

## **PROCEDURE for local joint employment committee minutes**

- 1) Each LJEC assigns a designated person to take minutes at each meeting.
- 2) The minutes are approved and signed at the end of the meeting by both parties.
- 3) Hard copy of the minutes maintained locally
- 4) Electronic copy of minutes saved on the shared HR drive in the LJEC Minutes folder with the following format: location\_month\_day\_year.doc (ex. "Windsor\_May\_10\_2009.doc" or "Toronto\_May\_10\_2009.doc")
- 5) This copy of minutes should be posted within one business day of the completion of the meeting.
- 6) If required for NJEC, the admin person for the management chair of the NJEC would be responsible for pulling the required local minutes for cases referred to NJEC, and sorting/preparing the information by name for ease of reference and discussion.

**Local Joint Employment Committee  
Canadian Broadcasting Corporation / Canadian Media Guild  
(LOCATION)  
(DATE)**

**Minutes**

<b>For the Corporation:</b>	<b>For the Union:</b>

**The parties agree that the Workforce Adjustment Tracking Sheet  
forms part of these Minutes.**

**Jones, Fred**

Fred has only worked as a Videographer.  
Fred has been placed in a temporary vacancy backfilling a short-term vacancy due to a two-month leave of absence to April 30, 2009.  
Redundancy delayed to April 30, 2009.

**Action:**

Revisit on April 23, 2009 to determine status of temporary vacancy and determine next steps  
(i.e. continue in vacancy or consider bumping opportunities)

**Smith, Mary**

Reporter - Reassigned to permanent reporter vacancy (Radio News)

**Action:**

No action required

**Martin, Al**

Reporter – Bumped jr. reporter in Calgary (MacDonald, John)

**Action:**

No action required

**MacDonald, John**

John has only worked as a reporter  
No bump is available within the location  
John does not have regional bumping rights  
There are no temporary or contract vacancies available to for which John is qualified  
John wishes to remain on the recall list

**Action:**

Process ½ layoff pay  
Place on recall list

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Minutes Approved:

For the Corporation:

For the Union:

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Date

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Date

***NOTE: Please post these minutes in the HR Shared Drive within 24 hours of the completion of this meeting.***