



6007-4 (A1 Force Mgt 2-2)

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MINUTES OF THE 42nd MEETING OF
THE AIR DIVISION UNION MANAGEMENT
CONSULTATION COMMITTEE WINNIPEG, MANITOBA 15 JAN 2019

Co-chairs:

BGen S.T. Boyle, DComd 1 CAD
Mr. T.M. Miller, UNDE VP (BC)

Members:

Col D.A. Barton, 1 CAD A1
Ms. M. Simcoe, UNDE VP (MB/SK)
Col K. Kimpinski, 2 CAD COS
Maj K.V. Dort, 2 CAD A1
Mr. M. Journeay, Professional Institute of Public Service
Ms. A. Zhang, ACFO DND Departmental Representative (NCR)

Secretary:

2Lt A. Raza, 1 CAD A1 Force Mgt 2-2

Resource Persons (Ex-Officio):

Ms. R.D. Hallick, Manager, Future Workforce Strategies and Planning
Maj H. Demchuk, 2 CAD A8
Mr. G. Girard, Labour Relations, ADM (HR-Civ)

Regrets:

LCol A.F. Ermel, 1 CAD A8

INTRODUCTORY REMARKS

1. The meeting was convened at 1334 hrs, with the co-chairs offering their respective greeting to attendees.

DISCUSSION

ACTION BY

REVIEW OF PREVIOUS MINUTES

2. Collective Agreements. Mr. Journey inquired if collective agreements are still being mailed out, as several CS members have reached out to him regarding their not having received paper copies. Mr. Girard will follow up with Labour Relations Corporate to get an update.

Labour Relations,
ADM (HR-Civ)

OLD BUSINESS

3. 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 a year to action. She inquired if management has an update regarding the issue. DComd confirmed this is still a concern as there are problems CAF wide with Shared Services Canada and not just the RCAF. These issues are being identified and are tracked. Col Barton, noted that there has not been an update since the last meeting when the 1 CAD A6 Rep raised these concerns to DG Air FD, BGen Lalumiere, and further suggested that A6 should provide an update. Mr. Journey stated there has been an increase in the number of positions being staffed after speaking with Shared Services managers particularly in 14 Wing Greenwood.

A1/A6

STANDING ITEMS

4. Budget Overview. Maj Demchuk, provided a review of the budget for FY 2018/19 as of 14 Jan 19. Current Allocation for 2 CAD of \$17M, with \$546K in approved DivOP, brings the current budget to \$17.6M which is 72% spent to date. \$250K of the DivOP is being requested from L1 at Q3, while the remainder of the DivOP is expected to slip due to staffing delays. Current Allocation for 1 CAD is \$58M with \$2.6M in DivOP, with 71% spent to date. \$1M of DivOP is being requested from L1 at Q3, while the remainder is expected to slip due to staffing delays. Ms. Simcoe queried where the unspent money is expected to go. Maj Demchuk clarified that both 1 CAD and 2 CAD will be spending all of their allocated budget as well the \$1M of DivOP for 1 CAD and \$250K of DivOP for 2 CAD.

2 CAD A8

5. OUTCAN Training Approval. Maj Demchuk raised the ongoing issue of Civilian OUTCAN Training Approval. Civilians who need to complete professional development or training outside of Canada must submit an application 10-12 weeks ahead of time to L1 for approval. Maj Demchuk noted that there were grievances from Greenwood, but presented a chart showing delegation of authority indicating that it is a department wide policy to seek L1 approval.

6. Mr. Journey clarified that the IT community within Canada is very limited when it comes to supporting senior level training and as many of the defense contractors are within the United States, training must be held outside of Canada. The issue was raised the previous summer to DM Jody Thomas who had indicated that she would change the delegation of authority to travel down to L3. Mr. Journey presented a memo from the previous DM John Foster signed on 25 Aug 2016 which included the same chart Maj Demchuk had presented. Mr. Journey inquired if there was a new instrument of delegation for HR signed by the new DM Jody Thomas. Mr. Girard stated that to his knowledge a new delegation of authority has not been signed yet and that the previous one remains in effect until then.

Labour Relations,
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7. Mr. Journey stated that they will go back to ask the DM to have the HR delegation of authority match the Financial delegation of authority in order to expedite delays due to seeking approval.

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- a. **Action:** Ms. Hallick will follow up to find if there is an updated HR Delegation of Authority

Civilian Workforce Updates.

8. Pay & Phoenix. Ms. Hallick stated that there were pay administration issues. The Oct 2018 PSPC reports show that DND is late 76% of the time in submitting HR-related transaction. There are also 20,000 outstanding section 34 transactions. There is a need to improve timeliness of HR and Pay transactions with the target of 50% being on time by the end of FY 18/19. Ms. Hallick stated that in order to support the need to make improvements there are three critical areas of focus: timely submission of HR transactions; section 34 self-service requests, where managers must review and approve transactions on a weekly basis; and financial

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support, where managers are engaging with their employees on a regular basis to ensure employees are not having pay issues.

9. NextGen HR and Pay. Ms. Hallick brought attention to a Defense Team news article with more detail on what the government is working on for NextGen HR and pay solutions. Ms. Hallick stated that the NextGen HR and Pay team will be looking to take an agile approach to the project to remain flexible as new opportunities and challenges present themselves, in order to not end up with a product that is obsolete by the time it is finished. The team will also be looking at digital solutions in the form of a possible app and will be specifically built for users' needs. Ms. Hallick stated that the department is also looking at the DND HR-to-Pay Stabilization and HR on the Go.

10. Classification Activities. Ms. Hallick stated there is a Treasury Board of Canada Initiative to modernize the classification system for the core public service to align with pay equity and union management agreements. A major component of this is the creation of new classifications to reflect modern work and be competitive in the job market. There are also plans to implement sound organizational design and ensure up-to-date job descriptions before the conversion takes place. The deadline for L3s to review their vacancy management and submit to their L2 is 15 Jan 2019 for 1 CAD and 16 Jan 2019 for 2 CAD.

11. Ms. Hallick informed that Introduction to Organization and Job Classification (P930) is a course to ensure management understand what they are signing related to work descriptions and org charts. If managers do not complete the training by the end of the month, there could potentially be a situation where Classification will have to hold or cancel requests. Ms. Hallick stated there is an upcoming Mapping Blitz, which is a push to update job descriptions to Standardized Job Descriptions.

12. Ms. Simcoe queried if there is an emphasis on managers having a conversation with employees on standardized job descriptions in order to prevent any concern or confusion about the work they are expected to do. Ms. Hallick confirmed that the new training for managers will address it. Mr. Journey added that managers need to be more mindful when addressing job descriptions with

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employees as sometimes employees do not realize that the manager is describing the job description and not the employee itself which can result in employees feeling Slighted as they are often overqualified for the job.

13. Classification. Ms. Hallick explained that conversion will look at reflecting the reality of work today and in the future, restructuring like work into more relevant occupational groups, and determining elements of the work to measure via new job evaluation standards. Ms. Hallick also stated that this matters because it will provide clarity for managers and employees through well thought out organizational design, increase operational efficiencies, efficient use of funds, and also support decision making, reporting relationships, information flow, and accountability. Ms. Hallick reiterated that vacancy management is a health check that will review establishments and reduce vacant positions to 10% or less. This project will look at vacancy management in the first phase; the second phase will be a top-down review of the organization.

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14. Staffing. In her update on staffing issues, Ms. Hallick stated there has been an increase in staffing activity for the RCAF and that measures are in place to improve staffing efficiencies. She also mentioned that new direction is in place on using the flexibilities of the Public Service Employment Act and that training was provided to managers to improve efficiencies in staffing processes. Ms. Hallick informed that there is a pilot program taking place on online assessment and video interviewing. There is a military spouse employment initiative for hiring casual employees to support military spouses and common-law partners seeking to gain valuable work. There are currently over 700 candidates in this inventory that managers are encouraged to use.

15. Mr. Journeay brought up that there are often many pools to which potential employees must apply to in order to get selected and asked if there was any way to coordinate that to expedite the process. Ms. Hallick stated that it has been brought up before and it is being looked into.

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16. Ms. Hallick informed there is are two Staffing Measurement Framework Surveys happening, one aimed at managers and the other aimed at staffing advisors. Both surveys are aimed at gathering data for

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various effectiveness and efficiency indicators from the Staffing Measurement Framework to assess both HR and managerial performance in a variety of areas.

17. Public Service Employee Survey. Ms. Hallick mentioned the RCAF 2017 Public Service Employee Survey Action Plan. The action plan includes the areas of focus in order of priority along with engagement strategies, key milestones and targets. The survey is annual with the last one being completed in fall 2018 and the results are expected to be released within the next few weeks. Mr. Miller queried if the action plan has been shared with the unions. Ms. Hallick stated that it has not been shared yet but that it could be done. Col Barton suggested that it could be moved to the same place where the UMCC Meeting Minutes are found. DComd agreed that the action plan should be made easily available to members. Secretarial update: Action Plan has been shared.

NEW BUSINESS

18. OUTCAN Training Approval. This item was discussed earlier in the meeting (paragraphs 5-7).

19. Contracting 17 Wing Foods. Ms. Simcoe informed that they had spoken with the 17 Wing Commander when the previous contract came out in 2015 and had received assurance that the contract would only be used for special events such as coffee breaks and NPF functions, but had noticed contract creep occurring. Ms. Simcoe stated that due to the contract being available, management had found it easier to use the contract when casual employees were not available instead of pushing for staffing issues to be resolved. Ms. Simcoe advised that there is now a new contract in place and they have received assurance from the new 17 Wing Commander that the same issues would not occur again but Ms. Simcoe is still concerned as they have only hired 2 casuals for the kitchen to this date and there are still vacant positions. DComd inquired if the contract terms have changed or if they are still the same. Ms. Simcoe stated that the contract terms have not changed.

UNDE VP (MB/SK)

20. Mr. Miller added that contract creep has now come into Public Service jobs and that is against the DM's direction as anything that involves Public Service positions require her approval. Mr. Miller also stated that somewhere along the chain the DM's direction is being ignored and there must be steps taken to ensure members' jobs are not going out the door.

UNDE VP (BC)

- a. **Action:** Col Kimpinski will follow up on the specifics of the 17 Wing contract.

21. Col Barton stated that management is doing their best to make sure Public Service jobs are protected and growing, and that the only contracting he is aware of concerns new requirements where they cannot grow Public Service. Col Barton also added that every quarter they are requesting more baseline in order to grow Public Service jobs as it is the most cost effective option, but have been limited by available funding. Ms. Simcoe inquired if there has been new direction sent down from the DM in regards to starting new contracts. Col Barton stated that it has been made clear that they are not in the business of contracting out existing Public Service jobs, but there is not enough funding for new requirements to hire new Public Service positions and it is an ongoing issue across the RCAF. Col Barton asked if the union could also put pressure on the issue of funding in order to help resolve it.

1 CAD A1

22. Ms. Simcoe suggested that if due to operational needs there is a new contract being pursued, it would be helpful if management let local UMCCs know in order to understand why it is being pursued to put the employees at ease.

UNDE VP (MB/SK)

23. Shared Services. This item was discussed earlier in the meeting (paragraph 3).

24. Office Disability Management. Ms. Simcoe mentioned that she has received positive feedback regarding the Office of Disability Management presentation they had received from Nicole Schaaf, Office of Disability Management, and inquired if they will get the funding. Ms. Hallick stated she had an opportunity to speak with Ms. Schaaf regarding the implementation plan. 19 Wing is the first to be implemented however there has been a delay attributed to gap analysis and resource funding (request for new position, part of DTEP.) Ms. Hallick clarified that as of right now there is not

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enough funding but that it is expected to be implemented in both 17 and 19 Wings by May-June 2019. Ms. Hallick added that the message from Ms. Schaaf is that as of right now managers need to keep better track.

ROUNDTABLE DISCUSSION

25. Col Kimpinski echoed that they would very much prefer to fill positions with Public Service people and contracting is absolutely a gap filler and not a first choice.

2 CAD COS

26. Mr. Miller inquired how the due diligence is being handled regarding implementing the Cannabis DAOD and whether town halls were being held with attendance being kept track of or if members were being made to sign a document ensuring they understand the DAOD. DComd stated that town halls were held with attendance being tracked. Col Barton clarified that as per the DAODs and the new Air Force Order, both civilian and military members with 24 hour or longer restrictions will have to sign a document ensuring that they understand the restrictions placed on them whereas members with 8 hour restrictions do not have to sign anything. Col Barton also mentioned that it is up to the managers to make sure employees sign these documents. Mr. Miller stated that while the military members have been made to sign these documents, he has not seen anything for civilian employees.

UNDE VP (BC)

a. **Action:** Mr. Girard will follow up on this.

27. Mr. Miller inquired if the restrictions as part of the Cannabis policy are based on the position or the tasks. Mr. Girard clarified that the restrictions are on the position itself as there are a given number of tasks that are expected to be completed and any one of those tasks could put a member on a higher restriction despite the frequency of the task. Col Barton added that a member may only be expected to do a certain function once a month but if that function places the member at a higher risk, the member's position will have a higher restriction. DComd added that it is still the responsibility of supervisors to recognize when employees are impaired.

UNDE VP (BC)

CLOSING REMARKS

28. DComd thanked all representatives for their attendance and input.

ADJOURMENT

29. Meeting adjourned at 1505hrs.

BGen S.T. Boyle
DComd 1 CAD / Management Co-Chair

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

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