

UMCC HR Sub-Committee / Sous-Comité des RH CCS-P
(Union Management Consultation Committee Human Resources Sub-Committee /
Sous-comité des ressources humaines du Comité de consultation syndicale-patronale)

3 October 2013 / Le 3 octobre 2013
Government Conference Centre / Centre de conférences du Gouvernement
2 Rideau Street, Ottawa / 2 rue Rideau, Ottawa

LIST OF PARTICIPANTS / LISTE DES PARTICIPANTS

- 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, Acting Director General Workplace Management (A/DGWM)
Marie-Flore Baptiste, Representing Director General Human Resources Strategic Directions (DGHRSB)
Susan Nutbrown, Acting Director General Workforce Development (A/DGWD)
Jim Stewart, Representing Director General Civilian Human Resources Management Operations (DGCHROMO)
Nathalie Neault, Director General Alternative Dispute Resolution (DGADR)
LCol Robert Mosnier, Representing Director of Official Languages (DOL)
Des Rogers, President, Federal Government Dockyards Trade and Labour Council (West) (FGDTLC-W)
Richard Cashin, Representing Federal Government Dockyards Chargehands Association (A/FGDCA)
Lorne Brown, President, Federal Government Dockyards Trades and Labour Council (East) (FGDTLC-E)
Glenn Maxwell, President, DND National Consultation Team, Professional Institute of the Public Service of Canada (PIPSC)
Milt Isaac, President, Association of the Canadian Financial Officers (ACFO)
Fabian Murphy, Public Service Alliance of Canada (PSAC), Agriculture Component
Francis Vaillancourt, International Brotherhood of Electrical Workers (IBEW Local 2228)
Mark Boucher, Canadian Merchant Service Guild (CMSG)
Mark Miller, Representing Union of National Defence Employees (UNDE)

ITEM 1: Opening Remarks

1. Ms. Binnington welcomed the participants and asked everyone to introduce themselves. She announced that Ms. Gail Johnson was leaving for a position with the Canada Revenue Agency (CRA) and that her replacement would be announced shortly. She thanked Ms. Johnson for her contributions from her time at DND and wished her luck in her new role with CRA.
2. Ms. Binnington advised that a teleconference concerning the Defence Renewal Team (DRT) had been arranged for the following week and the invitation would be sent out shortly.
3. Ms. Binnington advised that there were many new initiatives within the department and the Public Service such as Blueprint 2020. She explained that the Performance Management Initiative (PMI) was another initiative introduced by the Treasury Board Secretariat (TBS) and would be discussed at the meeting today as item 8 on the agenda.
4. Ms. Binnington introduced her new Executive Assistant, Lisa Brooks, who she had invited to the meeting in order for her to become acquainted with the format of the meeting and with the Union representatives.
5. Ms. Binnington commented that she was looking forward to a productive meeting and that updates on several initiatives would be provided during the meeting, including the round table.

ITEM 2: Acceptance of Minutes and Agenda

6. Mr. Noël requested that the members accept the agenda for the meeting and the minutes of the 7 June 2013 meeting.

ITEM 3: Previous Business

7. Ms. Binnington reviewed the business arising from the previous meeting. She explained that the Self-ID study would be presented at the December meeting.
8. Ms. Binnington explained that the Employment Equity (EE) Plan had been distributed 16 August for input from the Bargaining Agent Representative with a date for comments of 13 September. Ms. Binnington explained the reason for the timelines for feedback. Mr. Maxwell and Mrs. Harrison discussed the stakeholders in the EE plan and how the information was acquired to have the plan created. Mr. Murphy expressed his concerns with the collaboration that was required to have the plan created and that input from the bargaining agents was needed. Mrs. Harrison acknowledged that this was an important part of the plan and encouraged the bargaining agents to provide input as this process was ongoing and the plan was not static.
9. Ms. Binnington explained that a ticket had been logged with IT to ensure that PIPSC emails were not blocked for their members. Ms. Baptiste confirmed that all bargaining agent email addresses had been added to the list to ensure that all emails were able to get to DND employees.

ITEM 4: Update on Harassment DAOD

10. Ms. Binnington asked Mrs. Harrison to introduce Mr. Samuel Potvin, Senior Policy Officer, to provide an update on the Harassment Prevention and Resolution DAOD.

Mr. Potvin's presentation provided a review of DAOD 5012 and the Guidelines. He outlined the consultation with Stakeholders that had taken place to date and described the next steps in the process which was a review of the DND/CF harassment prevention and resolution guidelines and tools. Finally he provided an overview of the TBS harassment and prevention tools that were currently available and explained that once the draft of the guidelines had been finalized, further consultation would take place.

11. Mr. Maxwell commented on the Human Resources Officers' (HRO's) role in the process and expressed his satisfaction with the level of consultation and the tools available for employees and managers.

12. Mr. Brown also expressed concern for the HRO's role due to their current volume of work. He expressed that prevention is the key to this policy. Mrs. Harrison pointed out the focus of prevention that was found in the guidelines.

13. Mr. Murphy stated that the violence in the workplace policy should include harassment in the workplace. Mrs. Harrison explained that DND had followed TBS' guidance in keeping the two policies separate since TBS has made a distinction between the two.

ITEM 5: Staffing Pools

14. Ms. Binnington asked Ms. Nutbrown to present the topic of Staffing Pools. Ms. Nutbrown gave an overview of the collective staffing pools and their origin. She explained the close ties of staffing pools to Human Resources Planning and outlined the deciding factors that determined the validity period of a pool. She clarified that the decisions rested with the delegated manager on the way the pools were created and the way they were used.

15. A discussion followed in regards to the communication that was done through the service centres about how positions had been staffed. Mr. Stewart explained that the program Visla was used to communicate the existence of pools across the department and both the HR plan and HR integration were taken into account by managers and HRO's when staffed. Ms. Binnington elaborated on the chain of command within the areas within DND and the importance of managers exercising their delegation as they knew their business needs.

ITEM 6: Pay Transformation

16. Ms. Binnington asked Mr. Stewart to present the topic of Pay Transformation. Mr. Stewart's presentation explained that due to the consolidation of Compensation services to PWGSC in Miramichi accounts would be transferred to the site. He explained that there was a schedule for the accounts being transferred with the first batch to be moved over in October, 2013. He outlined the communications that had been sent out to employees and explained that information sessions would be offered to those employees whose accounts had been transferred. Mr. Stewart explained that the head of Corporate Compensation had worked closely with PWGSC to find out the lessons learned from other organizations that had already experienced this transformation.

17. Mr. Rogers asked about the payment of extra duty pay. Mr. Stewart explained these payments would be handled online through the compensation web application. Mr. Stewart noted that Corrections Canada will be transferred in advance of DND. As CSC is a Department with similar types of payments we hope to take advantage of their lessons learned to ensure a smooth transition.

18. Mr. Vaillancourt raised the issue of paperless pay and how this had affected employees and stated that some employees had stated they were not able to log into the system. Mr. Stewart explained that less than 2000 people still receive paper copies of their pay stubs. Ms. Baptiste explained that 80% of the users that had experienced issues when they logged in were password related issues. She noted that communications would be increased in the months to come. It was reiterated that it is essential for employees to identify any problems to their applicable IT Help Desks to ensure that DND can resolve any on line connection issues.

19. Mr. Stewart explained that everyone would continue to get paid as the system was transferred. If an employee had been paid through the current system, they would continue to get paid when everything moved to Miramichi because the system would stay the same.

20. A discussion took place in reference to the importance of employees having home access to the PWGSC site so they could view their personal information. Ms. Baptiste explained DGHRS had worked with PWGSC on this capability. She explained that they had also focused on getting more kiosks in the locations that had needed them and that the 1-800 number was available for individuals that wanted to use it.

ITEM 7: Performance Management Initiative

21. Ms. Nutbrown provided a presentation on the Civilian Performance Management Program. In her presentation she discussed the Directive on Performance Management mandated by the Office of the Chief Human Resources Officer (OCHRO) and Treasury Board of Canada Secretariat (TBS). She presented the program components and the main requirements for the department which included the implementation timelines and milestones. Ms. Nutbrown emphasized that this program was not just about identifying poor performers but recognizing exemplary performance. She discussed the tools that would be available for managers during implementation including the mandatory online DLN program. Ms. Nutbrown explained that 2014-2015 would be the baseline for this program and that there would be ongoing discussions between the departments and OCHRO. There was specific training for HRO's to provide support to managers. Ms. Nutbrown further explained that a communication had been put together by ADM (PA) to help employees fully understand the requirements of the program.

22. Mr. Maxwell noted that he understood that this was a mandate directed by TBS, but had not seen any information about duty to accommodate. He also mentioned that he had not seen what was being offered to high performers.

23. Mr. Issacs voiced his concerns with the program and that professional development had not been addressed. He explained that if individuals needed professional development to become successful or high performers in times of budget constraint, they may not receive this training and that would affect their performance.

24. Mr. Boucher pointed out that this presentation was much better than original roll-out. He highlighted the information the Bargaining Agents had raised to Minister Clement in reference to performance management in the Public Service.

25. Mr. Vaillancourt noted that an important point was to ensure that managers were objective when they completed performance appraisals and noted that the directive had not mentioned anything regarding objectivity.

26. Mr. Brown expressed a concern with having all managers trained and how that would be monitored. Ms. Nutbrown explained the tracking system within DND Learn and reiterated that training was mandatory for managers to complete performance reviews. Ms. Binnington thanked everyone for their comments.

ITEM 7: Round Table

27. Mr. Murphy had no issues to raise

28. Mr. Cashin had no issues to raise

29. Ms. Neault had no issues to raise

30. Mr. Boucher had no issues to raise

31. Ms. Baptiste had no issues to raise

32. Mr. Isaacs noted that OCHRO was reviewing the FI standard for classification with the input from all government departments and was looking for classification volunteers to provide input.

33. Mr. Rogers asked if anything had changed with the term employment policy and the three year term roll over. Ms Binnington explained that this issue would be brought back to the Civilian Workforce Management Board (CWMB) for guidance, so this would be addressed in December. **Action item: DGWD to provide an update on the three year term employment policy at the December UMCC HR Sub-Committee meeting.**

34. Mr. Rogers requested an update on Leave Self-Service (LSS) and if individuals were still allowed to use paper forms. He explained that some members had been told they could not use hard copy forms as of 1 October 2013. He outlined the access issues related to those that do not work daily on computers. Mr. Stewart noted Mr Rogers's comments and explained that ADM HR staff in Esquimalt had been in contact with Mr. Rogers. Mr. Stewart responded that although use of LSS has not been mandated the vast number of employees in the Department now use the system successfully. It is expected that everyone will need to eventually use LSS at some point. Mr Stewart clarified that there are some forms of special leave that currently must be submitted in hard copy. **Action item: DGCHRM will work with FGDTLC-W locally on this issue.**

35. Mr. Rogers asked for an update on EAP and RA training. Mrs. Harrison explained that there would be National EAP committee to be held in the beginning of 2014. In regards to RA training Mrs. Harrison stated that DDWB would be reviewing a paper from one of the Atlantic EAP coordinators shortly. The issue would be available for discussion at the National EAP meeting. She also noted that the EAP annual report was in final stages of approval and would have this distributed once approved. Mrs. Harrison further explained that there would be Health Canada EAS information sessions across Canada for RA's, HRO's and also for the Manager's Network. Mr. Brown commented on the input normally received from the Bargaining Agents in reference to the selection of an EAP Champion.

36. Mr. Miller raised an issue with EAP support to employees impacted by a recent WFA announcement. Mr Stewart committed to follow up with Mr Miller to discuss the specific of the case.

37. LCol Mosnier provided an update on Official Languages as was requested by Mr. Vaillancourt. He indicated that there were 6,700 Bilingual, 14,500 English Essential positions, 1,200 French Essential positions, and 500 English or French positions and 3400 of which the data needed verification. He stated the Military had missing data so he was unable to report on the linguistic profiles of their positions. He reported that there were no significant changes to the numbers of bilingual positions within the National Capital Region (NCR).

38. Mr. Maxwell wondered when there would be further DRT information received or information on Blueprint 2020.

39. Mr. Maxwell explained that at the PIPSC Annual general meeting there had been discussions about taking on the ADR role and he was hoping that DND would present on this topic for the meeting. **Action item: Mr. Maxwell to report on needs for an ADR presentation to DGADR for the PIPSC annual general meeting.**

40. Mr. Stewart no issues to raise

41. Mr. Brown was hoping that there would be an update on EAP at the next UMCC HR-Sub meeting. Ms. Binnington explained that there would be new information in the new year after the N EAP AC so in the spring meeting EAP would come back with a presentation. **Action item: DGWM to present information on N EAPAC at spring 2014 UMCC HR-Sub meeting.**

42. Mr. Brown stated that the implementation of the arbitral award had taken place.

43. Mr. Miller stated that UNDE was reviewing their attendance at meetings, including this one and whether they would participate in the future.

44. Mr. Noël expressed his concern with the new performance management directive and the UT group. He was concerned with how the global form would work considering the input that was needed from reviewers for UT performance reviews. He also commented on the change in language profile for the UT group and that the PPP linguistic profile for UT's had been removed.

45. Ms. Binnington reminded the Bargaining Agents that an invitation would be sent out the following day for a teleconference on DRT on Monday 7 October.

46. Ms. Binnington briefed on Blueprint 2020 explaining it was a plan for reengaging and an initiative to develop and implement a new vision for the public service, one with a capable and high-performing workforce that works collaboratively with citizens and stakeholders. She explained that public servants have been asked to participate in its formation and that there had already been discussions on how input would be received from employees. Ms. Binnington suggested that everyone review the information that had been provided on the website as there would be need for input from everyone.


ITEM 8: Closing Remarks

47. Ms. Binnington reminded members that 5 December was the date of the next UMCC HR-Sub meeting and that these were set well in advance and was truly a challenge to establish these around everyone's schedules. She expressed the need for meaningful and solid feedback and appreciated hearing the perspectives from around the table.

Ms. Binnington thanked everyone for a productive meeting and that she looked forward to the WFACC meeting that afternoon.

UMCC HR SUB-COMMITTEE MINUTES 7 June 2013

Approved by:


Cynthia L. Brunnington
Co-Chair


Jean-Marc Noël
Co-Chair