

**UMCC HR Sub-Committee**  
(Union Management Consultation Committee Human Resources Sub-Committee /  
15 September 2014  
295 Coventry Road, Ottawa  
1<sup>st</sup> 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)  
Nathalie Neault, Director General Alternative Dispute Resolution (DGADR)  
Jeremy Sales, Director General Workforce Development (DGWD)  
Phil Furlan, Representing Director General Civilian Resources Management Operations (DGCHRMO)  
John MacLennan, President, Union of National Defence Employees (UNDE)  
Des Rogers, President, Federal Government Dockyard Trade and Labour Council (West) (FGDTLC-W)  
Lorne Brown, President, Federal Government Dockyards Trades and Labour Council (East) (FGDTLC-E)  
Mark Boucher, President, Canadian Merchant Service Guild (CMSG)  
Richard Cashin, President, Federal Government Dockyard Chargehands Association (FGDCA)  
Fabian Murphy, Public Service Alliance of Canada (PSAC), Agriculture Component  
Glenn Maxwell, President Department of National Defence National Consultation Team, the Professional Institute of the Public Service of Canada (PIPSC)  
Francis Vaillancourt, International Brotherhood of Electrical Workers (IBEW Local 2228)

**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. She noted that Mr. Louis Germain had started as the new Director Civilian Labour Relations.

## 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 Veteran Priorities and Mr. Sales explained he was coordinating with Chief Military Personnel (CMP) to deliver a presentation at the December UMCC HR-Sub meeting. *Action Item: DGWD to invite CMP to provide an update at a future HR-Sub Committee meeting on veteran priorities*

4. Ms. Binnington addressed the next action item in reference to determining if term employees had been hired as indeterminate employees. Mr. Phil Furlan, representing DGCHRM, noted that the possibility of having a report had been explored and was being created to provide a full picture of the term to indeterminate hiring using HRMS and the pay system. Ms. Binnington asked that the report be distributed secretarially to the members once completed. *Action Item: DGCHRM to provide report secretarially to members once completed.*

5. For the Action Item that concerned regional Second Language Training, Ms. Binnington noted that an update had been provided secretarially to the Union Members on 22 August 2014 and asked Mr. Furlan to provide a further update. Mr. Furlan explained that employees that were already on courses would be reloaded once the new classes started and would not be required to re-apply. He also noted that the standing offers were being updated but there was no finalized news on the classes yet. *Action Item: DGCHRM to share information on classes that have been set up once received with the member.*

6. Ms. Binnington asked Mr. Sales to respond to the Action Item regarding the apprenticeship program. He explained that all Level Ones had had their authority to staff positions returned, and have been educated on their flexibilities on the hiring of apprentices. Mr. Sales had explained to L1's the need to take apprentices into account when planning in the future.

7. Mr. MacLennan raised the concern that he had seen apprentices graduate and they had not been hired. He felt this took away from the goal of the apprenticeship program. Ms. Binnington noted the necessity to review the communications plan to L1's. *Action Item: DGWD to work with DGCHRM to put a more formal education package together on flexibilities for L1's.*

8. Mr. Brown asked Mr. Jerry Ryan to speak to the issues that had occurred with Worker's Compensation Board (WCB) claims in Nova Scotia for FGDTLC (E) members. Mr. Ryan explained that he had recently spoken with WCB and had been advised that the backlog of transferred 663 claims to Gatineau had been rectified and the average waiting time was now two weeks.

9. Mr. Sales addressed the Action Item related to the Performance Management Initiative (PMI). A communication would go out to managers and supervisors three times a year to help them to deal with their employees in regards to their performance. The communication would include a reminder that activities undertaken on authorized leave were not subject to review.

10. Ms. Neault provided a brief update on the use of technology to provide ADR training. She confirmed that they are conducting a pilot project on the online version of their 3-day ADR training “Resolving Conflict Effectively” which involves an online training portion combined with a one-day in class focused on communication skills, interpreting body language and practising various conflict scenarios. She will brief the UMCC HR-Sub Committee on technology initiatives at the next meeting in December. *Action Item: An update on ADR initiatives will be on the agenda of the December meeting.*

#### **ITEM 4: Civilian Employment Equity Program Update**

11. Mrs. Harrison introduced Mr. Aaron Feniak and asked him to provide an update on the Civilian Employment Equity Program. His update included the new Self-ID Online being introduced in October 2014.

12. Mr. Feniak also gave an update on the Employment Equity (EE) Audit and noted that the CHRC had found that DND had shown good faith and provided sufficient evidence to demonstrate compliance with the nine statutory requirements of the EE Act. The representation for Aboriginal peoples and persons with disabilities were good. He noted that some progress still needed to be demonstrated on the employment of women and that concrete actions were still required to ensure better representation of visible minorities. The Canadian Human Rights Commission (CHRC) would re-evaluate in December 2017.

#### **ITEM 5: Employee Assistance Program Update**

13. Mrs. Harrison introduced Ms. Micheline Hickeson, Manager, Employee Assistance Program (EAP), and asked her to present the update on the EAP. Ms. Hickeson explained that she would provide the highlights of the RA/Chairperson “Check-In” results from 2014-2015. She also noted she would update on EAP Modernization Priorities for EAP for 2014-2015.

14. Ms. Hickeson explained that the goal of the check-in was to get direct feedback from the RA’s/Chairpersons. She explained that 23% of the RA’s noted no intake visits last year and the RA’s noted that 92% felt that they had manager/supervisor support. She also mentioned that 89% of the RA’s felt that 4-6 hours a week gave them enough time to meet all their RA responsibilities. Finally she noted that some had commented on the need for developmental opportunities.

15. Ms. Hickeson outlined the EAP Modernization Priorities including 1) EAP Engagement Strategy, 2) RA Ratio Focus Group, 3) EAP Employee Satisfaction Survey, 4) RA Development Sessions, 5) RA Training Working Group, EAP& 6) Well-Being Annual Report for 2013-2014.

16. Mrs. Harrison noted that an opportunity for the bargaining agents to meet the EAP Champion would be arranged following the next December UMCC HR-Sub meeting.

#### **ITEM 7: Support for Leave for Union Business**

17. Mrs. Harrison asked Mr. Louis Germain, Director Civilian Labour Relations, to introduce the topic of Support for Leave for Union Business. Mr. Germain explained the changes that needed to take place and how these changes would be implemented. He expressed the importance of continued positive Union-Management relations. Mr. Germain covered the impact on the Unions and Management and outlined the next steps for this process. *Secretarial Note: The presentation was sent to the Bargaining Agents 16 September, 2014.*

#### **ITEM 8: Employability Strategy**

18. 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 number of medically released CAF members had increased this quarter which had increased the number of DND priorities within the Priority Administration System. Mr. Sales explained that the alternation data would be updated and promulgated in mid-October and there were few changes from the last meeting.

#### **ITEM 9: Round Table**

19. IBEW: Nothing to raise.

20. DOL: Col Tremblay had nothing to raise.

21. PIPSC: Mr. Maxwell wanted clarification on the Staffing Delegation for managers. Ms. Hilton explained that the L1's had been given back their authorities to staff and had the delegation to hire but they were all handling it differently. She noted that as an example some L1's had committees to make staffing decisions.

22. Mr. Maxwell also raised the concern about Shared Services Canada (SSC) asking for desktop support budget but not the employees to go along with this. Ms. Binnington explained that she had not heard this but asked Mr. Maxwell to provide more information if it was available to help look into the situation. She suggested he also needed to provide information to SSC.

23. DGCHRM: Mr. Furlan explained that manual cheque distribution was being done through E-Post. Mr. Brown asked for a list of those that were still receiving cheques in order to follow-up. *Action Item: DGCHRM to follow-up with FGDT&LC (E) to provide names of members receiving cheques*

24. FGDT&LC (E): Nothing to raise

25. DGWD: Mr. Sales explained that mid-year assessments were coming up for the Performance Management Program and that communications were going out shortly to remind managers of the importance and requirement to have these conversations. He noted that the Unions had been sent a copy of the script of the video that had been created to assist managers in their mid-year assessment conversations which has been posted on the intranet site under Performance Management.
26. UNDE: Mr. MacLennan noted that the TC Group had not received their collective agreements. *Action Item: DGWM to look into collective agreement distribution for the TC Group. Secretarial Note: Collective agreements were provided to ADM(S&T) for distribution in the TC Group.*
27. Mr. MacLennan inquired into the level of delegation needed for Essential Services positions. Mrs. Harrison explained that the approval starts locally and moves to DGWM after which they are sent to Treasury Board Secretariat (TBS) for approval. She noted that this process had not changed with the implementation of the new act. She also confirmed that consultation was between TBS and the Bargaining Agents.
28. PSAC Agricultural Component: Nothing to raise
29. FGDCA: Nothing to raise
30. DGADR: Ms. Neault noted that her organization also entered into a partnership with Health Services on sharing the use of their High Definition technology to provide some ADR interventions from a distance. Ms. 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 organization's initiatives.*
31. DGADR: Ms. Neault explained that they have recently filled five of six vacant practitioner positions as term positions starting 15 September. She noted that 15 out of 16 positions have been filled across the country.
32. Ms. Neault noted that 16 October is International Conflict Resolution Day. Teams in each of the four regional Conflict Resolution Centres will attend many bases across the country to highlight the benefits on resolving conflicts early, locally and informally. They will also invite various stakeholders to take part in ADR briefings which will also address an active ADR offer intended to provide information for Defence team members to make an informed decision about using ADR.
33. CMSG: Mr. Boucher thanked the members for the clarification on the approval of Essential Services positions and expressed concern with the approval process at TBS.
34. DGHRSD: Nothing to raise
35. FGDT&LC (W): Nothing to raise

36. DGWM: Mrs. Harrison provided an update on the Classification Transformation explaining the service delivery model was effective 8 September, that classification was no longer handled in Service Centres but only within DCCO. She explained that there was one specific team in charge of Position Management and a National Centre of Expertise which was composed of four teams with assigned client portfolios. All L1's and their managers had been notified of this change throughout the summer.

37. Mrs. Harrison explained that the Mental Health On-line Training for Supervisors and Managers was to be launched during Mental Illness Awareness Month in October.

38. CMCFA: Nothing to raise

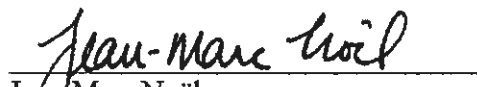
#### **ITEM 10: Closing Remarks**

39. Ms. Binnington thanked everyone for their participation and stated that she appreciated the open discussions. She asked the members to encourage employees to complete the Public Service Employee Survey as the information collected was very helpful in shaping the department. She asked all members to mark their calendars for 4 December 2014 for the next UMCC HR-Sub meeting.

#### **UMCC HR-SUB MINUTES 15 SEPTEMBER 2014**

**Approved by:**

  
Cynthia L. Binnington  
Co-Chair

  
Jean-Marc Noël  
Co-Chair