

UMCC HR Sub-Committee
Union Management Consultation Committee Human Resources Sub-Committee

1 June 2015
295 Coventry Road, Ottawa
First Floor, Room 1-D17

Co-Chairs: Jeremy Sales, Acting Assistant Deputy Minister (Human Resources-Civilian)[A/ADM(HR-Civ)]
Jean-Marc Noël, Canadian Military College Faculty Association (CMCFA)

Members: Susan Harrison, Director General Workplace Management (DGWM)
Joe Dragon, Director General Workforce Development (DGWD)
Emily Tolot, representing Director General Human Resources Strategic Directions (DGHRSD/COS)
Jim Stewart, representing Director General Civilian Human Resources Management Operations (DGCHRMO)
Col Stephen Tremblay, Director of Official Languages (DOL)
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)
Richard Cashin, Federal Government Dockyard Chargehands Association (FGDCA)
Patrick St-Georges, representing Public Service Alliance of Canada (PSAC), Agriculture Union
Francis Vaillancourt, 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. Mr. Sales welcomed the participants and commented that he looked forward to a productive meeting. He advised that the announcement of the new ADM(HR-Civ) would be made in the near future.

ITEM 2: Acceptance of Minutes and Agenda

2. Dr. Noël asked the members to accept the minutes and agenda. Both were accepted.

ITEM 3: Previous Business

3. Mr. Sales advised that the action items from the 5 March 2015 meeting had been completed.

ITEM 4: Training on the Duty to Accommodate

4. Mrs. Harrison introduced Mr. Louis Germain, Director Civilian Labour Relations, to provide an overview of the Workplace Accommodations at DND. His presentation included an overview of the DAOD 5015-0 *Workplace Accommodations*, training options, and information available on the HR-Civ Intranet page.

5. Following the presentation, a discussion ensued wherein questions were asked about the accessibility of the training, mandatory training, and the impact of a *Public Service Labour Relations Board (PSLRB)* decision. Mr. Germain indicated that while the information was not available on the internet, the information could be sent electronically to the members of the committee via email. Mrs. Harrison advised that if there were locations where union representatives found that training would be useful it could be discussed at their local union management consultation committees. Finally, Mrs. Harrison advised as the result of a PSLRB decision, the department had prepared a joint presentation with UNDE and PSAC to provide training to staff and managers at a particular location on the duty to accommodate. Mr. MacLennan commented on the usefulness of the presentation, and expressed his regrets that it came as a result of a PSLRB decision.

ITEM 5: Linguistic Review of DND/CAF Positions

6. Col Tremblay introduced Maj Bruno Lafontaine to provide the presentation on the linguistic review of DND/CAF positions. His presentation included the reasons for the review, Official Language (OL) requirements, timelines, the review of civilian positions, and how changes to the OL requirements of civilian positions would be managed. Col Tremblay explained that the review was required as a significant number of the OL requirements of military positions were out of date. He further advised that to ensure consistency across DND/CAF, the OL requirements for civilian positions would be reviewed concurrently.

7. A discussion followed during which LCol Robert Mosnier advised that in accordance with the Treasury Board of Canada Secretariat (TBS) Directive on Official Languages for People Management, bilingual positions are staffed on an imperative basis, except in exceptional cases. He also advised that language of work for regions were determined based on census data. Mr. Maxwell inquired into the status of the second language training contract in the Ontario Region. Mr. Stewart advised he would follow up on the issue. He then explained that for civilian employees, any exchanges due to changes in linguistic requirements would be deployments on a voluntary basis. Mr. Maxwell observed the importance of union involvement, and remarked that it would be important to emphasize that deployments for civilian employees due to linguistic requirements were voluntary. **Action item: DGCHRMO would follow up on Second Language Training in the Ontario Region.**

8. Mr. Sales reported that typically civilian positions were reviewed every five years, and the issue on the civilian side was not major. Concerns were raised that the language requirements would be transferred from military positions to civilian positions. Col Tremblay advised that if the unions are aware of any such instances to advise him. Finally, Mr. Sales suggested that at the next HR Sub, information could be shared with the union on language training options available to employees. **Action item: Linguistic training options to be included on the agenda for the Fall meeting.**

ITEM 7: Agriculture Component Issues

9. Mr. St-Georges initiated a discussion on the Violence in the Workplace Policy and the Harassment Policy. He observed that the overlap between the two policies was confusing for employees, and requested that the department treat all complaints under Violence in the Workplace until proven they were not violence. Mrs. Harrison explained that the Department would continue to follow the position of TBS by having both harassment and violence in the workplace policies. She further commented on the extensive analysis required for both types of complaints. Mr. Germain reported on a similar discussion which had occurred at the National Health and Safety Policy Committee (NHSPC), during which it was noted that while human resources and unions can advise and counsel employees on each process, the choice rests with the employee.

10. Mr. Ryan recognized the common interest of all parties was to resolve each complaint at the lowest level possible and as quickly as possible.

11. Mr. St-Georges then initiated a discussion on labour relations advice. Mr. Stewart reviewed the training provided to labour relations advisors, which included in-class, on-the-job, and ad hoc training. FGDTLC-W, FGDCA, and CMCFA indicated they had experienced similar concerns and issues regarding labour relations advice. Mrs. Harrison indicated that a competency profile was being created, which would assist in determining what needed to be learned and where training was available.

ITEM 8: Civilian Workforce Snapshot

12. Mr. Sales introduced Ms. Emily Tolot, Director Strategic Planning and Accountability (DSPA), to provide a snapshot of the Civilian Workforce, with a focus on the operational groups. Her presentation included details on the Operational Category and Classifications, age characteristics, gender distribution, retirement eligibility, and the indeterminate population. Ms. Tolot advised that the presentation at the next meeting would focus on the administration group.

13. Following the presentation, Mr. Ryan asked whether more detailed information on medical retirements was available, and if contractors were tracked. Ms. Tolot advised that she would investigate whether it was possible to obtain further details on medical retirements. She confirmed that contractors were not tracked in HRMS, and therefore that information could not be provided. **Action item: DGHRSD will look into the possibility of providing information relating to medical retirements.**

ITEM 9: Round Table

14. IBEW: Mr. Vaillancourt had nothing to raise.

15. PIPSC: Mr. Maxwell inquired into the status of the freeze on the term rollover policy. Dr. Dragon advised that an analysis was being done and a recommendation would be made to the Deputy Minister. Dr. Dragon advised that the unions would be informed once a decision was made.

16. DGCHRM: Mr. Stewart reported on the employees affected by the transfer of Compensation Services to Miramichi. He advised that a number of employees had opted for the Transfer Support Mechanism (TSM), that eight surplus situations remained, and a number of casual and term employees were being used to ensure the continuity of services until the transfer was completed in December.

17. Mr. Stewart also advised that the Phoenix system was being tested and that myKey would be a requirement for accessing the system. He noted that training and assistance would be provided by the Regions. Finally, he advised that further communications to employees on the system would be provided.

18. Mr. Rogers inquired into the transfer of services, pay reports, and irregular pays (such as height pay and dirty work). Mr. Stewart advised that managers and supervisors would continue to be responsible for approving pay requests. He indicated he would look into irregular pay situations. **Action item: DGCHRM to follow up on irregular pay situations.**

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

20. FGDTLC-E: Mr. Ryan raised concerns about tracking of workers' compensation. Mrs. Harrison advised he should contact the responsible office, Director of General Safety (D Safe G), for assistance on the issue.
21. DGWD: Dr. Dragon advised that the Department had a completion rate of 94.3% for performance appraisals; noting that the goal remained 100% completion. He also advised that e-staffing was launched on 25 May 2015.
22. UNDE: Mr. MacLennan requested a meeting with Dr. Dragon on regional issues on e-staffing and performance.
23. Mr. MacLennan also advised that PSAC would not be participating in National Public Service Week activities as a result of the current environment. Mr. MacLennan indicated it was not related to the Department.
24. Finally, Mr. MacLennan raised concerns about the designation of essential positions and that not all the proposed positions were related to health and safety or national security. He further indicated that if any of those positions are subject to WFA he would raise this as an inconsistency. He also raised concerns relating to a potential statement of work in Suffield which, from UNDE's perspective, could lead to the contracting out of Public Service jobs.
25. Agriculture Union: Mr. St-Georges had no issues to raise.
26. ACFO: Mr. Isaacs had nothing to raise.
27. DOL: Col Tremblay had nothing to raise.
28. FGDTLC-W: Mr. Rogers advised that he would also be encouraging members not to participate in National Public Service Week; however, it was not a reflection on the department.
29. DGHRS/COS: Ms. Tolot had nothing to raise.
30. CMSG: Mr. Boucher had nothing to raise.
31. DGWM: Mrs. Harrison thanked the members for their input into the CEEP. She also indicated that the employment equity plan would be sent out in the Fall. She noted the complexities posed by the absence of current census data.
32. Finally, Mrs. Harrison provided an update on EAP modernization activities. She noted that Ms. Hickeson would be in touch with certain members about the EAP survey, and the results would be available next year, along with feedback on RA recruitment.


ITEM 10: Closing Remark

33. Mr. Sales thanked the members for their participation and commented on the meaningful discussion. He then asked the members to mark their calendars for 15 September 2015 for the next UMCC HR Sub-Committee meeting.

34. Dr. Noël also commented on the meeting's meaningful discussions. He requested a meeting with Dr. Dragon regarding Performance Management for the University Teachers (UT). Lastly, Dr. Noël also reminded the members that the next meeting would take place on 15 September 2015.

UMCC HR-SUB MINUTES 1 JUNE 2015**Approved by:**

Jeremy Sales for
Cynthia L. Binnington
Co-Chair



Jean-Marc Noël
Co-Chair