

6007-4 (Mgr HRPP)

15 March 2018

Distribution List

MINUTES OF THE 40<sup>th</sup> MEETING OF THE AIR DIVISION  
UNION MANAGEMENT CONSULTATION COMMITTEE  
WINNIPEG, MANITOBA 17 JANUARY 2018

Co-chairs: BGen S.T. Boyle, DComd  
Mr. T.M. Miller, UNDE VP (BC)

Members: Col D.A. Barton, 1 CAD A1  
Ms. M. Simcoe, UNDE VP (MB / SK)  
Mr. P. Josza, PIPSC representative

Secretary: Cpl C. Abgral, D Air Res 4-3-5-2-3

Resource Persons (Ex-Officio): Ms. R.D. Hallick, 1 and 2 CAD Strategic Business Partner (Human Resources – Civilian)  
Maj H. Demchuck, 2 CAD Compt  
Maj K.V. Dort, 2 CAD A1  
Maj M. Roy, 1 CAD A6 Coord  
Capt K.T. Miller, 1 CAD A4 CE  
Capt J. Moisan, 1 CAD A8 Fin Mgt  
Ms C. Callbeck, Labour Relations (Human Resources – Civilian)

Regrets: Col M. Latouche, 2 CAD COS  
Mr. G. Maxwell, PIPSC  
Ms. K.M. Smith, Team Leader Labour Relations, ADM(HR-Civ)  
LCol A. Perry, 1 CAD Compt

INTRODUCTORY REMARKS

1. Meeting convened at 1433hrs. Mr Miller and BGen Boyle greeted attendees and wished them a happy new year.

DISCUSSION

ACTION BY

REVIEW OF PREVIOUS MINUTES

2. 17 Wing Re-Alignment. Ms Simcoe requested follow-up on subj; DComd and A1 confirmed there was no impact on civilian positions.
3. Minutes for the 37<sup>th</sup> and 38<sup>th</sup> Meeting. Ms Simcoe pointed out that the minutes for the 37<sup>th</sup> and 38<sup>th</sup> meeting are not available online.
4. Minutes for the 39<sup>th</sup> Meeting. Previous minutes accepted.

1 & 2 CAD  
SBP (HR-  
Civ)

OLD BUSINESS

5. OUTCAN Travel – Notice of Intent for Non-Duty Travel. DComd confirmed that there is no monitoring or disciplinary action being enforced if members choose not to

complete the Notice of intent for non-duty travel to the US. However, he does recommend using it. **Item closed.**

6. Phoenix Pay System. To be discussed under new business.

7. IMP Group. Mr Miller chose to discuss during round table discussion.

#### NEW BUSINESS

8. Shared Services Canada. Ms Simcoe raised concerns regarding the length of time required to action requests. Items that are not an operational requirement can take up to 1 year to action. Inquired if management is seeing the same issue.

9. Maj Roy, 1 CAD A6 Coord, confirmed issues exist. A6 tasked by MGen Drouin to identify and escalate issues. Matrix will soon be in use which will aid in tracking. SSC in process of hiring and are very understaffed. Service targets exist.

10. DComd requested service targets be published.

A6

11. Phoenix Pay System. Ms Simcoe discussed union paid leave using Oracle. Ms Callbeck stated it was on the horizon in May 2018. Mr Jozsa confirmed it is already in Oracle. Secretarial note: code 641 not implemented yet.

12. DComd stated the Department is required to provide a 3rd Quarter Update (as of 31 December 2017) on the cumulative outstanding Phoenix over and under payments (since Phoenix issues began in February 2017).

13. Ms Hallick referred to the Defence Team Messaging on 8 Jan 18. She outlined positive initiatives including Mandatory Phoenix training, mitigating strategies and case prioritization. L0 is provided monthly compensation reports and L1s will be receiving quarterly dashboards.

14. DComd stated all managers and supervisors must ensure Phoenix training is completed by 16 Feb 2018.

15. Mr Miller mentioned some shops may use classroom training vice CBT. Ms Hallick stated that online training completion is automatically updated in HRMS. If group classroom training is done, tracking in HRMS must be ensured by notifying the local training coordinators.

16. Mr Miller queried if all Phoenix boot allowance requests have been completed. A1 stated they were to be paid out by Christmas. Secretarial update: CANFORGEN 002/18 released on 22 Jan 18 stating reimbursement for safety footwear allowances must be submitted by using the General Allowance Claims process. Previous claims were processed via Phoenix and confirmation has been received from the National Compensation Unit that the robust efforts underway to complete processing by 31 Dec 2017 was favourable. There have been instances where submissions have been inaccurate or incomplete; therefore adding delays to processing timeframes. To ensure there are no duplicate submissions, all new claims are to be submitted IAW CANFORGEN,

17. RPOUs. Ms Simcoe queried if other wings have brought forward concerns regarding civilian maintenance contracts or the wait time to hire medical services positions.

18. Capt Miller, A4 CE, stated no concerns have been brought forward.

19. DComd confirmed that these are centralized issues that would need to be addressed.

20. OUTCAN Grievances. Mr Josza stated an interpretation problem exists with the RCAF regarding delegation of authority for OUTCAN training. May need Deputy Minister to clarify.

21. DComd agreed clarification required.

22. LMRC Enhancement Training. Ms Callbeck discussed the Labour Management Resource Committee Enhancement training to be delivered by Joint Learning Program (JLP). The DND fully supports the 2 day workshop to foster effective and harmonious labour-management relations, understand roles and ensure optimum collaboration through an educational process. It will be a lengthy process to complete the training at the various locations as training will be held for each LRMCs.

23. Mr Miller suggested the use of military managers for the management facilitators.

24. Ms Simcoe stated as a JLP facilitator/organizer her experience is that management needs to invite military and union needs to invite civilian employees as per the JLP program to the sessions scheduled. Ms Callbeck explained the purpose is to bring 2 groups together. Mr Josza stated he found the training valuable.

25. ITSM Update / Union Request for Organizational Charts. Maj Roy, 1 CAD A6, gave an overview of the initiative. IOC reached in 2016. FOC will be reached 31 March 2018. There are 7 service management centres. Wing visits taking place to explain pre and post ITSM. No Workforce Adjustment. Some positions will change existing reporting relationships and the classification level may incur over time as members retire.

26. Ms Hallick stated Standard Job Descriptions are being implemented. Also, ITSM HR WG lead is coordinating national union consultation and Corporate Labour Relations is engaged.

27. Mr Josza requested copies of org charts. Ms Hallick confirmed all organizational charts were sent out by email. Mr Josza to confirm receipt. Secretarial Update: Organizational charts re-issued to Mr. Josza on 26 Jan 18.

28. Safety Footwear Allowances. Discussed above, see para 16.

#### STANDING ITEMS

29. Budget Overview. Capt Moisan, A8 Fin Mgt, provided SWE update comparing FY 17/18 to previous year. Q3 review complete. L1 will cover back pay and current FY pay increase. 50% of pay increase will be funded by Center next FY - to be confirmed. \$576K surplus declared at Q3 RMC. CoC has heavy involvement in tracking over/under payments in Phoenix.

30. Maj Demchuck, 2 CAD Compt, stated spending is on target at 79%. Outlined Phoenix over/under payments. Detailed tracking system in place.

31. Mr Miller requested confirmation of 2 CAD Civilian Establishment. Secretarial update: According to the Establishment Plan updated on 4 Jan 18, 2 CAD has 318 positions, which includes indeterminate, acting and term employees.

32. 1 & 2 CAD Civilian Workforce Management Updates.

33. Establishment. Ms Hallick emphasised that the establishment plans for 1 and 2 CAD are very active. Multiple strategic and operational level initiatives are underway to ensure a holistic review of human resource requirements. Vacancy management needs to be looked at particularly for those positions that have been vacant for two years or more. RCAF Comd's Civilian Human Resource Management Direction and Guidance issued recently to L2s. It focuses on HR Planning & Readiness, Workforce Rejuvenation, Civilian Performance & Talent Management and Workplace Well-being.

34. Ms Simcoe stated there are issues with the length of time required for hiring. Ms. Hallick stated there is a RCAF Staffing team, The demand for staffing continues to increase. Various Streamlined Staffing initiatives are in place to simplify and maximize hiring for clients.

35.

36. DComd stated that there is no intent to replace civilian positions with contractors.

37. AODP. Ms Hallick confirmed last AODP graduate was in April 2017. Positions now with ADM/IE. **This standing item to be deleted.**

38. Injury on Duty Claim process: We have been advised by ESDC that the DND average Injury on Duty (IOD) reporting time for 2016-2017 was **35.2 calendar days**. TBS Guidelines state that we must report occupational injuries and/or illnesses within **three (3) working days** of occurrence. Simplified IOD reporting process has been implemented as of 1 Jan 18.

Ms Hallick

39. EAP. In-depth Dashboard prepared by Nora Johnson. She is interested in visiting Winnipeg to discuss.

40. Performance Management. Ms Hallick remarked that the annual performance management is underway.

41. Employment Equity. Secretarial update provided by Ms. Hallick: HR-Civ Diversity and Inclusion Strategy and Actions are underway. The 2018-2021 Civilian Diversity & Inclusion Framework (CDIF) has undergone consultation with Defence Advisory Groups, Unions, and HR partners and stakeholders and will be presented to DMC in January 2018.

#### ROUND TABLE DISCUSSION

42. Mr Miller requested confirmation on discussions of the Army taking ownership of Dundurn. DComd confirmed the RCAF owns Dundurn and Army would not be taking over anytime soon.

43. Mr Miller mentioned that IMP contractors are not authorized to use AEDs located in the hangers. Unclear why.

44. Mr Miller explained that IMP does not have a copy of the ISSC for Cormorants.

45. Mr Miller explained that the RCAF may want to lean on IMP. Members are getting burned out. The workforce is aging. Although rescue missions will always be up and running, service to the aircraft may suffer and training flights could be sacrificed. Mr Miller re-iterated that the IMP cold weather clothing issue remains unresolved. DComd requested to have all the details in writing. Mr Miller to action.

46. Maj Demchuck asked if it were possible to have the Standing Items (budget overview) moved up on future agendas. DComd and Mr Miller agreed.

Ms Hallick

47. Ms. Simcoe requested follow-up on suggestion that an ADR rep be invited to a future meeting to give an update on ADR post centralization.

#### CLOSING REMARKS

48. DComd thanked A6 Coord and A4 CE representatives for their attendance and input. Mr Miller said he will see everyone at the next meeting in the June timeframe. Date to be confirmed.

#### ADJOURNMENT

49. Meeting adjourned at 1615hrs.

(electronically approved)

(electronically approved)

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BGen S.T. Boyle  
DComd  
Management Co-chair

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Mr. Mark Miller  
UNDE VP (BC)  
Labour Co-chair

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