Technological Change Committee

Scheduling Software Implementation Terms of Reference

The Technological Change Committee (the "Committee") is established as per Article 7.1(3) and Article 8.7 in the Collective Agreement.

Scope

The scope of the Committee's work is the logistics and impact of the scheduling software implementation, and the creation of an adjustment plan.

The work of the Committee will not diminish the Union's legal rights established by legislation, collective agreements or conditions of employment or Management's legal authority and obligation to manage.

Terms of Reference

The members of the Committee agree to:

- Meet bi-weekly or as needed as part of the technological change management process
- Have open, collaborative discussions about the implementation process and its impact
- Recognize the equality of the parties within the technological change management process
- Prepare an adjustment plan that incorporates information on the process, change management strategy, and communications strategy and documentation
- Escalate items where agreement cannot be reached to the Union-Management Committee or the Chief Librarian as a first step
- Minute meetings for future reference and a record of discussions

Management will:

- Provide the Union with an opportunity to review all communication before it is issued to staff
- Allow a minimum one-week window for review and feedback
- Will not unreasonably withhold additional time for review if requested by the Union

The Union will:

- Provide feedback within the one-week review period, in writing where possible
- Indicate the priority level of feedback items
- Will request additional time for review when need is identified by Union

Additional Participants

Additional persons may be invited as technical or special advisor, or subject matter experts, provided the members of the committee agree in advance. Guests should speak only on the agenda items for which they are invited and shall not participate in unrelated discussions on other agenda items.