

**MINUTES OF THE  
UNION MANAGEMENT CONSULTATION COMMITTEE (UMCC) -  
HR SUB-COMMITTEE  
2 December 2005  
Government Conference Centre, Gatineau Room, Ottawa, ON**

<b>PERMANENT MEMBERS:</b>	<b>FUNCTIONAL REPRESENTATION</b>
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
Hugh Price	Federal Government Dockyards Trade and Labour Council (West) (FGDTLC-W)
Mary L. Chamberlain	Union of National Defence Employees (UNDE)
Darryll Luesby	The Professional Institute of the Public Service of Canada (PIPSC)
Dean Reid	Federal Government Dockyards Trades and Labour Council (East) (FGDTLC-E)
Bob MacDonald	Federal Government Dockyards Chargehands (FGDC)
Milt Isaacs	The Association of Canadian Financial Officers (ACFO)
John Lachance	International Brotherhood of Electrical Workers, Local 2228 (IBEW)
Dr. Peter Dunnett	Canadian Military Colleges Faculty Association (CMCFA)
<b>IN ATTENDANCE:</b>	
<b>SECRETARY:</b>	
Susan Harrison	Director General Labour Relations and Compensation (DGLRC)
Anne Finn	Director General Labour Relations and Compensation (DGLRC)
<b>REGRETS/ABSENT:</b>	
Mark Boucher	Canadian Merchant Service Guild (CMSG)

## **OPENING REMARKS AND ACCEPTANCE OF THE AGENDA**

1. The meeting convened at 13 h00. Ms. Siegel and Mr. Ducharme welcomed the members and guests. A round table of introductions was completed.
2. Ms. Siegel announced that this would be Ms. Allaire's last meeting as DGADR, as she is leaving DND. Ms. Siegel thanked Ms. Allaire on behalf of the committee for all of the work that she has done both for the department and with the union representatives.
3. The co-chairs asked if there were any additions or changes to the agenda. The agenda was accepted as distributed.

## **ACCEPTANCE OF PREVIOUS MINUTES**

4. Minutes for the previous meeting, 12 September 2005, were accepted.

## **OLD BUSINESS**

5. Ms. Siegel gave a status update on the action items coming out of the last meeting. All action items have been completed.

## **PSEA IMPLEMENTATION – UPDATE AND COMMUNICATION**

6. Ms. Siegel introduced Ms. Louise Teckles, DGCESP, to present an update on what is happening with PSEA implementation. The following is a summary of Ms. Teckles' presentation and discussion:
  - Ms Teckles provided an update on the policy framework as well as the communication and training products. All policies had been provided for consultation in Jun 05 with the exception of the staffing options guidance, which will eventually be incorporated into an updated manager's desk reference. The intent of this guidance is to provide managers with "how to" information on staffing processes. A copy will be distributed.
  - DGCESP advised that legal counsel is reviewing the definition and process proposed for area of selection regarding CF members' eligibility to participate in closed competitions. Ms. Teckles noted that the Veterans Charter changes do not come into effect until 1 Apr 06, with the exception of the changes related to the priority program for disabled CF members which falls under the new PS Employment Regulations effective 31 Dec 05. PSEA policy related to area of selection will not be amended to reflect the definition and process for CF members' eligibility to participate in internal processes until the effective date of 1 Apr 06.
  - Mr. Luesby reported that he has received more emails on the topic of CF eligibility to participate in PS advertised internal staffing processes, than on any other topic. He indicated that concerns were raised in Halifax and Esquimault, especially among members of the engineering community. Mr. Luesby also added: communication needs to be in plain language in order to allay people's fears. **Action:** Ms. Siegel will address. Her staff will look at DND's current communications products as well as what messages other departments are communicating in order to find a solution to enhance clarity of the messages.

7. Civilian Human Resources Service Centres will conduct the PSEA/PSMA training for union officials. Ms. Siegel clarified that the following would be the process for training of union officials on the changes to the PSEA:

- National Executive Officers (national presidents and national vice presidents\*) will be invited to attend the half-day briefing for managers. This training would take place in their respective local area (i.e. Mr. Price would participate in joint union-management training sessions in BC, Mr. Reid would participate in joint union-management training sessions in NS, etc).
- All other union representatives will be invited to attend one training session for employees and will be invited to attend a more comprehensive briefing for union officials that will be similar to the one for managers.
- A variety of training times will be offered to allow maximum flexibility for individual scheduling.
- Union representatives participating in the training are entitled to leave with pay for union business.
- Though travel is not expected to be necessary, any travel costs will not be covered by DND.

*\*Secretarial Note: A review of the discussions that have taken place in various managerial fora, indicates that the briefing to managers will also include local union Presidents and Vice-Presidents.*

**Action:** in order to finalize the training schedule, union and bargaining agent members of the UMCC HR-Subcommittee, who have not yet submitted the names of their National and local Executive (president and vice-president), are asked to do so as soon as possible. Names should be submitted to Anne Finn.

8. A number of union representatives do not have access to the DND intranet and therefore do not have access to the DND documents on the intranet regarding PSEA. **Action:** Ms. Teckles advised that she would distribute all of the departmental policy and communication documents/tools that will be produced for the implementation of the PSEA, via email, to all of the UMCC HR Sub-Committee union representatives.

9. Ms. Siegel asked all committee members to pass on their suggestions if any, on how to improve the distribution of information and communication to employees, on the changes to the PSEA. **Action:** Please send any suggestions to Ms. Teckles.

10. Mr. Isaacs initiated a discussion around identifying gaps for EE and EE staffing options with regards to FI 03 and FI 04 positions/competitions. Ms. Siegel suggested that this be added to the agenda for the next meeting. **Action:** add topic of Community Management to the agenda for the March 2006 UMCC HR Sub-Committee meeting.

## **RECRUITMENT STRATEGY / APPRENTICESHIP UPDATE**

11. Ms. Siegel introduced Ms. Louise Teckles, DGCESP, and asked her to present an update on what is happening with the Recruitment Strategy Investment Fund and the Apprenticeship study.

12. Mr. Reid stated that this was a good opportunity for discussion on joint military-civilian training. Ms. Teckles advised that ADM HR-Civ and ADM HR-Mil are working together to address recruitment issues. Mr. Price added that one initiative that the FMF Cape Breton has undertaken is: any military member working in the shop can get credit for his/her time there toward national apprenticeship training. This is useful should the member decide to leave the CF or retire from the CF and choose to return to DND to work as a civilian.

### **CLASSIFICATION UPDATE**

13. Ms. Teckles provided an update on classification activities. She advised that work is ongoing to improve Peoplesoft data including cleaning up old/inactive file numbers. There are approximately 7,000 inactive position numbers currently in Peoplesoft. She also provided status on ongoing national studies.

14. Mr. Lachance raised a concern that some managers may be drawing from eligibility lists that are not related to the position being filled. For example, drawing from a mechanical engineering list to fill an electrical engineer position. He would like to see some clarity or statement in the policy regarding staffing through generic competitions. Ms. Read advised that in order to draw someone from another competition's eligibility list (two different disciplines), the qualifications must be similar. **Action:** Ms. Read, Mr. Lachance, and Mr. Luesby to discuss lessons learned so that the department can clarify/modify HRO and management training as required.

### **CIVILIANS IN INTERNATIONAL OPERATIONS – COMPENSATION & BENEFITS**

15. Ms. Siegel introduced Ms. Anne Finn, from DLRPP, and asked her to present an overview of allowances and benefits that apply to DND civilian employees who go on assignment in support of the Canadian Forces in Deputy Chief of Defence Staff controlled international operations.

16. Mr. Price asked: how long an employee has to be away before they are eligible for the allowances. Ms. Finn advised that the risk allowance is paid regardless of length of time in the mission area; the allowance is pro-rated. The remainder of the special allowances apply to assignments of greater than 14 days, so long as the individual is in support of the CF on a DCDS controlled international operation and is subject to the Foreign Service Directives/Military Foreign Service Instructions.

### **UNION ISSUES & ROUNDTABLE**

17. Ms. Chamberlain had provided her issues in advance; Ms. Teckles, Ms. Ledoux, and Ms. Allaire provided an update to the items requested. Her first question dealt with second language training (SLT). Ms. Ledoux, DGLPD, offered the following information:

- Civilian SLT is offered up to the CBC/CCC level to all recommended employees regardless of their position level. In the military, most SLT stops at the BBB level except for senior officers.
- DND's Second Language Training Program offers courses in both English and French. English as a Second Language classes account for 23.8% of our program
- Canada School of Public Service is mandated to fund second language training for Public Service employees with statutory requirements. DGLPD administers ADM (HR-Civ)'s

corporate fund for the provision of non-statutory second language training that meets corporate objectives. In addition, any manager or organization within National Defence may provide for and fund second language training according to its particular requirements.

- DND's Directive on Access to Second Language Training (SLT) was promulgated in March 2005. It provides for part-time and full-time non-statutory SLT when career advancement, future operational needs or employee interest is identified. Access to non-statutory second language training is offered according to the three priorities in the Directive: Executive Development, Career Development, and Personal Development.
- DGLPD is working actively with Director of Official Languages and Canadian Defence Academy to harmonize many civilian/military SLT activities:
  - In Winnipeg, Moose Jaw, Trenton, Borden, DGLPD will be funding the integration of civilian nominees into military second language classes.
  - In Cold Lake, the civilian nominees will be integrated into military second language classes when these classes are closer to the participants' linguistic proficiency level
  - DGLPD is presently in discussion with CDA to integrate 6 military members (1 Sgt, 2 Lts, 2 Capt. 1 major) into civilian second language courses since no military part-time SLT is presently easily accessible to them.
  - It is important to note that each civilian requires an assessment and training plan; only then can placement in an appropriate class be considered.
  - DGLPD manages the corporate SLT budget and can offer training only to those that have been recommended/approved by the Level 1s; it cannot use that budget to fund the SLT training of those that have not been recommended by their Level 1.
  - DGLPD has made significant inroads in establishing contacts and partnerships with the individual military second language training programs across DND

18. Ms. Chamberlain's next question concerned Alternate Dispute Resolution - Ms. Allaire reported that 28 of the 41 practitioners were civilian, and of the total staff of DGADR 41 of 70 are civilians. The mix exceeds the 50/50 ration in favour of civilian personnel. DGADR will be using one position to train a civilian person in 2006 in ADR and mediation.

19. On the question concerning attrition - Ms. Teckles reported that the attrition numbers from the CF are approximately 4,000 per year. Of that number, 12% are medically released (approximately 480 persons). This has been the trend for the past six years and there is no expectation for the attrition numbers to change significantly.

20. For Ms. Chamberlain's final question on Employment Equity (EE) – Ms. Teckles advised the members that the EE statistics are updated twice per year. They will be updated in January 2006 and will be distributed as soon as they are available. As of 2 December 2005 there were 32 EE appointments made.

21. Mr. Reid expressed thanks to management during the most recent round of bargaining. He also wished Ms. Allaire well in her new job.

22. Ms. McCusker announced that a new centralized recourse registry team has been set up and the registry will be ready for 1 January 2006. She introduced Mr. Bob Hanson as the person responsible for this activity.

23. Ms. Ledoux advised that the departmental scholarship program has been renamed to the National Defence Civilian Education Program. Employees under the new title will take education leave without pay and will receive funds/allowance in lieu of salary. A new policy will be issued on this as well as a new policy on learning, training, and development. Ms. Ledoux request that this be an agenda item for the March 2006 meeting. **Action:** add DGLPD policy development items to the March 2006 UMCC HR Sub-Committee agenda. (*Secretarial note- the item has been added to the agenda; Jan 2006*).

24. Mr. Price stated that the draft footwear safety allowance is missing some monetary issues. He will follow-up with Mr. Mike Braham, D Safe G.

25. Public Service Employee Survey – Ms. Teckles announced that so far there has been about a 39% response rate to the survey. There were some mail issues that have been resolved and the deadline has been extended to allow for returns. She also noted that the Service Centres have additional survey forms. If anybody still needs forms they may contact the Service Centre in their area.

#### **NEXT MEETING AND CLOSING REMARKS**

26. The meeting was adjourned at 15 h50. The next meeting date is **6 March 2006** from **13:00-16:00**. The meeting will be held at the Government Conference Centre in the Gatineau Room (4<sup>th</sup> Floor). DGLRC will confirm details of the next meeting as they become available.

#### **UMCC HR Sub-Committee Minutes 2 December 2005**

**Approved by:**

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Shirley Siegel  
Co-Chair

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Yves Ducharme  
Co-Chair