

UMCC HR Sub-Committee
Union Management Consultation Committee Human Resources Sub-Committee

4 June 2018
3500 Carling, Ottawa
Building 6, Conference Room 6N.1.F06.04

Co-Chairs: Kin Choi, Assistant Deputy Minister (Human Resources-Civilian)
[ADM(HR-Civ)]
Des Rogers, Federal Government Dockyard Trades and Labour Council
(West) [FGDTLC-W]

Members: Alexander Patch, Interim Director General Workforce Development
(DGWD) and Interim Director General Workplace Management
(DGWM)
Danielle Morneau, Director General Human Resources Strategic
Directions (DGHRSD/COS)
Peter Hooley, Director General Human Resources Operations (DGHROps)
June Winger, Union of National Defence Employees (UNDE)
Jerry Ryan, Federal Government Dockyard Trades and Labour Council
(East) [FGDTLC-E]
Richard Cashin, Federal Government Dockyard Chargehands Association
(FGDCA)
Jean-Marc Noël, Canadian Military College Faculty Association
(CMCFA)
Rick Cormier, Public Service Alliance of Canada (PSAC), Agriculture
Union
Glenn Maxwell, Professional Institute of the Public Service of Canada
(PIPSC)
Dany Richard, Association of Canadian Financial Officers (ACFO)
Francis Vaillancourt, International Brotherhood of Electrical Workers
(IBEW Local 2228)
Jessica Guitard, Canadian Association of Professional Employees (CAPE)
Mark Boucher, Canadian Merchant Service Guild (CMSG)

| ITEMS | OPI | DECISION / ACTION | OPI(s) & Deadlines (DL) |
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| 1. Opening Items | Co-Chairs | <p>Co-Chairs welcomed participants, and introduced new committee members: Ms. Danielle Morneau, DGHRS/COS and Mr. Alexander Patch, I/DGWD and I/DGWM. The Committee accepted the minutes of the 5 March 2018 meeting. Action items from the previous meeting were marked as either ongoing or completed. In response to inquiry from Ms. June Winger on the possibility of retaining the services of compensation advisors to conduct audits of pay files, it was agreed that all compensation advisors that can be recruited would be assigned to assist in resolving known pay errors rather than conduct audits.</p> <p>Mr. Glenn Maxwell requested that another e-staffing session be scheduled as a scheduling conflict prevented him and a number of union representatives from attending the last session.</p> <p>The previous minutes and the agenda for the meeting were accepted.</p> | <p>DGHROps DL: 27/09/18</p> |
| 2. Mental Health | FGDTLC-E | <p>Mr. Jerry Ryan provided an update on mental health initiatives, including the newly launched wellness survey. He indicated being a little disappointed with the relatively modest scale of its announcement. He also complimented the Office of Disability Management for the presentation they provided to the command team on the East Coast.</p> <p>Mr. Ryan suggested that in addition to a mental health update, an update on the Total Health Strategy be a standing item on the agenda as there are many developments on the horizon such as resiliency training and workplace violence.</p> | <p>DGWM DL: 27/09/18</p> |
| 3. Update on Disability Management Program | PIPSC | <p>Mr. Maxwell echoed Mr. Ryan's request for a recurring update on total health and the disability management program. He also indicated being uncertain of the current points of contact in light of a number of recent departures and requested to receive an organizational chart depicting responsibilities within ADM(HR-Civ).</p> | |

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| <p>3. Update on Disability Management Program (Cont'd)</p> | | <p>Mr. Kin Choi explained that the structure of the organization had not changed but that he would gladly share an organizational chart with the unions for ease of reference. He emphasized that he is always available to assist them with any questions they may have and that they should feel comfortable contacting him directly.</p> | <p>DGHROps DL: 27/09/18</p> |
| <p>4. Update on Compensation Services (Phoenix)</p> | <p>DGHROps</p> | <p>Mr. Phil Furlan, Senior Director, National Civilian Compensation, provided information on departmental efforts to address Phoenix-related issues. Mr. Furlan mentioned that different methods, such as the use of physical bulletin boards, are being used to reach employees with information on the escalation process, and indicated that he welcomed suggestions on how to keep employees informed.</p> <p>In response to questions posed on the apparent spike in new cases in April, it was explained that it was as a result of collective agreement implementation verification process.</p> <p>Mr. Maxwell discussed a new process currently being explored by CRA to do pay calculations in Peoplesoft as opposed to in Phoenix via the use of "flat files." Mr. Maxwell committed to sending information he had on this process to Mr. Choi for his consideration.</p> <p>Following discussions on problems relating to disability contributions, Mr. Yves Fournier committed to send Mr. Furlan some cases so that he may look into them further.</p> <p>Mr. Des Rogers indicated that unfortunately the most effective way to resolve pension-related issues appeared to be to contact Deputy Minister Lemay, PSPC, directly.</p> <p>Following inquiries from Ms. Winger, it was explained that a consultation agent is a compensation advisor who has "view" access to Phoenix and is able to provide employees with information regarding their pay. In addition, smart shops were described as interactive webinars aimed at specific groups of employees subject to similar conditions of employment.</p> | <p>PIPSC DL: 27/09/18</p> <p>FGDTLC-E DL: 27/09/18</p> |

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| 4. Update on Compensation Services (Phoenix) (Cont'd) | | Finally, Ms. Winger indicated that issues were being brought to her attention regarding the recovery of overpayments for EG employees who kept receiving their allowance even after their salary had been adjusted. At Mr. Furlan's request, she agreed to send him some specific cases so that he may look into the matter more closely. | UNDE DL: 27/09/18 |
| 5. Health Break | All | The members of the committee agreed to continue the meeting without a health break. | |
| 6. Organization and Classification Modernization | DGHROps | Ms. Danielle Simard, Director DCCO, provided an update on current departmental initiatives in preparation for the upcoming PA conversion exercise. At Mr. Francis Vaillancourt's request, it was agreed that a link to the Standardized Job Description library would be sent out. | DGHROps DL: 27/09/18 |
| 7. Staffing | CAPE | <p>Ms. Jessica Guitard indicated that she received a lot of comments from her membership regarding the use of non-advertised processes or deployments to fill vacancies but that, in looking at data she obtained on the subject, these concerns do not appear to be substantiated. She requested that employees be provided statistical information on staffing actions in order to increase transparency surrounding appointments within the department.</p> <p>Mr. Hooey indicated that they are currently working on a system which would provide this type of information, but that it would most likely not be in place before September 2018. Following an inquiry from Ms. Winger, it was clarified that this information would be readily available to DWAN users, but that reports would also be shared with union representatives who do not have easy access to the departmental intranet system.</p> <p>Ms. Winger indicated that while implementing a broader definition of "student" to augment current recruitment options was a positive step, she would like to ensure apprentices continue to be recognized as a viable option.</p> | |
| 8. Performance Management | CAPE | Ms. Guitard raised concerns with the performance management process and stated that she has been | |

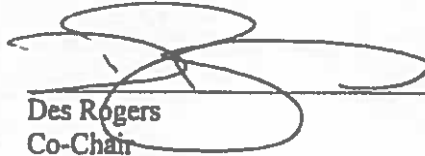
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| <p>8. Performance Management (Con'd)</p> | | <p>encouraging her members to file grievances when they disagree with their performance appraisals. She also indicated she felt managers should be encouraged to attend additional training on performance management to ensure the policy is being followed and employees are treated fairly. Her concerns were echoed by Mr. Richard, Mr. Vaillancourt and Mr. Rogers, who indicated the importance of due process, consistent evaluation standards, and that employees should not have to rely on the grievance process to ensure they are appropriately assessed.</p> <p>Mr. Choi and Mr. Patch indicated that there is training available to managers and that they are encouraged to pursue it. In addition, it was clarified that review panels are mandatory and are intended to ensure that qualitative assessments are made in a consistent manner. It was also agreed that the guidelines intended to assist managers in dealing with performance management would be shared with bargaining agents.</p> <p>Mr. Noël indicated that the current performance management process was not useful for UTs and that his members would most likely not be signing their appraisals.</p> | <p>DGWM DL: 27/09/18</p> |
| <p>9. Round Table</p> | <p>All</p> | <p>Ms. Winger signaled her concern that a disability management session given in Québec only provided material to participants in English. She also expressed concern that firefighters in Wainwright, AB were told their positions required them to be bilingual, which is not necessary to perform their function. It was agreed that the matter would be looked into by DGWM and Ms. Winger was invited to provide additional details to allow for follow ups.</p> <p>Mr. Maxwell indicated that he remained committed to establishing guidelines under the Computer Systems Memorandum of Agreement and looked forward to productive discussions with the Department on this subject. He also mentioned a free agent program which could allow the Department to hire specialized employees for short-term projects as a viable alternative to contracting out, and committed to sending out more details on this program.</p> | <p>UNDE DL: 27/09/18</p> <p>PIPSC DL: 27/09/18</p> |

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| 9. Round Table (Cont'd) | | Mr. Noël expressed concern over the quality of cleaning at the Canadian Forces College which is leading to employee health concerns. He also indicated that, in his opinion, contracting out faculty member work was not a viable way to ensure quality services. | |
| 10. Closing Remarks | Co-Chairs | The Co-Chairs thanked the participants for the productive meeting. Mr. Rogers congratulated Mr. John Park on his new position at TBS and indicated, on behalf of the bargaining agents, that it had been a pleasure to work with him. | |

Approved by:

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Kin Choi
Co-Chair



Des Rogers
Co-Chair