffs = 18 + 2 in self-isolation/sick leave = 20  
  Note:** All part-time Food Service Workers will be laid off.

Extra Layoff Provisions for Temporarily Laid Off USW Members

* The University has agreed to pay the employee share of health care benefit premiums for each employee on layoff. This applies to the health care benefits each employee was enrolled in at the start of their layoff.
* For employees who are laid off, the University has agreed to pay a top up to their Canada Emergency Response Benefit (CERB), up to 80% of the employee’s normal weekly gross wages or $250 per week, whichever is less, up to a maximum of $1,000 each 4 weeks*.*
* The weekly gross wage that will be used to determine how much top up pay a part-time employee is entitled to will be calculated based on the average weekly gross wage they earned during the 52 weeks immediately proceeding June 15, 2020.