

## UMCC HR Sub-Committee

Union Management Consultation Committee Human Resources Sub-Committee

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

### Co-Chairs:

Kin Choi, 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 Human Resources Strategic Directions  
(DGHRSD/COS)  
Elaine Coldwell, Acting Director General Civilian Human Resources  
Management Operations (A/DGCHROMO)  
Lauren Jeffs, representing Director General Workforce Development  
(DGWD)  
Col Stephen Tremblay, Director of Official Languages (DOL)  
Col Jean Grondin, Acting Director General Alternate Dispute Resolution  
(A/DGADR)  
John MacLennan, Union of National Defence Employees (UNDE)  
Glenn Maxwell, The Professional Institute of the Public Service of  
Canada (PIPSC)  
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)  
Mark Boucher, Canadian Merchant Service Guild (CMSG)  
Fabian Murphy, Public Service Alliance of Canada (PSAC), Agriculture  
Union  
Francis Vaillancourt, International Brotherhood of Electrical Workers  
(IBEW Local 2228)  
Nicolas Brunette-D'Souza, representing Association of the Canadian  
Financial Officers (ACFO)

## **ITEM 1: Opening Items**

### **Opening Remarks**

1. Mr. Choi introduced himself as the new ADM(HR-Civ) and welcomed the participants. He indicated that he looked forward to working with the committee. Dr. Noël welcomed Mr. Choi to the committee.

### **Acceptance of Minutes and Agenda**

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

### **Previous Business**

3. Mr. Choi advised that the action items from the 1 June 2015 meeting had been completed and would be discussed as relevant items arise throughout the meeting.

## **ITEM 2: Sexual Misconduct Response Centre**

4. Mr. Choi introduced Ms. Jan Lalonde, Executive Director of the Sexual Misconduct Response Centre (SMRC), to provide information regarding the new centre which was being launched on 15 September 2015 in response to the External Review Authority (ERA) Report outlining the prevalence of sexual misconduct in the CAF.

5. Following the presentation, Mr. Maxwell raised concerns that the language in the messaging so far has been directed at the military only and asked what was being offered to civilian employees. Ms. Lalonde clarified that, while the target for this centre and its resources was intended for CAF members, if questions come up from the civilian workforce, they would not be turned away and would be directed to the proper available resources. Mrs. Harrison indicated that the messaging which would be coming out would address civilian employees, and would provide comprehensive information about the resources and processes already available to them if they found that they had been the victim of sexual misconduct. The draft of the message to be sent to employees was distributed at the meeting.

6. Mr. Murphy mentioned that the situation seemed to be linked to Occupational Health and Safety (OHS), and asked whether the OHS committees would be consulted on any new policy going forward. Mr. Choi clarified that, for the moment, there were policies and processes in place to help civilian employees and that there were no plans to change them, but that if any changes were to be necessary the proper parties would be involved.

### **ITEM 3: Staffing**

#### **E-Staffing Project**

7. Ms. Coldwell and Ms. Jeffs presented an update on the e-Staffing project which was launched on May 25, including statistics on the transition, efficiencies which have been observed and usage to date. Ms. Jeffs indicated that the transition from fast-track staffing had gone well, and that e-Staffing was now fully functional. She mentioned that learning sessions would be available for clients until they were no longer needed.

8. Following the presentation, Mr. Cashin noted that the statistics indicated a high number of employees in short-term acting appointments, and noted that these situations should be regularized. Mrs. Harrison acknowledged that the number did seem high, but also that these numbers could represent the summer months where there were generally more short-term acting appointments to cover for vacation time.

9. Mr. Maxwell asked if the Civilian Workforce Management Board was still in effect. Mr. Sales replied that this committee was in abeyance since targets have been reached or surpassed, and that the normal staffing process had been resumed.

#### **Update on Sub-Delegation**

10. Ms. Jeffs provided a verbal update on the Sub-delegation of Staffing at DND since the changes implemented in April 2015. She noted that there were 477 managers who had been sub-delegated to date. There had been 26 training sessions in the NCR, which would continue. Regional training had begun with 23 regional sites scheduled to be visited by February. She indicated that the feedback on the training had been very positive.

11. Mr. Choi emphasized that this training was more than about sub-delegation, but about reinforcing proper staffing values and encouraging managers to become more engaged in the staffing process. He indicated that he would be visiting with base commanders to reinforce the importance of these values. Mr. MacLennan noted that there seemed to be an increase in the number of bilingual positions in regions which may not be required, and asked that Mr. Choi take the time with the base commanders to advocate for using common sense when establishing bilingual requirements.

### **ITEM 5: Civilian Workforce Snapshot**

12. Mr. Choi introduced Ms. Emily Tolot, Director Strategic Planning and Accountability (DSPA), to provide a snapshot of the Civilian Workforce, with a focus on the Administrative and Foreign Services groups. Her presentation included details on the 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 administrative support group.

13. Following the presentation, Mr. Ryan asked whether information regarding the medical retirements of the Operational group would be provided. Ms. Tolot agreed and Mrs. Harrison indicated that this information would be distributed secretarially. **Action Item: DGHRSD agreed to provide information relating to the medical retirement statistics of the operational group.**

#### **ITEM 6: Update on Compensation Services**

14. Ms. Coldwell provided a verbal update on compensation including the consolidation of pay files at the Public Service Pay Centre (PSPC) in Miramichi, as well as the implementation of the Phoenix system.

15. Ms. Coldwell explained that the PSPC was now fully staffed, and was serving roughly 7500 accounts from 46 different departments, approximately 6000 accounts of which were DND accounts. The new Pay System was expected to be rolling out in October, and would automate many of the processes. There would be more targeted communications coming out relating to these changes. She noted that there had already been several training sessions aimed at ensuring that employees understood the new system, and new training would be coming through CSPA shortly, but she said that if certain areas required more training it would be made available. She also noted that the PWGSC website was quite comprehensive if employees were looking for information.

16. Ms. Coldwell further explained that Compensation employees at DND were now focusing on the accounts that were still with the Department as well as providing support those who had transferred. They were encouraging employees and managers to reach out to compensation teams with difficult situations while respecting the escalation process of the PSPC. She advised that 81 compensation employees remained to work on DND files internally, and that most who were looking to be placed have been.

17. Ms. Coldwell then explained that information regarding irregular pay situations within DND have been communicated to the Phoenix team for analysis to ensure that all of these issues would be addressed. She noted that some issues may need to be deferred, but that the Pay Centre was very supportive of continuing with paper-based processes in situations which could not be incorporated into Phoenix.

18. Mr. Rogers indicated that there were some employees who had not received their submarine allowance since April, and that there seemed to be issues with PWGSC in relation to it. Ms. Coldwell stated that she would look into this situation, but also emphasized that it was important to raise issues as early as possible in order to address them quickly. **Action Item: DGCHRMO agreed to look into issues relating to submarine allowances to ensure that they were being addressed.**

19. Mr. Maxwell noted that he was hearing that his members who have military managers were not currently able to use the electronic system to get overtime pay. Ms. Coldwell confirmed that this was an ongoing issue and that they were working with PSPC to give access to the military managers.

20. Mr. Cashin indicated that he had heard of several overpayment situations in which the recovery payments were not stopped once the full payment had been reached. Ms. Coldwell asked that he confirm the specifics of these cases offline.

21. Mr. MacLennan stated that some employees who have transferred between Departments were finding themselves in situations where they were paid by both Departments for an extended period, leading to extreme overpayment situations. He indicated that TBS was aware of the problem.

## **ITEM 7: Official Languages**

### **Update on Linguistic Review of DND/CAF Positions**

22. Col Tremblay introduced the tools which had been distributed to members prior to the meeting. He explained that they would be available to managers when considering positions affected by the linguistic review. He reminded participants that the staffing of these positions would be decentralized, and therefore each manager would need to decide how best to staff these positions. He noted that the next step will be to seek DM approval to issue the tools to all L1s, and opened the floor to comments relating to the documents.

23. Mr. MacLennan noted that there seemed to be an increase of positions with bilingual requirements and asked what level of authority would be given to the OL Coordinators. Col Tremblay indicated that Coordinators were advisors to managers who were ultimately responsible. Ms. Coldwell indicated that the language profile for each position would be determined by the Official Languages Act, but if there were areas of concern, she asked that he pass along the information offline so that this could be examined.

### **Options for Training in Official Languages**

24. Ms. Coldwell provided a verbal presentation describing the Second Language Training nomination process, and the various training options available to civilian employees. She noted that ADM(HR-Civ) issues an Annual Coordination Instruction to all L1s in order to prioritise non-statutory second language training. The National Learning Team then coordinated testing and course loaded based on annual funding, available training institutions (based on available regional standing offers) and availability of candidates by linguistic level. She noted that some regions, such as in Ontario, were having difficulty obtaining standing offers, which could affect this process.

25. Mr. Maxwell indicated that some of his members had been told that they would not be allowed to take part-time training, which could be career-limiting for some employees. Ms. Coldwell noted that she was not aware of any specific programs being cancelled, though it was possible that some opportunities had been placed on hold due to changes in funding. She also noted that some training was funded by individual managers and therefore it was not all quantified by her statistics. She indicated that if there were specific cases of concern, she could be contacted offline to discuss.

26. Mr. MacLennan noted that training needs should be considered as a part of the linguistic review.

#### **ITEM 8: Round Table**

27. UNDE: Mr. MacLennan inquired about EAP statistics, and whether there will be a NEAPAC meeting in the near future as the Terms of Reference are outdated. These questions were echoed by Mr. Vaillancourt and Mr. Rogers. Mrs. Harrison commented that annual statistics were usually available to DND in late-September, and that they are incorporated into the Annual Report. She also mentioned that she was reviewing the TORs for the NEAPAC, and that no meeting had yet been scheduled but should be shortly. Mrs. Harrison also provided an update on the pilot program for RA recruitment, indicating that the new RAs would be assessed by the end of the year and that the training had been successful.

28. FGD TLC-E: Mr. Ryan indicated that he was happy to hear there was a pay problem escalation process which could help his members, but that he had been disappointed with the problems with garnishments.

29. PIPSC: Mr. Maxwell inquired into the status of the freeze on the term rollover policy. These concerns were echoed by Mr. Murphy and Mr. Rogers. Mr. Choi indicated that this had been raised to his attention and that he would be reviewing it, but that he had not yet had an opportunity to evaluate the issue.

30. DGWM: Mrs. Harrison mentioned that the awards program has been shortened this year. She noted that a presentation was made to DMC, and that the intention is to align the process more closely with DND priorities. She mentioned that the unions will be consulted for input on the program, and provided a document regarding this to all members for their consideration.

#### **ITEM 9: Closing Remarks**

31. Mr. Choi thanked the members for their participation and commented on the important issues being discussed. He then noted that Mrs. Harrison had announced her retirement and that this would be her last meeting. He and the committee thanked her for her service and her time on the committee.

**UMCC HR-SUB MINUTES 14 SEPTEMBER 2015**

**Approved by:**

*15/09*

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Kin Choi  
Co-Chair

*Jean-Marc Noël*

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Co-Chair