

UMCC HR Sub-Committee

DATE:	1 December 2015
TIME:	1330 – 1530
LOCATION:	295 Coventry Road, Ottawa – First Floor, Room 1-D17

Co-Chairs: Kin Choi, Assistant Deputy Minister (Human Resources-Civilian) [ADM(HR-Civ)]
Jean-Marc Noël, Canadian Military College Faculty Association (CMCFA)

Members: Lucie Larochelle, Acting Director General Workplace Management (A/DGWM)
Joe Dragon, Director General Workforce Development (DGWD)
Jeremy Sales, Director General Human Resources Strategic Directions (DGHRS/D/COS)
David Swol, Director General Civilian Human Resources Management Operations (DGCHMO)
John MacLennan, Union of National Defence Employees (UNDE)
Des Rogers, Federal Government Dockyard Trades and Labour Council (West) (FGDTLC-W)
Jerry Ryan, Federal Government Dockyard Trades and Labour Council (East) (FGDTLC-E)
Mark Boucher, Canadian Merchant Service Guild (CMSG)
Richard Cashin, Federal Government Dockyard Chargehands Association (FGDCA)
Fabian Murphy, Agriculture Union, Public Service Alliance of Canada (PSAC)
Glenn Maxwell, The Professional Institute of the Public Service of Canada (PIPSC)
Francis Vaillancourt, International Brotherhood of Electrical Workers (IBEW Local 2228)
Milt Isaacs, Association of the Canadian Financial Officers (ACFO)

ITEMS	OPI	DECISION / ACTION	OPI(s) & Deadlines (DL)
1. Opening Items	Co-Chairs	The minutes and agenda were accepted. It was confirmed that the action items from the 14 September 2015 meeting had been completed.	N/A


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2. Workplace Wellness	DGWM	<p>A deck on Workplace Wellness initiatives, providing an overview of the Department's plan to address workplace wellness concerns, specifically relating to psychological health and safety, was presented. It was indicated that management was seeking the thoughts of the committee on how to proceed.</p> <p>Bargaining agents expressed their support for creating and enhancing the psychological health initiatives, and emphasized the need for union consultation.</p>	N/A
3. Staffing Policy Renewal	DGWD	<p>The information on upcoming Staffing Policy Renewal provided an overview of upcoming changes to Departmental Staffing Policies in light of PSC changes (to be implemented 1 April 2016).</p> <p>In response to concerns regarding the importance of properly training managers on staffing values, it was clarified that training was underway and that, at their request, union members would be invited to participate.</p> <p>The existence of an escalation process for Human Resources Officers (HRO) was confirmed in the event that the HRO feels that a manager may not be properly exercising their delegation.</p>	<p>DGWD</p> <p>Invite unions to attend training DL: 19/02/2016</p>
4. Civilian Workforce Snapshot	DGHRSD/ COS	<p>A snapshot of the Civilian Workforce, with a focus on the remaining groups which had not been identified in earlier presentations, including Administrative Support, Scientific & Professional, and Technical groups was presented.</p> <p>Bargaining agents requested that future Civilian Reports include the number of Designated positions by Group.</p>	N/A

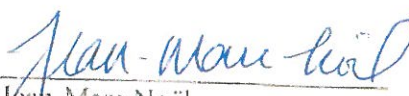
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5. Update on Compensation Services	DGCHRMO	<p>An update on the Transformation of Pay Initiative, focussed on key activities and timelines relating to the transfer of pay files and the implementation of the new pay system in February 2016, was given.</p> <p>In response to concerns raised in relation to Phoenix' abilities to handle irregular or complex pay situations, it was explained that these situations are being addressed in advance of the launch. However, it was acknowledged that there may be problems with the new system, and employees will be encouraged to raise issues as quickly as possible using the escalation process. During the transition, Compensation Services can be reached at the following e-mail address: CompensationServiceRemuneration@forces.gc.ca</p>	N/A
6. Round Table	Management Co-Chair	Following a briefing on the Term Employment Policy, the new Civilian HR Council chaired by the Sr. Associate Deputy Minister will be meeting in the New Year to discuss this issue. A response will be provided to bargaining agents by the end of the fiscal year.	ADM(HR-Civ) DL: 31/03/2016

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6. Round Table (Cont'd)	PIPSC	<p>Following an inquiry pertaining to an e-mail sent to employees regarding information security, it was clarified that this message was intended as a reminder regarding security issues and had not been intended as preventing employees from speaking to the media. It was agreed that the tone of similar communication products will be considered in the future.</p> <p>Concerns were raised relating to the use of unclassified casual positions, which seemed to be more prevalent than expected. DGWM will contact Mr. Maxwell to obtain more information and look into these concerns.</p> <p>Comments were made on an article in the Ottawa Citizen regarding Lean HQ, which claimed that management positions would be abolished. It was clarified that the information in the article was based on old information, and that there was no plan for reductions.</p>	DGWM DL: 01/02/2016
	UNDE	It was noted that there was still no information regarding EAP statistics and that there should be a NEAPAC meeting shortly. DGWM agreed to present the EAP statistics to bargaining agents once the information is ready for distribution.	DGWM DL: 29/02/2016
	DGWD	A brief update on Performance Management was provided, indicating an increase in completion rates for Performance Management Agreements, Mid-Year Reviews, Learning and Development Plans, Talent Management and Action Plans. DGWD will continue to support L1s and HR in their respective roles, as well as update the Intranet sites to reflect updated information from OCHRO. In addition, a new communications approach will be established.	N/A
	FGDTLC-E	Concerns relating to Disability Management situations in light of the new pay system were raised. DGCHRM0 will determine what steps have been taken to prepare for disability and progressive return to work situations.	DGCHRM0 DL: 01/03/2016

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6. Round Table (Cont'd)	ACFO	Concerns that the process to implement new generic FI work descriptions had not been collaborative were raised. It was therefore requested that a meeting be held to discuss the reasons behind some of the decisions in the new work descriptions. DGWM will look into the process that has been followed and contact Mr. Isaacs to inform him of the situation.	DGWM DL: 01/02/2016
	FGDTLC-W	Concerns about the functionality within the new pay system (Phoenix) and its capacity to handle special allowances were raised. DGCHROMO will look into the possibility of obtaining "screen shots" of the new system.	DGCHROMO DL: 01/03/2016
7. Closing Remarks	Co-Chairs	N/A	N/A

Approved by:


Kin Choi
Co-Chair


Jean-Marc Noël
Co-Chair