



6007-4 (Mgr HRPP)

21 August 2018

Distribution List

MINUTES OF THE 41st MEETING OF THE AIR
DIVISION UNION MANAGEMENT
CONSULTATION COMMITTEE
WINNIPEG, MANITOBA 19 JUNE 2018

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)

Secretary:

Cpl P.J.L. Jenner, 1 CAD A1 Force Mgt 3-2

Resource Persons (Ex-Officio):

Ms. R.D. Hallick, L2 RCAF Strategic Business Partner (HR-Civ)

Maj H. Demchuk, 2 CAD A8

Maj K.V. Dort, 2 CAD A1

Maj R.S. Lee, 1 CAD A6 Coord

Capt J. Moisan, 1 CAD A8 Fin Mgt

Ms. C. Callbeck, Labour Relations (HR-Civ)

Ms. N. Schaaf, Office Disability Management (ODM)

Regrets:

Col K. Kimpinski, 2 CAD COS

Mr. G. Maxwell, PIPSC

INTRODUCTORY REMARKS

1. Meeting convened at 1415hrs. Mr. Miller and BGen Boyle greeted attendees.

DISCUSSION

ACTION BY

REVIEW OF PREVIOUS MINUTES

2. No remarks.

Co-chairs

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. Inquired if management is seeing the same issue.

4. Maj Lee, 1 CAD A6 Coord, confirmed this is still a concern. Delays due to lack of personnel, demand is high however hiring is low. This issue has been escalated to the DG Air FD, BGen Lalumiere.

1 CAD A6

5. DComd confirmed these issues are being identified and BGen Lalumiere is engaged on this.

STANDING ITEMS

6. Budget Overview. Capt Moisan, 1 CAD A8 Fin Mgt, provided a review of the budget for FY 2018/19 as of 11 Jun 18. Initial Budget Allocation of \$59M, 13% spent as of date of report. \$3.5M in DivOp currently, covers portion of the pay raises that occurred with L1 SWE as well as \$590K transferred to the RWAC that was mandated.

7. Maj Demchuk, 2 CAD A8, stated L1 made the decision that L2's would absorb within existing allocations.

8. Mr. Miller queried where 1 CAD is with the Full Time Employee (FTE) count.

9. DComd stated the civilian workforce will be managed by salary envelope (SWE) rather than FTE numbers. FTE will still be used for monitoring and reporting overall usage.

1 & 2 CAD
Div Compt

10. Maj Demchuk reported FY 2017/18 allocation of \$18M, with all DivOp gone because pressure had been pushed up to L1. Spent initial allocation plus another \$225K. FY 2018/19, started off with allocation of \$17.1M, total expense to date is 13% which is on par.

11. Maj Demchuk also addressed Phoenix Over/Under Payments and confirmed that payees have been set up to protect the money for the future.

12. 1 & 2 CAD Civilian Workforce Management Updates.

13. Student Hiring Targets. Ms. Hallick stated as of 4 Jun 18 that five letters of offer (LOO) had been issued, with a proposed FY target of 70.

14. Maj Demchuk mentioned that she is aware of 14 LOO's issued, therefore numbers are higher, but these have not been signed or input in the system yet.

15. Performance Management. Ms. Hallick stated overall 1 CAD had an 80% completion rate and 2 CAD had 94.6% completion rate. The launch of the PSPM App has encountered some technical challenges. Additional departmental messaging to be released to provide an update and deadline to input Employee Performance Agreements into the PSPM App.

Ms. Hallick

16. Public Service Employee Survey. Results are out. L1 and L0 have the results, L2 has been informed. Overall DND results improved. The Department is committed to addressing survey results and action plans will be developed.

17. Mr. Miller queried for the full results of the survey. Ms. Hallick mentioned that National UMCC took place 8 Jun 18, and will follow up with what was provided then.

18. Ms. Hallick mentioned the Public Service Employee Survey which will be conducted annually and will be launched as of 20 Aug – 28 Sep 18.

19. Phoenix HR-to-Pay Stabilization. Ms. Hallick emphasised that the Support to Governance actions to date are participating on DM, ADM and DG interdepartmental committees, providing cyclical progress report and data to governance, consultation and engagement with bargaining agents at national and regional level.

20. Build and Maintain Compensation Capacity. Ms. Hallick stated that recruiting and training the next generation of compensation is a focus, increasing the number of consultation agents on Bases/Wings. Implementation of Pay Pods to increase support to DND in FY 2018/19.

21. People. Ms. Hallick emphasized there is a focus to equip HR Professionals with training to ensure timely and accurate data in HRMS reducing impact on pay. Employees and managers have been provided information on roles and responsibilities. Mandatory Phoenix training had a completion rate of 90% and there are other areas of training being communicated on the Defence Team weekly news. Improve Compensation

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Client Service by collaborating with total health management to coordinate the LWOP, departure and RTW procedures and provide improved support for disability insurance cases.

22. Processes. Ms. Hallick mentioned actings are still an issue, engaged PSPC in finding solutions to pay FR and HP actings; testing in progress. DND resolution team (20 comp advisors) has addressed over 7141 simple and complex cases since October 2018. Closing 300 cases per cycle. Single trusted source team in St-Jean continues to review submissions. PAR rejection rate reduced from 1268 (Jun 17) to 296 (Apr 18). Current PAR rejection rate at 7.1%. Timekeepers are resolving per pay cycle over 1000 transactions in Phoenix for military managers and approving over 1700 transactions in Phoenix. Ms. Hallick mentioned in terms of the backlog issue mentioned in the last UMCC meeting, the boot allowance backlog has been eliminated; CANFORGEN released to direct payment by claims vice Phoenix.

23. Technology/Tools. Ms. Hallick stated the actions to date in negotiating increased access to Phoenix system for Compensation Advisors in Satellite offices. Ms. Hallick mentioned even though they are hiring compensation agents, there is a challenge to having access to this system as there is a lot of training involved.

24. DND's Compensation Team. Ms. Hallick mentioned there are 20+ Contact Centre Agents able to respond to general question from employees and managers, 7 Trusted Source Agents, 30 Timekeepers, 25 Compensation Consultants able to respond to more detailed questions about pay issues.

NEW BUSINESS

25. Collective Agreements. Ms. Callbeck informed they are being mailed out individually to each employee.

26. Ms. Simcoe queried as to why they are being mailed out individual vice a box with the collective agreements mailed to the department then distributed to the members. Ms. Callbeck informed there were cases where the boxes weren't actually being distributed to the members. The Collective Agreements are accessible via the internet, however this way the members are getting the Collective Agreement they are actually supposed to get.

27. Contracting Situations. Mr. Miller mentioned the IMP locals are getting nervous for the timelines for ISSC implementation and queried if there has been anything on the in-service reports contract.

28. DComd stated they are not that far behind, there has been pressure on IMP to move along with some delays.

29. Infrastructure at 9 Wg Gander. Mr. Miller mentioned Gander has queried if there is any monies coming their way for upgrades and improvements for regular maintenance. Example: The rodent issue on the Wing.

30. DComd informed this issue should be taken to ADM(IE). They came to us about infrastructure not rodent.

31. Col D.A. Barton mentioned that this is also a Health and Safety issue and should be taken up with them.

32. Mr. Miller to supply details to 1 CAD HQ for follow-up.

33. PAR Site. Mr. Miller stated with this relocation from Bagotville to Goose Bay there is still an impact on approx. 4-5 full time members.

34. Col D.A. Barton informed this decision was made 5 years ago, however is just being implemented now. Decision was made for operational purposes and requirement. Everyone at 5 Wg Goose Bay had been fully informed and no changes had been made to the contract (no one losing a job).

35. Office Disability Management.

36. Ms. Schaaf informed why the program has stood up, with employee absences due to illness/disability largely unmanaged and a lack of role clarity amongst DND stakeholders. DND is reporting as a high risk employer with high injury frequency and poor reporting times. The current cost of civilian sick leave in DND/CAF is almost \$100M annually.

37. Ms. Schaaf explained the Office Disability Management aims to be an impartial, collaborative and inclusive entity that facilitates a supportive, safe and healthy work environment, enabling ill, impaired and injured employees to stay at work or return to work as early as medically feasible.

38. Why engage the Office Disability Management. They offer coordinated, collaborative and personalized services; cookie cutter approach does not work for everyone as each case is different. Consistent services nation-wide, proactive approach to minimize the impact on employees, supervisor and managers.

39. Ms. Schaaf explained the impact of the Pilot Project which ran for approx. 9 months, they have closed 35% of cases. Found through Gap analysis HRMS data is reporting 30% of cases that are actually out there.

40. Disability Management Services. Ms. Schaaf informed on the proactive case management from onset of illness/injury, connecting with employee and

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managers in a proactive and timely manner. Support and guidance from trusted source.

41. Implementation Plan. There are 15 L1s who are receiving Office Disability Management services this FY; the pilot project was successful. East and West development started FY 2017/18; Working Groups completed HAL/ESQ Jan 2018, Gap Analysis ongoing and Regional development. Expecting working groups to start Fall 2018.

42. DComd thanked Ms. Schaaf for the impressive presentation and the very positive movement that this represents.

ROUNDTABLE DISCUSSION

43. No remarks.

CLOSING REMARKS

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

ADJOURNMENT

45. Meeting adjourned at 1610hrs.

21/08/2018

28/08/2018

X 

BGen S.T. Boyle
DComd 1 CAD / Management Co-Chair
Signed by: BOYLE, SEAN 627

X Original signed by

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

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