

UMCC HR Sub-Committee
(Union Management Consultation Committee Human Resources Sub-Committee /
6 June 2014
295 Coventry Road, Ottawa
1st Floor, Room 1-17

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, Director General Workplace Management (DGWM)
Jacqueline Hilton, Director General Human Resources Strategic Directions (DGHRSD)
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)
Col Stephen Tremblay, Director of Official Languages (DOL)
Des Rogers, President, Federal Government Dockyard Trade and Labour Council (West) (FGDTLC-W)
Richard Cashin, President, Federal Government Dockyard Chargehands Association (FGDCA)
Lorne Brown, President, Federal Government Dockyards Trades and Labour Council (East) (FGDTLC-E)
Fabian Murphy, Public Service Alliance of Canada (PSAC), Agriculture Component
Francis Vaillancourt, International Brotherhood of Electrical Workers (IBEW Local 2228)
Joy Thomson, representing, Canadian Merchant Service Guild (CMSG)
Enza Ricci, representing, Union of National Defence Employees (UNDE)
Pete Jozsa, representing, The Professional Institute of the Public Service of Canada (PIPSC)

ITEM 1: Opening Remarks

1. Ms. Binnington welcomed the members and acknowledged that ADM(HR-Civ) had continued to work on numerous HR initiatives some of which would be updated at the meeting.

ITEM 2: Acceptance of Minutes and Agenda

2. Mr. Noël asked the members to accept the minutes. The minutes were accepted.

ITEM 3: Previous Business

3. Ms. Binnington reviewed the Action Items from the previous meeting. The first dealt with concerns surrounding the apprenticeship program. Mrs. Rigg explained that if there were vacancies, when an apprentice with the required skill was ready to be placed, he/she would be appointed to that vacant position. If there was no vacancy then the apprentice would be placed in a term position. She further explained that at the end of the term, we worked with the individual to get them a position within another government department or the private sector with the help of the Union. Mr. Brown was comfortable that his members were being addressed in the same way. Mrs. Binnington noted that the matter was considered closed by the members.

4. Ms. Binnington asked Mr. Sales to provide an update on the action item in reference to the priority of veterans. Mr. Sales explained he was part of the Departmental steering committee for Bill C27 and discussions were still underway on how these would be handled. He stated he would ask CMP to attend a future UMCC HR- Sub meeting to have a more wholesome discussion on this item. *Action Item: DGWD to invite CMP to provide an update at a future HR-Sub Committee meeting on veteran priorities.*

ITEM 4: Classification Transformation

5. Mrs. Harrison introduced Lucie Larochelle, Director Civilian Classification and Organization (DCCO) to give an update on the new classification model and the training on collective work descriptions. Ms. Larochelle provided a brief overview of the journey that had taken place since 2011. She covered how this helped classification become more agile and aligned with the Common Human Resources Business Practices (CHRBP). Ms. Larochelle explained the four classification processes, presented a comparison between the old and new model, and explained the way ahead. Mrs. Harrison explained that employees benefit from the new classification model through greater consistency and transparency through collective work descriptions and through speedier processes in determining classification groups and levels.

6. Ms. Binnington asked Ms. Hilton to explain to the members the process behind CHRBP. Ms. Hilton noted that it was the OCHRO initiative to create common human resources business practices, which were standardized across departments.

7. The Bargaining agents raised a concern with the backlog of classification grievances. Mrs. Harrison explained that her team had recently hired a contractor to help address these concerns. She also addressed the concern that funding does not come into play when the officer is looking at the classification of a position.

ITEM 5: Employee Assistance Program Update

8. Mrs. Harrison introduced Ms. Micheline Hickeson, Manager, Employee Assistance Program (EAP), to present the update on the EAP. Ms. Hickeson explained that she would provide the highlights of the utilization of EAP services for 2013-2014 and explain EAP Modernization and present the priorities for EAP in 2014-2015.

9. Ms. Hickeson outlined the utilization rates for 2013-2014 noting that for internal Referral Agent (RA) it was 8.3% or 1987 total visits which was an increase of 0.9% from 2012-2013 utilization rate. She noted that for the EAS (Health Canada) program its utilization rate was 3.6% or 870 new client cases, 12.5% or 3004 total new and repeat visits which was an increase of 1.5% from 2012-2013. The information also indicated that of the three top issues for both had been Family, Mental Health and Work.

10. Ms. Hickeson proceeded to give an update of the ongoing initiatives within EAP portfolio, including the creation of an RA questionnaire, monthly VTC EAP Coordinator meetings, RA VTC information sessions, monthly RA Connexion email, EAP employee satisfaction survey, RA Training focus group and EAP Modernization. Ms. Hickeson noted that the working group convened for the EAP employee satisfaction survey needed Union representation so asked for Unions to consider taking part. She also mentioned that the RA training focus group included two Union Representatives. The Union Representatives emphasized the need for RA training for new RA's, not just ongoing development for the RA's. Ms. Hickeson committed to continue to keep them advised on these initiatives and seek their input.

ITEM 6: Public Service Employee Survey

11. Ms. Hilton explained that the Public Service Employee Survey (PSES) was cyclical taking place every three years since 1999. It was an avenue for employees to voice their opinions and took only 20 minutes to complete. She noted that OCHRO had raised the benchmark for participation so asked the Union Representatives for their help promoting participation. Ms. Hilton noted DND was working on ways to ensure that every employee would be able to participate, which included a way to get paper versions to those that did not have easy access to the online version.

12. Ms. Hilton then introduced Ms. Emily Tolot, Director Strategic Planning and Accountability (SPA), who delivered the presentation on the Public Service Employee Survey. Ms. Tolot provided an overview of the Survey Instrument, discussed confidentiality of the results and how this would be accomplished, the target response rate, timelines, and actions to the results.

13. The Bargaining Agents expressed their concerns with the survey itself as it contained questions surrounding doing more with less, and with the survey timelines, which could cause low participation rates.

ITEM 7: Employability Strategy

14. Mr. Sales noted that the information of the Employability Strategy had been table dropped and would be sent electronically after the meeting. He noted that the majority of the L1's have received the authority to staff positions and the WFA statistics had remained consistent.

15. The Bargaining Agents wondered if term roll overs had been brought back and Mr. Sales explained that the clock had stopped on the terms accumulation of years. He explained a term could be hired as an indeterminate as always but the automatic roll over was not occurring. Mrs. Binnington asked that the hiring of terms to indeterminate positions be looked at so that the information could be provided the Unions. *Action Item: DGCHRM to look into the hiring of terms into indeterminate positions*

ITEM 8: Civilian Second Language Training

16. Mr. Josza raised the issue related to Second Language Training (SLT). Mr. Josza noted that there had been many interruptions in the SLT offered in regions. Mrs. Rigg responded advising that the non-statutory training had been affected as PWGSC was standardizing all the standing offers for regional needs. She stated this should be rectified by September. She noted online training remained available for employees through the Canada School of Public Service and that the regions had been able to partner with the military's SLT courses that had been offered where there was space available. Mr. Cashin asked if employees would have to reapply or would they automatically be picked up by the new program. Mrs. Rigg noted the question and undertook to look into it. *Action Item: DGCHRM to research the process for re-enrolment into the SLT program in regions.*

ITEM 9: Round Table

17. IBEW: Mr. Vaillancourt raised the issue with regards to the pay system and commented that employees were experiencing issues with the payment of overtime and wage rate changes. Mrs. Rigg noted that wage rate changes could only be done once they were released by Treasury Board Secretariat. She explained that they were processed as soon as they had been received. Mrs. Rigg noted that the issues with the overtime had been rectified.

18. Col Tremblay had nothing to raise.

19. PIPSC: Nothing to raise

20. DGCHRM: Nothing to raise

21. UNDE: Nothing to raise

22. DGWD: Mr. Sales explained that the Performance Management Directive had come into effect on 1 April 2014 with reporting required at the end of September from all government departments. He noted that the call letter requesting information would come out at the end of June. Mr. Sales reported that 8400 military and civilian managers had completed the education for Performance Management and that 3500 employees in non-supervisor or manager positions had also taken the course.

23. Mr. Sales noted that in the fall DGWD would return to the Committee to present on talent management and leadership development that was being developed.

24. FGDT&LC (E): Mr. Brown noted that he was concerned with the ability to fund apprentices as they became eligible for indeterminate employment. Mrs. Binnington noted that this should not have had a huge impact on the apprenticeship programs as the organization aligned the FTE with the salary and wage envelope. *Action Item: DGWD to look into the communications to LI's in regards to the apprenticeship programs and FTE pressures.*

25. Mr. Brown expressed his concerns with the further management of Workman's Compensation form 663 that would be centrally managed through the office in Gatineau. He noted this would be raised at the National Health and Safety Policy Committee. Mrs. Binnington asked Mr. Brown to report back on the outcome at that committee. *Action Item: FGDTL&LC (E) to report on the deliberations once at the National Health and Safety Policy Committee.*

26. PSAC Agricultural component: Mr. Murphy noted that he hoped that the implementation of the Performance Management Initiative would take into account the work that Union Representatives do on behalf of the employer; otherwise they would be treated unfairly. Mr. Sales noted that this was the first year this was being implemented. Mrs. Binnington noted that it was important to have some speaking notes for managers to address this concern. *Action Item: DGWD and DGWM to have some reference points created for the fall HR-Sub meeting.*

27. FGDCA: Nothing to raise

28. DGADR: Ms. Neault noted that the organization had worked on intervention services including 1) business partnering with health services to provide some intervention services 2) developing a communications plan for clients 3) changing the three day course on conflict resolution and change into a one day in class and will pilot over the next year 4) providing a video briefing on ADR benefits it could bring to individuals. Mrs. Neault added that she would provide a more comprehensive briefing at the next UMCC HR-Sub meeting on these items. *Action Item: DGADR to update at the next meeting her organizations initiatives*

29. CMSG: Nothing to raise

30. FGDT&LC (W): Nothing to raise

31. DGWM: Mrs. Harrison noted that the Road Map to Optimum Mental Health had been distributed to the Bargaining Agents and would be distributing it electronically across the department.

32. Mrs. Harrison explained that with Employment Equity the online Self-ID through HRMS was moving ahead.

33. Mrs. Harrison was pleased to report that the audit report from the Canadian Human Rights Commission (CHRC) had been received. CHRC would only be back to re-evaluate the departmental EE results in 2017 to determine if DND had improved its performance and had obtained full representation of a minimum of three of the four designated groups.

34. Mrs. Harrison commented that the National Public Service Week was on the horizon and the theme was "Proudly Serving Canadians". She hoped that all would participate.

35. CMCFA: Mr. Noël wondered if second language training was available for employees in the UT group particularly surrounding bilingual imperative positions. Mrs. Rigg said she would look into this and get back to Mr. Noël. *Action Item: DGCHRMO to review and provide an update to CMCFA.*


36. Mr. Noël also inquired if the Performance Management Initiative applied to the UT group as it was difficult to align it with the current promotional process. Mr. Sales noted he would look into the other incumbent based groups like the Defence Scientists and the Lawyers. *Action Item: DGWD would review and inform CMCFA of his findings.*

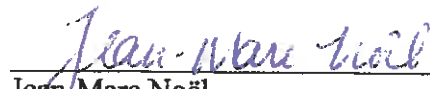
ITEM 10: Closing Remarks

37. Ms. Binnington thanked everyone for their participation and stated that she appreciated the open discussions. She asked all members to mark their calendars for 15 September 2014 for the next UMCC HR-Sub meeting.

UMCC HR-SUB MINUTES 6 JUNE 2014

Approved by:


Cynthia L. Binnington
Co-Chair


Jean-Marc Noël
Co-Chair