

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

3 October 2012, 0900hrs to 1130hrs / Le 3 octobre 2012, 09 h 00 à 11 h 30
Government Conference Centre / Centre de conférences du Gouvernement
Gatineau Room, 4th Floor / Salle Gatineau, 4^{ème} étage
2 Rideau Street, Ottawa / 2 rue Rideau, Ottawa

- Co-Chairs:** Cynthia L. Binnington, Assistant Deputy Minister (Human Resources-Civilian) (ADM (HR-Civ))
Lorne Brown, Federal Government Dockyards Trades and Labour Council (East) (FGDTLC-E)
- Members:** Mandy Hanlon, Director General Workplace Management (DGWM)
Joanne Pasioka, Acting Director General Human Resources Strategic Directions (DGHRS-D)
Stéphanie Poliquin, Director General Workforce Development (DGWD)
Micheline Hickeson, Acting Director General Alternative Dispute Resolution (A/DGADR)
LCdr Bob Firth-Tessier, representing Director of Official Languages (DOL)
Mark Miller, representing National President, Union of National Defence Employees (UNDE)
Des Rogers, President, Federal Government Dockyards Trade and Labour Council (West) (FGDTLC-W)
Tom Denault, President, Federal Government Dockyards Chargehands Association (FGDCA)
Dr. Jean-Marc Noël, President, Canadian Military College Faculty Association (CMCFA)
Glenn Maxwell, President, DND National Consultation Team, The Professional Institute of the Public Service of Canada (PIPSC)
Milt Isaacs, Association of the Canadian Financial Officers (ACFO)
Danielle Moffet, representing Vice President, Public Service Alliance of Canada (PSAC), Agriculture Component
Francis Vaillancourt, International Brotherhood of Electrical Workers (IBEW), Local 2228

ITEM 1: Opening Remarks

1. Ms. Binnington welcomed the participants, including Mr. Miller, Ms. Moffet, and LCdr Firth-Tessier. Ms. Binnington advised that Ms. Johnson had been assigned to the Defence Renewal Team (DRT), and that Ms. Joanne Pasioka would be acting for her. Finally, Ms. Binnington remarked that she was looking forward to a productive meeting.

2. Mr. Brown indicated that a new Co-Chair was still being sought and commented on the fulsome agenda for the meeting.

ITEM 2: Acceptance of Minutes and Agenda

3. Mr. Brown requested that the members accept the agenda for the meeting and the minutes of 8 June 2012 meeting. The Committee accepted both.

ITEM 3: Previous Business

4. Mr. Brown and Ms. Binnington reviewed the business arising from the previous meeting.

5. Ms. Binnington advised that updates on Alternate Dispute Resolution Program (ADR), the Collective Work Description Learning Group, and the Integrated Performance and Talent Management Framework would be provided during items 4, 5 and 10 of the meeting.

6. She also indicated that since the Health Canada statistics would not be available until mid October, an update on Employee Assistance Program (EAP) would be provided during the 6 December 2012 UMCC HR Sub-Committee meeting. Mrs. Hanlon then reported on the details from the May Health Canada (HC) Summary Report, which had recently been received. Mrs. Hanlon shared information on the contact/referrals made, the uptake rate, categories for referrals, gender, job type, age group, and the types of services received.

ITEM 4: Update on the Alternative Dispute Resolution (ADR) Program

7. Ms. Hickeson presented an update on the Conflict Management Program Transition Plan. Her presentation included information on the vision and phases of the ADR transition plan, including the support measures available to employees. She noted that two pilot projects would be rolled out in Cold Lake and Trenton, and that the new program was expected to be implemented by 1 April 2014. Ms. Hickeson explained that the mandatory informed consideration of the grievance process would be managed within the system, noting these cases accounted for approximately 15 per year. Finally, Ms. Hickeson advised that completion of the ADR training needs assessment was anticipated by the end of October, and that training options were being explored, which could include alternate delivery platforms and/or using other schools. She added the schools being explored were the Canada School of Public Service (CSPS) and the internal Learning and Career Centers (LCCs). *Action item: An update on the Conflict Management Program Transition Plan will be provided at the December UMCC HR Sub-Committee meeting.*

8. Mr. Rogers expressed apprehension about the new model and the affects on Esquimalt. He further voiced his concern that the EAP and ADR programs should not be affected during these challenging times. Ms. Binnington acknowledged that the Department was aware of his concerns.

9. A discussion on mandatory training followed, during which the value of training, attendance at training sessions, and the manager's accountability were discussed. Mr. Brown opined that mandatory ADR training would increase managers and supervisors awareness of the process. Ms. Hickeson confirmed that the Conflict and Effective Leadership Intervention (CELI) would continue to be delivered on an annual basis. Ms. Poliquin remarked on the complexities of mandatory training and the monitoring measures underway, which would provide Level 1s with a report on training within their organization. Mr. Brown then asked whether there would be an action plan from the monitoring, to which Ms. Binnington noted further work remained.

ITEM 5: Classification Renewal Activities

10. Mrs. Hanlon introduced Ms. Lucie Larochelle, Director of Civilian Classification and Organization (DCCO) to present the update on Classification Renewal Activities. Ms. Larochelle's presentation included the project status, the Collective Work Descriptions (CWD) published since October 2011, CWDs in progress, implementation strategy, communications, and the joint learning on CWDs. She noted that communication would be coming from the Deputy Minister and Chief of Defence Staff regarding the use of CWDs. Ms. Larochelle also advised that a learning framework was in development. Finally, she also commented on the importance of broadening the scope of the project to include the demystification of classification and CWDs.

11. Mr. Isaacs raised concerns regarding the work underway for the CWD of the Financial Management (FI) group. He further commented on the relationship between classification, work descriptions, and a position's value, in addition to the complexity of rating positions against the existing standards. Ms. Binnington acknowledged the issues identified by Mr. Issacs. Mrs. Hanlon reminded the Committee that work descriptions and classification is a managerial responsibility, and that the CWD learning group was appropriate for joint collaboration. Mr. Isaacs recognized the managerial responsibilities and added the value ACFO could bring to the process. Mr. Denault also requested for unions to participate in the CWD process.

12. Mr. Maxwell observed that the unions were not yet aware of how CWDs would relate to the group standards. He also requested the Department to provide Unions with funding to participate in the cross-country information sessions of the joint union-management committee. Mrs. Hanlon responded that technology would be leveraged to facilitate communication on the joint learning.

13. Mr. Brown reflected on the complexity posed with writing work descriptions in the new formats, which are then rated against the existing standard. He also noted the challenge of the Department's inability to affect the group standards. Finally, Mr. Brown noted the importance of correctly valuing work descriptions and the value of involving stakeholders.

ITEM 6: Civilian Personnel Education Support Program

14. Mrs. Poliquin indicated that due to commitments under the Government wide spending review, a proposal was being put forward to suspend the Civilian Personnel Education Support Program (CPESP) for a minimum of one to two years. She reported this would have an impact on approximately six to ten employees per year. Ms. Poliquin also advised that the resources would be realigned to higher priority items, and this break would allow for the program to be reviewed since it had been established in 2000. Ms. Poliquin confirmed that this change would not affect the participants currently in the CPESP or the education support provided by the Level 1s. Ms. Binnington remarked on the difficulty faced in making this decision. **Action item: Update on the CPESP to be provide at the UMCC HR Sub-Committee meeting in June 2014.**

15. Mr. Vaillcourt commented on the impact the suspension of the program would have on employees.

ITEM 7: Fast Track Staffing

16. Ms. Poliquin invited Ms. Virginie Carrier, Project Manager, DGWD, to present the Fast Track Staffing (FTS) Project. Ms. Carrier indicated that the objective of the FTS Project was to review the current FTS processes in place in each region to create one standard FTS process that would allow for quick and easy processing of selected staffing requests. Requirements for an IT system are currently being developed to support this improved process. She observed that testing and implementation of the improved FTS process are contingent on IT timelines. Ms. Binnington and Ms. Poliquin remarked that the new system would continue to fully respect the staffing values of Fairness, Access and Transparency. *Secretarial note: Copies of the FTS Project Intranet site were distributed during the meeting.*

17. Mr. Maxwell raised concerns about the regional alignment of the process rather than by Level 1s. Ms. Poliquin responded that FTS is a new staffing process mechanism, and guidance was provided by the Public Service Commission (PSC). She added that working groups were being used in the Regions, and these groups would help to ensure the new process reflected the client realities. Ms. Binnington explained that ADM (HR-Civ) was responsible for the staffing process. Mr. Brown observed that none of the staffing actions included in the FTS process required DM approval, therefore, they were within the Regions' delegation.

18. Ms. Moffet inquired into how individuals would be selected with FTS. Ms. Poliquin confirmed that while FTS modified the business process by simplifying the paper process, it would not remove or change the manager's accountability. She added that training on staffing would continue to be in place to ensure the staffing values were respected.

19. Mr. Brown asked whether there was a timeline for when staffing controls would be released from Level 0. Ms. Binnington responded that a timeline had not yet been established, and noted that the high staffing delegation ensured realignment and alternation were used to manage vacancies.

ITEM 8: Apprenticeship Program Review

20. Ms. Poliquin presented the draft proposal for the Apprenticeship Program Review Committee. She explained that the proposed committee had resulted from discussions at the 4 June 2012 UMCC National. The draft proposal included the Review Committee's mandate, the number and frequency of meetings, membership, deliverables, and the timeframes. Ms. Poliquin indicated that a summary of findings would be shared in the UMCC HR Sub-Committee forum, and anticipated the report would be tabled at the June 2013 UMCC National. *Action item: DGWD will provide an update at the December UMCC HR Sub-Committee meeting.*

21. Mr. Rogers expressed his thanks for the opportunity to participate on the Review Committee.

22. Mr. Brown inquired when the anticipated first meeting of the Review Committee would be. Ms. Poliquin advised that an invitation would be sent to bargaining agents with members who benefit from the apprenticeship program.

ITEM 9: Update on the Talent Management Focus Group

23. Ms. Poliquin provided an update on the focus group session. She noted concerns were raised on the timing of initiative, employees' perceptions during the restraint period, and that adjustments were needed for the different occupational groups. She noted that clarity on the intent of the process was required, including the framework and language used, and these could be addressed with the implementation strategy. Finally, Ms. Poliquin thanked Messrs. Maxwell, Miller and Tellier for their participation in the focus group.

24. Mr. Maxwell provided comments on the initiative, which included the benefits of a military champion, inclusion of information on how an employee can progress in their career, and the need for senior management training in the new process. He added that the proposed quarterly review would allow for adjustments throughout the year as priorities and projects shifted.

25. Mr. Miller expressed serious concerns with implementing the new process while in a WFA period, and noted that employees could view the tool as a way of potentially identifying themselves for future SERLOs and/or WFA. He also commented on the complications for employees to attend training due to shortages of time and available funding.

26. Ms. Binnington indicated that the unions' comments would be taken into consideration and expressed concern over creating the wrong perception. She added that the objective of the proposed initiative was to support employees.

27. Mr. Brown observed that there were issues with the current system, but also noted the current pressures on employees.

ITEM 10: Round Table

28. Mr. Rogers expressed concerns over the continuation of the Corporate Awards program, while the CPESP and EAP symposium had been suspended. He further commented on how his membership perceived these decisions.

29. Ms. Poliquin advised that updates on the DND Orientation Program were underway. She noted that the classroom sessions would remain unchanged, and that the format of the guide would be modified. *Action item: DGWD will provide a demonstration of the new platform during the Spring UMCC HR Sub-Committee meeting.*

30. Mr. Miller confirmed that UNDE looked forward to participating on the Apprenticeship Program Review Committee. He also commented on the use of the Federal Internship Program, and requested information on which level the participants were compensated. *Action item: DGWD will provide information regarding the program to UNDE.*

31. Ms. Rigg provided information on the changes to the CF pension plan, noting that the change had not affected civilian employees who were also retired military members and in receipt of a CF pension.

32. Mr. Noël had no issues to raise.

33. LCdr Firth-Tessier had no issues to raise.

34. Ms. Moffet expressed her appreciation for the information on FTS and commented that the meeting had been informative.

35. Mr. Vaillancourt had no issues to raise.

36. Mr. Isaacs had no issues to raise.

37. Ms. Hickeson had no issues to raise.

38. Mr. Maxwell had no issues to raise.

39. Ms. Pasioka advised that the new ADM (HR-Civ) Intranet site update was planned for late October. She also indicated that an organization chart, which included ADM, Director General, and Director levels would be posted on the Intranet site.

Secretarial note: The organizational chart is included on the ADM (HR-Civ) Intranet home page.

40. Mr. Denault had no issues to raise.

41. Mrs. Hanlon commented on the importance of recognizing employees in the current environment, and the role of Corporate Awards to do so. She advised that the call for 2013 Corporate Awards had been issued.

42. Mrs. Hanlon also advised that the new Harassment Policy had recently been received from the Treasury Board of Canada Secretariat (TBS). She advised that a briefing on the new policy would occur at the December meeting, and that due to time constraints, consultation would occur offline. Mr. Brown added that the upcoming TBS meeting would **seek feedback on the tools to assist employees and managers in assessing harassment. Action item: DGWM will provide a briefing on the new Harassment Policy during the December UMCC HR Sub-Committee meeting.**

43. Finally, Mrs. Hanlon provided an update on the changes to leave entitlements for employees who were former CF members. Mr. Rogers expressed concern since exemptions were not being made to the leave carry-over provisions, regardless of when leave credits were received. Mrs. Hanlon advised that the cash-out mechanism would then be used when leave credits were above the maximum carry-over.


ITEM 9: Closing Remarks


44. Mr. Brown reviewed the action items which resulted from the meeting.

45. Ms Binnington advised the members that the next meeting would be held on Thursday, 6 December 2012, in the Gatineau Room of the Government Conference Centre, 4th floor, 2 Rideau Street. She reminded members to mark their calendars, and that details would be sent out closer to the meeting.

UMCC HR SUB-COMMITTEE MINUTES 3 October 2012

Approved by:


Cynthia Binnington
Co-Chair


Lorne Brown
Co-Chair