

UMCC HR Sub-Committee

Union Management Consultation Committee Human Resources Sub-Committee

4 December 2014

295 Coventry Road, Ottawa

First Floor, Room 1-17

Co-Chairs:

Cynthia L. Binnington, Assistant Deputy Minister (Human Resources-Civilian) (ADM(HR-Civ))

Jean-Marc Noël, Canadian Military College Faculty Association (CMCFA)

Members:

Susan Harrison, Director General Workplace Management (DGWM)

Jeremy Sales, Director General Workforce Development (DGWD)

Jacqueline Rigg, Director General Civilian Human Resources Management Operations (DGCHROMO)

Nathalie Neault, Director General Alternative Dispute Resolution (DGADR)

Andrée Anne Frigon, representing Director of Official Languages (DOL)

John MacLennan, National President, Union of National Defence Employees (UNDE)

Des Rogers, President, Federal Government Dockyard Trade and Labour Council (West) (FGDTLC-W)

Lorne Brown, President, Federal Government Dockyard Trades and Labour Council (East) (FGDTLC-E)

Richard Cashin, President, Federal Government Dockyard Chargehands Association (FGDCA)

Fabian Murphy, Public Service Alliance of Canada (PSAC), Agriculture Component

Barry Hawkins, representing International Brotherhood of Electrical Workers (IBEW Local 2228)

Glenn Maxwell, The Professional Institute of the Public Service of Canada (PIPSC)

Milt Isaacs, Association of the Canadian Financial Officers (ACFO)

ITEM 1: Opening Remarks

1. Ms. Binnington welcomed the members and commented on the Carling Campus visit which took place earlier in the week. She then expressed her thanks for the feedback the Unions had provided on the Campus. Ms. Binnington also remarked on the term policy information that the Deputy shared during the National UMCC and noted that the Unions that would be advised once a decision was made. Finally, Ms. Binnington advised that her team would continue to support the Compensation Advisors who had received their opting letters earlier in the week.

2. Mr. Noël welcomed the participants as well. Mr. MacLennan advised that he would not be able to stay for the entire meeting and that Ms. June Winger, Executive Vice-President, would represent UNDE after he left.

ITEM 2: Acceptance of Minutes and Agenda

3. Mr. Noël asked the members to accept the minutes and agenda. Both were accepted.

ITEM 3: Previous Business

4. Ms. Binnington reviewed the Action Items from the previous meeting. She reported that Veterans' Priority had been included on the meeting's agenda, and that information had been shared with the members on several items, including; term to indeterminate hiring, Second Language Training, Support for Leave for Union Business, and FGDTLC-E employees who were in receipt of cheques. Ms. Binnington also advised that a communiqué would be sent to the LIs regarding the apprenticeship program, and that an update on ADR would be provided during the March meeting. **Action Item: DGADR to provide an ADR update during the March meeting.**

ITEM 4: Update on EAP

5. Mrs. Harrison introduced Ms. Micheline Hickeson, Manager, Employee Assistance Program (EAP) and asked her to provide an update on the EAP. Ms. Hickeson's update included EAP and Referral Agent (RA) utilization, as well as an update on EAP modernization activities. She reported that the Department's capacity to meet EAP service requests continued even though there had been a decrease in the number of RAs. Finally, Ms. Hickeson advised that the EAP questionnaire had been approved and would be sent out in January.

6. Mr. Isaacs suggested that a year over year analysis of the data could provide a preventative perspective, e.g. in regards to financial strain. Ms. Hickeson responded that more information on trends would be provided in the EAP Annual Report, which would be released in January. Mrs. Harrison added that there were also courses available through the Learning and Career Centers (LCCs) which could assist employees with various personal matters including financial planning. She further remarked on the tools available for managers which employees could utilize, such as the online mental health course and the handbook for dealing with mental health. Finally, Mrs. Harrison noted that a tool with an employee focus was an upcoming initiative for EAP.

7. Mr. Rogers requested an update on the RA training working group. Ms. Hickeson advised that the working group would meet to determine the next steps, and that information would be shared with the Unions afterwards.

ITEM 5: Performance Management Update

8. Ms. Binnington asked Mr. Sales to provide an update on Performance Management. Mr. Sales' presentation included information on the mid-year completion rates, talent management, and work which would be finalized in December and January. He observed on the complexity of the transition for DND as the Department continued to rely on manual reporting due to firewall issues. Mr. Sales' recognized that the Performance Management Program for Employees (PMP-E) represented a change of practice, and he advised that HR-Civ sought to communicate regularly with employees.

9. A discussion followed regarding the Framework and access to developmental opportunities for employees. Mr. Sales' advised that the Framework formalized the practices many L1s already had in place. He explained that employees would continue to have access to professional development through their learning plans.

ITEM 6: Veterans' Priority

10. Mr. Sales introduced Mr. Steve Sauvé, Transition Services Officer, Chief Military Personnel (CMP), to explain the proposed legislation under Bill C-27. Mr. Sauvé explained the impact of the proposed changes under the legislation, including the transitional provisions, eligibility, and access to internal and external appointment processes.

11. Mr. Maxwell asked about the potential impacts of the Bill on existing priorities. Mr. Sauvé advised that it was difficult to anticipate the impact since it would depend on the number of individuals who decided to invoke the priority entitlement.

12. Mr. Isaacs remarked on the importance of ensuring suitable support systems were in place to help those who may struggle with mental health once they become public servants.

13. Ms. Binnington commented on the practice undertaken by DND several years ago to open internal advertised processes to CF members. She observed that this practice would help ease the transition of the proposed legislation. Ms. Binnington also advised that the Department would continue to track the Bill as it moves through the legislative process.

ITEM 7: Harassment DAOD Update

14. Mrs. Harrison introduced Mr. Louis Germain, Director Civilian Labour Relations, to provide an update on the Harassment DAOD. Mr. Germain provided an update on the review of the DAOD and Instructions, as well as the next steps. He highlighted the changes to the Instructions and the role of the Human Resources Officers (HROs) in the complaint process. Finally, Mr. Germain advised that harassment courses would continue to be mandatory for new employees and supervisors, and that refreshers were being explored for existing employees and supervisors.

15. A discussion followed regarding the role of Harassment Advisors (HAs) and Human Resources Officers (HROs), and the distinction made between violence in the workplace and harassment.

ITEM 8: Agriculture Component Issues

16. Mr. Noël asked Mr. Murphy to raise the Agriculture Component issues. Mr. Murphy raised concerns over access to paystubs through the MyKey application at the Royal Military College (RMC). Mrs. Rigg responded that her group was aware of the issue and that the L1 was exploring the creation of kiosks through which employees could access MyKey. She added that employees could request to have their paystubs sent via epost. Mrs. Rigg added that her staff was available to assist employees in setting up both MyKey and epost services. Ms. Winger expressed concern that epost was only available to employees in certain circumstances, such as leave without pay. She further advised that UNDE members across the country continued to experience difficulties reviewing their pay stubs due to accessibility and a lack of computer skills.

17. Mr. Murphy then raised a concern relating to access to advice following the transfer of compensation service to Miramichi. He advised that since employees no longer had ready access to compensation services, they were now seeking the information from their union representatives. Mrs. Rigg observed on the challenges of the transition and that everyone was learning how to adapt. Ms. Binnington requested that the Union representatives continue to provide feedback to the Department surrounding this issue in order to identify gaps and how they could be addressed.

18. Lastly, Mr. Murphy raised an issue regarding leave entitlements for civilian employees supervised by military managers. Ms. Winger, UNDE, also noted similar concerns for her members. Ms. Binnington observed that this was a reoccurring issue which HR-Civ continued to address. Mrs. Harrison offered to share the civilian leave guide for managers with the Agriculture Component and UNDE, and Mrs. Rigg advised that they could discuss the issues offline. **Action item: Civilian Leave Guide for Managers to be provided to the Agriculture Component and UNDE.** *Secretarial note: The Guide was sent to the Agriculture Component and UNDE on 6 January 2015.*

ITEM 9: Employability Strategy

19. Mr. Sales noted that the information on the Employability Strategy had been table dropped and would be sent electronically after the meeting. He noted that the number of medically released CAF members had increased over the last quarter, which had increased the number of DND priorities. Mr. Sales explained that DGWD would modify the data provided in the next report to reflect the current employability priorities, such as term to indeterminate staffing.

ITEM 10: Round Table

20. PIPSC: Mr. Maxwell sought clarification on training available to managers on the duty to accommodate. Mrs. Harrison advised that this issue affected many of the Unions and their members; therefore, it would be included on the agenda for the Spring UMCC HR-Sub Committee. **Action Item: DGWM will provide an update on training on the Duty to Accommodate at the Spring meeting.**

21. Mr. Maxwell also commented that, from a PIPSC's perspective, there were concerns over consistency across collective staffing processes regarding screening and informal discussion.

22. Finally, Mr. Maxwell advised that he would raise the establishment of a working group on the Disability Management Initiative (DMI) to the National Health and Safety Policy Committee (NHSPC). Mrs. Harrison responded that the Department was waiting for direction from the Treasury Board in order to be able to move forward with work on DMI.

23. DGCHRMO: Mrs. Rigg advised that Compensation Advisors had received their affected letters, and that 20 employees had not receive letters as they would be part of the DND compensation unit.

24. FCDTLC-E: Mr. Brown had nothing to raise.

25. DGWD: Mr. Sales had nothing to raise.

26. UNDE: Ms. Winger reported on issues of block leave for civilian employees over the holiday period. Mrs. Rigg advised that the issue could be discussed offline.

27. ACFO: Mr. Isaacs had nothing to raise.

28. DOL: Ms. Frigon had nothing to raise.

29. FGDC: Mr. Cashin had nothing to raise.

30. DGADR: Ms. Neault reported that her team had conducted a pilot of the new online RCE training. As a result, her team had extended the in-class portion of the training. Her team planned to pilot the revised online RCE over the coming months and she invited union representatives to participate and provide feedback. Mr. Rogers requested the dates of the revised ADR pilots be provided to the union committee members. **Action item: DGADR to advise the Unions of the revised pilot dates.**

31. IBEW: Mr. Hawkins had nothing to raise.

32. FGDTLC-W: Mr. Rogers had nothing to raise.

33. DGWM: Mrs. Harrison remarked on the number of WFA grievances and PSST WFA complaints. She noted that of the 155 grievances filed, only three were pending. She advised that of the 46 PSST complaints filed, only one remained and that the hearing date was not set.

34. Mrs. Harrison also announced that the mental health course was online, although its official launch would take place on 4 January 2015, once IT testing was complete. She advised that while the course was intended for managers, employees could access it.

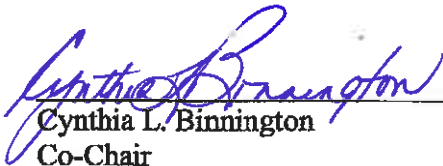
ITEM 11: Closing Remarks

35. Mr. Noël wished the members a happy holiday season. He asked the members to mark their calendars for 5 March 2015 for the next UMCC HR Sub-Committee meeting.

36. Ms. Binnington thanked everyone for their participation and wished everyone a happy holiday season.

UMCC HR-SUB MINUTES 4 DECEMBER 2014

Approved by:


Cynthia L. Binnington
Co-Chair


Jean-Marc Noël
Co-Chair