

UNION MANAGEMENT CONSULTATIVE COMMITTEE

Carling Campus

Friday, 27 June 2018

2:00 – 4:00

MINUTES

Co-Chairs

Ms. Isabelle Desmartis, Assistant Deputy Minister, ADM(S&T) / CEO DRDC

Dr. Andrew Billyard, Steward, Professional Institute of Public Service Canada (PIPSC)

Members and Invitees

Mr. Jocelyn Tremblay, Director General, S&T Centre Operations

Dr. Pierre Lavoie, Director General, S&T Force Employer (DGSTFE)

Ms. Roxanne Sarazin, Human Resources, ADM (HR CIV)

Mr. Todd Faulkner, Steward, International Brotherhood of Electrical Workers (IBEW)

Mr. Bryan Meakin, VP Alberta & The North, Union of National Defence Employees (UNDE)

Ms. Susan McIntyre, DSTKIM, represented by Mr. David Dupuis, A/DSTKIM,

Ms. Amy Hamilton, L1 Well-being and Harassment Advisor

Secretariat

Ms. Chantal Couture, Senior Advisor, ADM(S&T)

Regrets:

Mr. Eric Fournier, Director General, S&T Strategic Decision Support (DGSTSDS)

1. Introductory Remarks

The committee co-chairs welcomed the members. Ms. Desmartis informed the Union that she has completed her visits of the research centres where she met the union representatives and the personnel to hear about their issues and concerns. Meetings with employees embedded with clients will complete her first face-to-face with DRDC personnel. ADM(S&T) intends to send a message that is informative, transparent and reassuring at the same about what she heard.

2. Review of Minutes

The minutes from the meeting on 24 January 2018 were approved by the members and signed by the co-chairs.

3. Review of Action Items

Action item #1: Travel Cap and Professional Development Action completed

DGSTCO communicated to the research centres that the travel reserve fund is for professional development of all employees but recognizes that this may still be an issue. DGSTCO will pursue its effort to ensure the funds are being used fairly and are not limited to project related travel.

Action item #2: Results of PSEAS Survey:

Action completed

- a) Share the assessment of the PSES and PSEAS surveys with PIPSC; and
- b) Develop an action plan based on an assessment of the PSES and PSEAS surveys and an agency-wide consultation with personnel.
 - A tour of the research centres to survey the personnel and management is being completed, an action plan will be developed this summer based on assessment of results.

Action item #3: Development of Scientific Integrity Policies and Procedures for DND

In progress

A Memorandum of Understanding (MOA) is under development in coordination with Science Based Departments and Agencies (SBDAs), other research groups within DND and the Union.

ADM(S&T) is taking the lead for the department to develop a Policy on Scientific Integrity. This is addressing, amongst other things, the opportunity for scientists to speak about their science to the media. A media training is available to the staff. DSTKIM is working with ADM (PA) to create a matrix to ensure as much openness as possible for staff to speak to the media.

Note from the secretariat: In April 2018, the Union proposed that ADM(S&T) shares the joint letter from Minister Duncan (Minister of Science), President Brison (Treasury Board) and President Daviau (PIPSC) titled "*Canada's Commitment to Open Science*" with DND's researchers. ADM(S&T) has since issued a departmental Memo on Open Science which endorses the joint statement and informs on Defence S&T contributions to Canada's Action Plan on Open Government.

Action #4: Scientific Integrity – Publication Waiver

In progress

DSTKIM to look at examples of disclaimers including the CORA disclaimer from previous years, return to CFLA to discuss if the language in the disclaimer could be softened and report back to UMCC.

- Based on liability risk the legal position remains unchanged. ADM(S&T) recognizes that liability issues are important to consider but the negative tone reflects poorly on the organization and impacts the morale of the scientists. The ADM is asking to see examples of waivers from other S&T organisations before engaging with L1 CFLA.

Follow on action (Action # 1): ADM(S&T) is prepared to engage the L1 CFLA. DSTKIM to provide examples of publication to ADM(S&T).

Action #5: Innovation Agenda and Internal DRDC Work

Actions completed

- a) Eric Fournier met with the Unions to present IDEaS program; and

- b) All employees have been informed that they can report their contribution to innovation in their performance assessment.

Action #6: Policy on reimbursement of Professional Fees

In progress

The Standard Operating Procedure (SOP) on Reimbursement of Professional Fees have been revised and approved. The SOP will be posted on Nexus. An update will be provided at the next UMCC.

4. PSES Results

DGSTCO leads an agency wide consultation to understand better the results of the PSEAS. As a result of the consultations, an action plan for enabling a healthy workplace will be developed over the course of the summer. A preliminary report on the ongoing consultation has been shared with UMCC members.

The Union conveyed the representatives' appreciation of ADM(S&T)'s meeting with them. DGSTCO confirmed that these meetings went very well and were very constructive but reminded the responsibility of the Union representatives to speak on behalf of the members and not for their own personal case.

5. Mental Health and Healthy Workplace

Ms. Amy Hamilton, L1 Well-Being Advisor, gave an overview of her most recent activities since the fall 2017 including:

- delivery of workshops on wellbeing and mental health in the NCR and in the research centres;
- launch of the "Not Myself Today" Campaign with the ADM; and
- facilitation of PSES 2017 employee sessions.

A second edition of ADM (S&T) internal 2016 Wellbeing Strategy is in the work. It should be ready in 2019 and put more emphasis on the 13 Factors identified by the Canadian Mental Health Association. Senior Management, Union and Health & Safety will be asked to provide input into the strategy.

6. FTE to SWE

Starting this fiscal year, the civilian workforce within DND will be managed by a fixed salary envelope (SWE) rather than on Full Time Equivalent (FTE). ADM(S&T) is conducting an analysis of the SWE/FTE situation within the organization to understand the impact of this change and the adjustments to the internal workforce management processes that are necessary to comply with the Department's new directive.

Supported by COS, ADM (S&T) plans to bring a strong case to the Departmental Integrated Resource Management Committee (IRMC) to seek a reduction of the SWE

pressure to the extent possible. A temporary Organizational Management Process has been implemented within S&T for all staffing, classification, and organizational change activities to ensure discipline while limiting undue strains on the organization. For transparency, the ADM has informed the personnel of the temporary measures and will provide regular updates.

The Union understand the situation and appreciate the communication with the personnel. The Union asked what S&T would do in case of a true shortfall and identified the following elements to be considered in the SWE assessment: 1- promotions; 2- alternative work arrangements with income averaging and part time; 3- client funding in CORA; and 4- treatment of overtime, and to consider them in the SWE assessment.

7. Phoenix and Overtime

It was brought up to management at the Union Management Consultation Committee that some employees from the DS group might not be receiving their overtime at the correct rate. These issues must be communicated Client Service Officer (CSO) to liaise with compensation for verification.

Action #1: HR-civ to draft a communication for S&T management to advise the DSs experiencing this issue to communicate with their CSO.

8. HRG and PRI

The security and privacy concerns over HRG making the SN/PRI a mandatory field to obtain a TIN was raised by the Union's co-chair. When HRG was first implemented, the provision of the "SN/PRI" was optional, HRG has now made this field mandatory. HRG's clients' data is stored on servers in foreign countries where Canada does not have jurisdiction to prosecute privacy breaches heightens the concern. HRG's change is explained by a reduction of the time and errors in finding the right TIN profiles by using the SN/PRI number.

Shared Travel Services (STS) is a GoC initiative jointly led by Public Services and Procurement Canada (PSPC) and the Treasury Board of Canada Secretariat. While this is not an S&T issue, it is a situation to be aware of and that could potentially be raised at the L0 UMCC.

9. Roundtable

- Question from Union: Is there a standard approach to PMA's now that we are using the online system?
 - There is currently a three-step process (definitions of individual objectives, mid-year review and end-of-year evaluation of performance) followed by a calibration

exercise. Performance objectives are not standard but efforts are being taken to set the same objectives for comparable functions.

- Union flagged that some members did not receive the new collective agreement.
 - Labour relations has confirmed that they ran short of copies of the collective agreements. A second order was made the copies will be distributed.
- Union highlighted that staff does not know who to contact to seek HR advice.
 - **Action #2:** A communication to all employees regarding the HR support and designated Client Services Officer (CSO) for each organization will be sent to all employees.
- The ADM was informed that a grievance on publications process will be moving up at the L3. This is only due to the nature of publications, the issue could not be resolved at lower level.
- Terms of Reference and UMCC membership: ADM propose to reduce the membership with less management reps around the table. This was supported by everyone around the table.
 - **Action #3:** Revise the UMCC Terms of reference and the membership.

Meeting adjourned at 4:00pm.

These minutes have been approved by:



Ms. Isabelle Desmartis, Co-Chair

10/01/19

Date



Dr. Andrew Billyard, Co-Chair

4 Dec 2018

Date

