

**MINUTES OF THE
UNION MANAGEMENT CONSULTATION COMMITTEE (UMCC) -
HR SUB-COMMITTEE**

7 June 2005

Government Conference Centre, Gatineau Room, Ottawa, ON

PERMANENT MEMBERS:	FUNCTIONAL REPRESENTATION
Shirley Siegel Co-Chairperson	Assistant Deputy Minister (Human Resources-Civilian)[ADM (HR-Civ)]
Yves Ducharme Co-Chairperson	National President, Agriculture Union
Carole Jolicoeur	Chief of Staff (COS), Assistant Deputy Minister (Human Resources-Civilian)
Diane McCusker	Director General Labour Relations and Compensation (DGLRC)
Louise Teckles	Director General Civilian Employment Strategies and Programs (DGCESP)
Cheryl Read	Director General Regional Civilian Human Resources Services (DGRCHRS)
Louyse Ledoux	Director General Learning and Professional Development (DGLPD)
Lucie Allaire	Director General Alternative Dispute Resolution
Mary L. Chamberlain	Union of National Defence Employees (UNDE)
Darryll Luesby	The Professional Institute of the Public Service of Canada (PIPSC)
John Lachance	International Brotherhood of Electrical Workers, Local 2228 (IBEW)
Hugh Price	Federal Government Dockyards Trade and Labour Council (West) (FGDTLC-W)
Dean Reid	Federal Government Dockyards Trades and Labour Council (East) (FGDTLC-E)
Dr. Peter Dunnett	Canadian Military Colleges Faculty Association (CMCFA)
Willie Courtney	Federal Government Dockyards Chargehands (FGDC)
Milt Isaacs	The Association of Canadian Financial Officers (ACFO)
Larry Dempsey	Canadian Merchant Service Guild (CMSG)
IN ATTENDANCE:	
Stéphanie Poliquin	For Director General Learning and Professional Development (DGLPD)
SECRETARY:	
Susan Harrison	Director General Labour Relations and Compensation (DGLRC)
Anne Finn	Director General Labour Relations and Compensation (DGLRC)
REGRETS/ABSENT:	
Milt Isaacs	The Association of Canadian Financial Officers (ACFO)
Larry Dempsey	Canadian Merchant Service Guild (CMSG)

OPENING REMARKS AND ACCEPTANCE OF THE AGENDA

1. The meeting convened at 09:00 a.m. Ms. Siegel welcomed the members and observers.
2. There were a number of announcements made by Ms. Siegel regarding committee membership updates:
 - Darryl Roode's position as union liaison officer has been renewed for one year;
 - This is Mr. Courtney's last meeting as he is retiring this summer. Ms. Siegel thanked him for his participation and welcomed Mr. Bob MacDonald as the Federal Government Dockyards Chargehands president elect;
 - This may be Ms. Chamberlain's (UNDE rep) last meeting; she was thanked for all of her participation and input. Ms. Chamberlain advised that she might be back for the September meeting;
 - Mr. Ducharme announced that he may or may not be back in the fall depending on the results of the Agriculture Union elections; and
 - Mr. Milt Isaacs is the new president of the Association of Canadian Financial Officers (ACFO).
3. Ms. Siegel asked if there were any additions or changes to the agenda. Two changes:
 - Add the apprenticeship program to the discussion at round table; and
 - Remove pilot project mentoring from the round table discussion

ACCEPTANCE OF PREVIOUS MINUTES

4. Minutes for the previous meeting, 24 January 2005, were accepted. It was announced that DGLRC is establishing a new web link on the ADM (HR-Civ) website where the UMCC and UMCC HR Sub Committee minutes will be accessible. The site will host current as well as old or archive minutes. An announcement will be distributed once this is completed.

OLD BUSINESS

5. No items for discussion.

PSEA POLICIES AND GUIDELINES

6. Ms. Siegel introduced Ms. Elaine Coldwell to present new PSEA related policies and guidelines and to lead a discussion on them. These policies and guidelines have been presented at CHRPPC and will be presented to managers for consultation at a later date. There will also be focus groups held in some regions; those logistics have yet to be finalized. DGCESP expects it will take about one month to get all of the comments back. Ms. Chamberlain asked that the unions be invited to participate in the focus groups. All input/comments should be returned directly to Elaine Coldwell at Coldwell.em@forces.gc.ca. The following is a summary of the discussion.

Area of Selection

7. Ms. Chamberlain asked which agencies would be included in the area of selection. **ACTION:** Ms. Coldwell advised that she would supply a copy of the list of eligible agencies. Ms. Coldwell also advised that the Public Service Commission is currently looking at options for agency deployments to DND. Since occupational groups may be different in some agencies versus DND, care has to be taken to ensure we meet the definition of deployment versus creating a potential promotion. *(Secretarial note: Action completed; a follow-up email with explanation was sent electronically to committee members on 14 June 05).*
8. Mr. Price suggested that where a competition is open to CF members the unions ask that when possible, the local union representative be notified in advance of posting the competition. Consultation could be done between the union representative and the Service Centre representative.
9. Mr. Luesby advised that the main issue of concern in the regions is that there are limited promotion opportunities for employees compared to the NCR. Managers should consider that concern when opening the process to CF members. Ms. Siegel assured the members that there would be ongoing monitoring of the staffing processes to ensure a level playing field and transparency. She also noted that staffing would be linked to HR Plans.
10. Mr. Lachance provided some comments regarding the PSC Get Ready Session that he attended. It was noted that eligibility pools (PQP) will replace eligibility lists, that is, individuals would no longer be ranked and managers can select anyone from the pool of qualified candidates based on the needs of the position. How this will work practically is not yet determined.
11. Mr. Reid asked what impact the CF Transformation might have on HR Plans. Ms. Jolicoeur advised that it was too early to tell. The HR Plans are now more closely tied into the business plans, and groups are now doing tactical planning at the local levels. Training will be provided as required; and the changes to the PSEA will be tied into the HR Planning process.
12. Mr. Ducharme asked at what level of management the HR Plan has to be developed. Ms. Jolicoeur advised that we are currently receiving them at L1, L2, and L3 levels. Anyone managing a work area is likely to produce some type of HR Plan, although what that plan would look like is not yet clear. **ACTION:** HR Planning will be discussed in more detail at the next UMCC HR Sub-committee meeting in September 2005. *(Secretarial note: Action completed; this item has been added to the agenda for the September 2005 meeting)*
13. Mr. Ducharme noted that the definition in the “Area of Selection” policy for “public service” appears to be different from the PSMA definition of “public service”. It was noted that the definition of “public service” has a distinct meaning under the PSEA. **ACTION:** DGCESP will provide clarification on the distinction between “public service” and “core public service” definitions, and revise if required. *(Secretarial note: Action completed; a follow-up email with explanation was sent electronically to committee members on 14 June 05)*

14. Training on the new policies and guidelines will be provided and will include managers and employees.

15. **ACTION:** Comments on the policies and guidelines must be submitted in writing to Elaine Coldwell (DGCESP) not later than the **end of June 2005** (*Secretarial note: the deadline was extended to the 15th of July with a note and reminder distributed to union members on 11 July 2005*).

CLASSIFICATION UPDATE

15. Ms. Teckles, DGCESP, presented an update on classification. Her presentation included the following highlights:

Generic Work Descriptions:

- Several initiatives have been undertaken regarding generic work descriptions (GWD) for specific occupational groups or communities and will continue as management identifies more requirements;
- GWDs have been developed for both the CS community and the Hospital Services Group (78 GWDs so far);
- The CS generics are approved for use within ADM (IM) and other Groups/ECs are reviewing to determine if they can be adopted in those organizations;
- The Medical Group has developed 28 GWDs and are developing at least 20 more for the new Medical Clinic structure across the country;
- ADM (Mat) has asked DCCO to participate in the development of PG GWDs with the intention of eventually placing them on the WD Library;
- General Safety Officer (GSO) development program is now underway and GWDs are being developed for the Library;
- The concept for GWDs is to ensure that they have a composite package of
 - generic WDs,
 - org charts,
 - classification rationales,
 - competency profiles and
 - SOQs
- They must also be approved by management, mapped to positions and used "as is" - no changes; and
- A consultant is currently developing a business case for generics in DND and the results of that review will be presented later in the year.

National Studies: National studies normally arise from several sources

- A grievance decision may give rise to a study to ensure national relativities
- A managerial request to review a classification decision may create the need for a national study
- A change in duties for a sector of work may generate the need for a national study
- The end product of a national study is a Generic Work Description
- Some examples of studies currently underway are:
 - GL journeyman study
 - EG-06 Project Leader

- GS-STTS – Storesman
- PE Review
- Compensation Team Leaders
- GL, FR, and SR Standard Reviews

CORPORATE EMPLOYMENT EQUITY ACTION PLAN

16. Ms. Teckles announced that the EE Action Plan has been revised and will soon be posted on the ADM (HR-Civ) website. The updated Plan covers the period 2005/06 to 2007/08. It confirms our previous commitments and contains additional initiatives (workplace accommodation policy; succession planning strategy; and revised workforce analysis) negotiated with the Canadian Human Rights Commission in our quest to be fully compliant with the requirements of the *Employment Equity Act*. The revised Corporate EE Action Plan reflects the changes approved in principle by the DM in response to the CHRC requirements as well as the current situation. As of December 2004 the department is fully compliant with the CHRC requirements.

17. Ms. Chamberlain noted that some union members see EE staffing as a threat so it is difficult to sell to the membership. Mr. Luesby added that communication is very important to ensure that the process is fair, equitable, and transparent. Ms. Teckles advised that communications would be ongoing from ADM (HR-Civ) organization to help keep employees and managers informed on the value and importance of employment equity. Ms Siegel added that managers should encourage their employees to self identify as this will help us to have more accurate/realistic data.

18. **ACTION:** DGCESP will include something in the new staffing guidelines to reinforce a fair, equitable, transparent process when staffing using employment equity.

COMPENSATION SERVICES DELIVERY – NCR PILOT PROJECT

19. Ms. Christine Rollo, Director of the NCR Service Center was introduced and provided a presentation on the NCR pilot project for compensation services delivery. The slide deck was distributed both electronically and in hard copy.

20. A review of current service delivery model was undertaken as well as a look at lessons from other departments. The review identified opportunities for improvements in process streamlining and client access. Lessons from other departments included: client service centre approach; controlled access to compensation staff (one point of contact); specialized service delivery teams; and use of workflow and client management technology.

21. Within the proposed NCR model, clients would access compensation services through one access portal via the client service centre. The workload would then be distributed to one of three (3) teams: Q.M. Team, Compensation Team(s), or the Pension/Disability Team who would then respond to the client needs. The benefits to this approach include:

- For Clients:
 - Receive more rapid service

- Consistent answers to enquiries
- Consistent application of compensation rules
- For Compensation Advisors:
 - Greater capacity to complete actions without distraction
 - Reduction in process disruption caused by enquiries
 - Reduction in potential for error
- For the Department:
 - Reduction in time/cost of enquiry management
 - Improved ability to manage workload
 - Optimized resource utilization
 - Establishment of a resource baseline
 - Clarification and standardization of client/advisor roles
 - Positioning for future government direction(s)

22. Ms. Siegel advised that the long-term approach for service delivery is to move toward self-service, where it makes sense. Ms. Teckles informed the committee members that the union representative in the NCR would be advised of the pilot project. Ms. Siegel also asked the union representatives to send her an email if they have any comments from their members on the proposed changes.

PSLRA/FAA IMPLEMENTATION

23. Ms. Harrison provided an update from the 24 January 2005 meeting of this committee. The highlights of her brief include:

- Department produced three (3) new DAOD policies (Standard of Civilian Conduct and Discipline, Civilian Grievances, and Use of Departmental Premises); five (5) new DGLRC guidelines; a handbook for managers on changes to the PSLRA and policies; articles for Civ News; made changes to the Delegation of Authorities Table; and produced training decks for managers and employees
- Next steps to include:
 - Develop Q & As for each policy and guideline document
 - Some administrative changes to some of the guidelines as a result of the finalization of the PSLRB regulations and TBS guidelines (direction and updates will be distributed later in 2005)
 - Consult on and develop a policy and guidelines on time off for union business (focus groups are being scheduled)
 - Distribute a comprehensive package of the policies and guidelines to union committee members (*secretarial note: these were distributed at this meeting*)
- **ACTION:** Lessons learned from this process – is there anything that union representatives would like to see done differently for similar activities in future? Unions are to forward any comments in writing to DGLRC (Susan Harrison, Diane McCusker, or Anne Finn).
- Ms. Harrison clarified that the purpose for the focus groups on “time off for union business” is to find out what elements the unions want to see in the guidelines and any elements that they do not wish to see in the guidelines. She noted that the guidelines would not supersede any collective agreement.

UNION ISSUES

24. There were no union issues.

ROUND TABLE

25. MASIS update: an action plan was distributed at the meeting and Ms. Jolicoeur advised that the action plan would be monitored as activities got underway.

26. Mr. Price announced that there were 16 departmental scholarships awarded this year. He, Mary Chamberlain and John Lachance sat on the selection committee.

27. Ms. Chamberlain asked if there was any money approved for a national apprenticeship program at yesterday's UMCC. Ms. Siegel advised that monies for training for this year have already been allotted and are addressing previously identified shortage groups. HR-Civ will work with the three Environmental Commands to look at the feasibility of a national apprenticeship program for the future. They will also consult with the unions on this initiative. At this time there will not be a separate committee set up for this item, we will use the existing governance. Ms. Chamberlain said that she has enjoyed working with the committee over the past years.

28. Ms. Teckles distributed information on changes to the PSEA arising from the Veterans Charter.

NEXT MEETING AND CLOSING REMARKS

29. The meeting was adjourned at 12:05 p.m. The next meeting dates are **12 September 2005** from **09:30-12:30**, and **2 December 2005** from **13:00-16:00**. Both meetings will be held at the Government Conference Centre in the Gatineau Room. DGLRC will confirm details of the next meetings as soon as they are available.

UMCC HR Sub-Committee Minutes 7 June 2005

Approved by:

Original signed by:

Shirley Siegel
Co-Chair

Original signed by:

Yves Ducharme
Co-Chair