

**RECORD OF DECISION**  
**Union Management Consultation Committee - Human Resources Sub-Committee**  
01 June 2020, 1330 hrs to 1630 hrs  
Microsoft Teams Videoconference

<b>Agenda</b>		
<b>Item</b>	<b>Subject</b>	<b>OPI</b>
1.	Opening Remarks	Co-Chairs
2.	Acceptance of Agenda and Previous Minutes	Co-Chairs
3.	Mental Health	FGDTLC(E)/DGWM
4.	Compensation Update	ADM(HR-Civ)/ DGCCB
5.	Classification Update	ADM(HR-Civ)/ DGHROps
6.	Campaign Plan Update	ADM(HR-Civ)/ DGHRSD
7.	CAF-DND Sexual Misconduct Class Action Settlement Update	ADM(HR-Civ)/ DGWM
8.	Question and Answer Period	All
9.	Hateful Conduct DAOD	CMP
10.	Business Resumption Planning	DGHRSD
11.	DGWM Update	ADM(HR-Civ)/ DGWM
12.	Round Table	All
13.	Closing Remarks	Co-Chairs

<b>Membership</b>		
<b>Co-Chairs</b>	<b>Replacement</b>	<b>Observer</b>
ADM(HR-Civ)	Kin Choi	
FGDTLC(W)	Des Rogers	Kevin Walsh
<b>Members</b>		
DGWM	Peter Hooey	Jennifer Bordeleau
DGHRSD	Vikesh Srivastava	
DGWD	Monica Kolstein	
DGHROps	Barbara Williams	
DGCCB	Joanne Lalonde	
UNDE	June Winger	Benoit Laberge
FGDTLC(E)	Jerry Ryan	Yves Fournier
PIPSC	Glenn Maxwell	
CMSG	Mark Boucher	
FGDCA	Richard Cashin	
ACFO	Dany Richard	
CMCFA	Jean-Marc Noël	
IBEW	Paul Cameron	Francis Vaillancourt
CMSG	Mark Boucher	
CAPE	Jessica Guitard	

<b>Regrets</b>		
PSAC Agricultural Union	Fabian Murphy	

<b>Presenters</b>		
DGWM,	Francois Bariteau, Director Total Health Management	
DGCCB	Joanne Lalonde	
DGHROps	Barbara Williams	
DGHRSD	Vikesh Srivastava	
DGWM	Peter Hooey	
CMP	Marion Parry, Acting Director, Military Personnel Policy and Integration	
CMP	Amanda Stringer, Manager, Policy Analysis and Development	
CMP	Dr. Barbara Perry, Director of the Centre on Hate, Bias and Extremism	

## Resources

DGWM	Charlaine Mallette, Strategic Advisor
DGWM	Alana Smith, Executive Assistant

## Record of Decision

### Item 1: Opening Remarks

#### Summary:

- The Co-Chairs welcomed the committee members.
- Mr. Des Rogers, President, Federal Government Dockyard Trade and Labour Council (West) (FGDTLC(W)), commended the Defence Team's collaboration and engagement throughout the last few months.
- Mr. Kin Choi, Assistant Deputy Minister (Human Resources – Civilian) (ADM(HR-Civ)), reminded the Committee of the numerous challenges and devastating losses that the Defence Team has experienced this year.

### Item 2: Acceptance of Agenda and Previous Minutes

**Supporting Documents:** 01 June 2020 UMCC HR-Sub Agenda, 02 March 2020 UMCC HR-Sub Minutes, UMCC HR-Sub Action Item Matrix

#### Summary:

- Mr. Choi proceeded with the acceptance of the agenda and previous meeting minutes.
- Mr. Choi provided an update on previous business and welcomed member's input with regards to the UMCC HR-Sub Action Item Matrix.
- The previous meeting minutes and agenda were adopted by the Committee.

#### Discussion:

- Mr. Glenn Maxwell, President, Professional Institute of the Public Service of Canada (PIPSC), stated that he was not able to electronically sign the 02 March 2020 Record of Decision, however he approved the content.
- Ms. Winger, President, Union of National Defence Employees (UNDE), asked that the Record of Decision be distributed sooner. Mr. Peter Hooey, Director General Workplace Management (DGWM), clarified that the delay stems from the pandemic, but reiterated the commitment to sharing the signed Records of Decision in a timely manner in the future.
- Ms. Winger requested that the ADM(HR-Civ) organizational chart provided be extended down to Labour Relations Officers, for her teams' reference.
- Mr. Maxwell asked that the terms "Public Service Employees" or "employees" be used as opposed to the term "civilians" used by the military, to align with collective agreement language.

#### Action Items:

- The ADM(HR-Civ) Organizational Chart will be amended to include Labour Relations contact information.

### Item 3: Mental Health

**Supporting Documents:** No supporting documents.

#### Summary:

- Mr. Jerry Ryan, President, Federal Government Dockyard Trade and Labour Council (East) (FGDTLC(E)), spoke about Mental Health cases related to COVID-19. He indicated that it is becoming more apparent that COVID-19 is a Health and Safety issue, and noted that it will be important to ensure that employees are comfortable returning to work to prevent injury.
- Mr. Ryan mentioned the Employee and Social Development Canada (ESDC) Minister Mandate Letter, which tasks the Minister with making mental health a pillar of workplace health and safety. He stated that the issue was discussed during a recent Occupational Health and Safety meeting, and will be discussed with the National Joint Council. He also indicated that the issue may be discussed at a Human Resources Council meeting in the future.

- Mr. Francois Bariteau, Director Total Health Management (DTHM), provided a summary of Mental Health Week activities and participation, and stated that more resources and tools have been added to the HR Go App, and the DND / CAF webpage for employees to access.

**Discussion:**

- Mr. Yves Fournier, FGD TLC(E), asked whether the Guide for Managers on Mental Health was completed and distributed. Mr. Bariteau clarified that the guide is already in place, however the Mental Health aspects related to the current environment are being added.
- Mr. Ryan asked when the results of the Director General Military Personnel Research and Analysis (DGMPRA) Survey will be released. Mr. Bariteau shared that over 20,000 people took part in the survey (7,487 Public Servants, 13,668 regular force, and 5,995 reserves), and that the survey was closed as of 22 May 2020. Results are pending.

**Action Items:**

- ADM(HR-Civ) will share the Guide for Managers on Mental Health with bargaining agents before distributing to employees.
- ADM(HR-Civ) will share the DGMPRA survey results with bargaining agents when received.

**Item 4: Compensation Update**

**Supporting Documents:** No supporting documents.

**Summary:**

- Ms. Joanne Lalonde, Director General Civilian Compensation and Benefits (DGCCB) provided an update on compensation. She stated that the Phoenix backlog will be under 30,000 cases by the next pay cycle, and that the number of employees impacted by Phoenix has decreased by 9,114.
- Ms. Lalonde provided an update on the Compensation Service Redesign, including an onboarding pilot currently being tested with students, which will be extended to all employees in the fall. She also updated members on the Time Keeper expansion, and stated that all services are available through HR Connect and the HR Go App.
- Ms. Lalonde introduced a Timeliness Tiger Team, which identifies areas of improvement for compensation based on current cases. She stated that the issues mainly surround actings and retroactive payments.

**Discussion:**

- Ms. Winger stated that firefighters report pay issues weekly, due to the high number of short-term actings. She said they may be playing catch-up due to the lack of administrative support, but that anticipating vacancies should be done in advance.

**Item 5: Classification Update**

**Supporting Documents:** Classification Update Presentation

**Summary:**

- Ms. Barbara Williams, Director General Human Resources Operations (DGHROps), provided an update on classification.
- Ms. Williams highlighted that the Computer Systems (CS) mapping exercise is currently at 87% completion. She mentioned that the mapping blitzes for the Program and Administrative Services (PA) and Financial Management (FI) groups had to be postponed due to COVID-19 until September 2020.
- Ms. Williams announced that the Deputy Minister has approved a temporary staffing exemption that allows the area of selection to be narrowed until November 2020. She indicated that this will be approved on a case by case basis by DGHROps.

**Discussion:**

- Ms. Winger offered her help with the PA mapping blitz.

**Action Items:**

- ADM(HR-Civ) will provide PIPSC with new organizational charts when they are available.

**Item 6: Campaign Plan Update**

**Supporting Documents:** No supporting documents.

**Summary:**

- Mr. Vikesh Srivastava, Director General Human Resources Strategic Direction (DGHRSD), provided an update on the Campaign Plan.
- Mr. Srivastava stated that the current focus is on engaging employees and managers and confirmed that employee engagement forums have resumed virtually.
- Mr. Srivastava indicated that there has been a surge in HR Connect usage, as the number of calls has experienced a 55% increase, and there is a positive trend in usage of tools and capabilities. He also stated that a new application, HR Careers, is being introduced to enable areas to find specific employee skillsets that meet their needs.

**Discussion:**

- Ms. Winger indicated that her members would like to be able to access archived content. Mr. Srivastava stated that he will look into making the archives available.

**Item 7: CAF-DND Sexual Misconduct Class Action Settlement Update**

**Supporting Documents:** No supporting documents.

**Summary:**

- Mr. Hooey provided an update on the CAF/DND Sexual Misconduct Class Action Settlement, noting that the Federal Court of Canada approved a 60 day delay to the start of the claims period. The new claims period runs from 25 May 2020 to 24 November 2021.

**Item 8: Question and Answer Period**

**Supporting Documents:** No supporting documents.

**Summary:** No further questions were asked during this period.

**Item 9: Hateful Conduct DAOD**

**Supporting Documents:** Hateful Conduct DAOD Presentation

**Summary:**

- Ms. Marion Parry, Acting Director Military Personnel Policy Integration, Dr. Barbara Perry, Director of the Centre on Hate, Bias and Extremism, and Ms. Amanda Stringer, Manager, Policy Analysis and Development, presented on Hateful Conduct.
- Ms. Perry presented on the changing demographics in right-wing extremist groups and the implications for the Canadian Armed Forces.

**Discussion:**

- Mr. Maxwell questioned whether the policy solely addresses CAF recruitment into extremist groups, or if it was made to address existing issues related to hateful conduct. Ms. Parry clarified that the policy has a section focusing on recruitment, but outlines many different issues altogether.
- Mr. Ryan stated that he would like to see a disclaimer stating that legislation will precede the policy if the Hateful Conduct DAOD is to eventually apply to public servants.

## Item 10: Business Resumption Planning

**Supporting Documents:** No supporting documents.

### Summary:

- Mr. Srivastava provided an update on business resumption within ADM(HR-Civ).
- Mr. Srivastava mentioned that ADM(HR-Civ) is providing mandatory training for managers, and looking for ways to shift practices and reinvent HR-Civ's way of conducting business.
- Mr. Srivastava indicated that there have been technological limitations throughout the past few months, but they have improved significantly with an increase in DVPNI access and the use of Office 365.

### Discussion:

- Ms. Lalonde stated that Compensation's productivity has been high, and that her team has been able to get ahead on a number of transactions during the pandemic. She added that 100% of their services had resumed as of mid-April.
- Ms. Williams stated that as of mid-April, DGHROps has had full service delivery at a reduced capacity. Staffing is being prioritized with a critical staffing list based on L1 input.
- Mr. Hooey stated that services in support of the Office of Disability Management (ODM) have been operating at a reduced capacity. He also announced that the ODM was granted additional funding and will be expanding nationally over this fiscal year.
- Ms. Monica Kolstein, Director General Workforce Development (DGWD) stated that DGWD is looking at virtual learning opportunities for employees while they continue to from home. She indicated that there is a mandatory course for managers, called Effectively Managing Virtual Teams, which is currently available on the Canada School of Public Service (CSPS) website, and will be available on the Defence Learning Network (DLN) in the near future.
- Mr. Maxwell indicated that ADM(IM) had provided updates on increased DVPNI access for employees, but that their messaging does not appear to be reaching all L1s, and has been causing confusion.

### Action Items:

- DGWM will provide unions with an email outlining the ODM expansion plan.

## Item 11: DGWM Update

**Supporting Documents:** No supporting documents.

### Summary:

- Mr. Hooey reminded bargaining agents of their agreement, through which timelines to submit new grievances were suspended effective 13 March 2020. This was implemented to ensure the rights of employees would be respected and that they would have the necessary time to file a grievance upon business resumption. He then proposed a new grievance timeline that allows employees who wish to grieve an action or inaction that took place between 13 March 2020 and 01 July 2020 to file a grievance which would be considered timely, between 02 July and 26 July 2020.
- Mr. Hooey asked that each union provide a prioritized list of final level grievances that will be scheduled for consultation in sequence. For existing grievances at the first and second levels, he stated that it is expected that the prioritization exercise will take place at a local level between Labour Relations, the local union representative, and management.

### Discussion:

- Mr. Benoit Laberge, Vice President, Union of National Defence Employees (UNDE), asked for clarification on third level response timelines. Mr. Hooey stated that the backlog will be addressed with DGWM's limited capacity. Ms. Winger proposed that a more thorough discussion should occur on a way forward.

**Action Items:**

- Mr. Hooley will provide members with an email outlining the proposed new grievance timelines soliciting their input and concurrence by 5 June 2020.

**Item 12: Round Table**

**Supporting Documents:** No supporting documents.

**Discussion:**

- Ms. Winger expressed her appreciation for the Sensitive Case Management Advisory Committee Terms of Reference being shared, but asked whether union presence was also discussed. Mr. Choi clarified that the Committee discussed the idea extensively and ultimately decided that having union presence could create a potential for conflicts of interest for parties, and highlighted that management needs a place for frank exchanges. Ms. Winger indicated that she does not agree with the assessment and feels strongly that union observers would be appropriate.
- Mr. Laberge asked whether letters will be sent to LIs about the plan for the resumption of grievances. Mr. Hooley stated that it will be mentioned at ADM Council and shared with LIs but that he would like union concurrence on the proposal beforehand.
- Mr. Ryan asked about leave carry over and accumulated vacation changes due to COVID-19. He mentioned that members may not use their annual leave due to restrictions in travel and other activities, and do not want to be forced to use the leave they have accumulated. Mr. Choi stated that there is no new direction.
- Mr. Fournier stated that FDGCTLC(E) members are required to do virtual COVID-19 training before their return to work, but they are having trouble accessing the training due to a backlog of password resets. Ms. Kolstein stated that the course is being loaded on the DLN so that it can be accessed off of the network, and password resets can occur through alternate emails.
- Mr. Maxwell reminded the members that there are still a number of cases of contracting out occurring. He indicated that PIPSC has been sending letters of inquiry to the Department seeking clarity on contracting postings, and that timely responses are not being received.
- Ms. Jessica Guitard, Canadian Association of Professional Employees (CAPE), inquired about existing working groups on Business Resumption Planning that are not related to Occupational Health and Safety, but include Labour Relations (DND) and Bargaining Agents. Mr. Choi responded in the negative. Ms. Guitard requested that OHS present at future HR Sub Committees and that it be placed as a recurring item on the agenda.
- Mr. Richard thanked the team for the communications being released on return to work.
- Ms. Kolstein announced that the recipients of the Celebrating Excellence Awards (CEA) will be recognized with a message from the Deputy Minister / Chief of Defence Staff as the CEA ceremony is postponed. She said that one recipient will be recognized per day during National Public Servants Week.

**Item 13: Closing Remarks**

**Supporting Documents:** No supporting documents.

**Summary:**

- The Co-Chairs thanked the Committee for a good meeting and noted that they look forward to seeing members again at the 4 June 2020 UMCC Committee and the 21 September 2020 HR-Sub Committee meeting.

**Record of Decision approved by:**

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Kin Choi  
ADM(HR-Civ)  
Co-Chair

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Des Rogers  
FGDTLC(W)  
Co-Chair