

**MINUTES OF THE  
UNION MANAGEMENT CONSULTATION COMMITTEE (UMCC) -  
HR SUB-COMMITTEE  
6 March 2006  
Government Conference Centre, Rideau Room, Ottawa, ON**

| <b>PERMANENT MEMBERS:</b>             | <b>FUNCTIONAL REPRESENTATION</b>   |
|---------------------------------------|--|
| Shirley Siegel<br>Co-Chairperson      | Assistant Deputy Minister (Human Resources-Civilian)[ADM (HR-Civ)]         |
| Mary L. Chamberlain<br>Co-Chairperson | Union of National Defence Employees (UNDE)                                 |
| 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)             |
| Hugh Price                            | Federal Government Dockyards Trade and Labour Council (West) (FGDTLC-W)    |
| Darryll Luesby                        | The Professional Institute of the Public Service of Canada (PIPSC)         |
| 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)                     |
| Mark Boucher                          | Canadian Merchant Service Guild (CMSG)                                     |
| Bob Kingston                          | National President, Agriculture Union                                      |
|                                       |  |
| <b>IN ATTENDANCE:</b>                 |  |
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|                                       |  |
| <b>SECRETARY:</b>                     |  |
| Susan Harrison                        | Director General Labour Relations and Compensation (DGLRC)                 |
| Anne Finn                             | Director General Labour Relations and Compensation (DGLRC)                 |
| Robin Herring                         | Director General Labour Relations and Compensation (DGLRC)                 |
|                                       |  |
| <b>REGRETS/ABSENT:</b>                |  |
| Chris Ford                            | Director General Alternative Dispute Resolution                            |
| Dean Reid                             | Federal Government Dockyards Trades and Labour Council (East) (FGDTLC-E)   |

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

1. The meeting convened at 13 h00. Ms. McCusker (for Ms. Siegel) and Ms. Chamberlain welcomed the members and guests. A round table of introductions was completed.
2. The co-chairs asked if there were any additions or changes to the agenda. The agenda was accepted as distributed.

## **ACCEPTANCE OF PREVIOUS MINUTES**

3. Minutes for the previous meeting, 2 December 2005, were accepted.

## **OLD BUSINESS**

4. Ms. Siegel gave a status update on the action items coming out of the last meeting. Most action items have been completed with the exception of Community Management of FI-03 and 04s, which was deferred to the June 2006 agenda.

## **GENERIC WORK DESCRIPTION POLICY AND IMPLEMENTATION PLAN**

5. Ms. Siegel introduced Ms. Teckles, DGCESP, to present the Generic Work Description Policy and Implementation Plan for DND. The following is a summary of Ms. Teckles' presentation and subsequent discussion on this topic:
  - Ms. Teckles provided a synopsis of the current DND context with respect to classification as well as a background on the business case analysis and consultation results. She also identified the key elements of the new policy and highlighted the various options considered that lead to the preferred implementation strategy, which will be phased in over 12 months. Copies of her presentation were distributed to all committee members.
  - Union members expressed their concern over the consistency and application of generic work descriptions between regions and functional authorities and that generic work descriptions will not be a forced fit. Application of generic work descriptions needs to be consistent across the country, relevant to the job being performed and address ambiguity surrounding functional authorities. Another concern raised was the need for HR and functional leaders to manage expectations.
  - Ms. Teckles indicated that capacity is one of the issues at hand and that the intent of implementing generics is to have a more cohesive application across the country. Ms. Siegel affirmed that two key elements of this implementation plan would be communication and change management.

## **RECRUITMENT STRATEGY UPDATE**

6. Ms. Siegel invited Ms. Teckles to present an update on the DND Recruitment Strategy. The following is a synopsis of her presentation and discussion:

- Ms. Teckles outlined the work that has been done to date, which included measuring DND against six key employment factors, how DND can partner with the Canadian Forces with respect to recruitment activities, and an update on the Apprenticeship Study. She also provided an outline of the recruitment strategy and the road map for the next year. Copies of her presentation were distributed to all committee members.
- Union members had varying opinions regarding the utility and credibility of DND career fairs and career opportunities. There was general support for career fairs, however the fact that there is no information to offer to recruits who want to know when there will be jobs for which to apply is a problem. Marketing should highlight the unique benefits of working at DND that set us apart from other government departments. Ms. Chamberlain expressed that although she supports the concept of career fairs, she has not endorsed DND as a good employer when she has been asked to participate in recruitment activities.
- Ms. Siegel indicated that there is a strong common interest at hand, which creates an excellent opportunity to partner with unions. We should take a look at how we are marketing DND as an employer and explain what we mean when we say there are career opportunities.
- The unions also expressed apprehension regarding contractor-to-employee conversions.
- Ms. Siegel emphasised that we need the Public Service workforce to support the CF, however, the reality remains that requirements for contracted work in specific areas will still exist.

**Action:** Ms. Siegel committed to reviewing how many FI-03 to FI-04 appointments without competition occurred within the last year and to report back on this issue.

## **DGLRC POLICY CONSULTATION**

7. Ms. Siegel invited Ms. Harrison of DGLRC to present this item. The following is a synopsis of the presentation and discussion:

- Ms. Harrison presented an overview and highlights of two proposed DGLRC policies on the subjects of Civilian Labour-Management Relations and Civilian Labour-Management Consultation. She clarified that the proposed consultation policy may in fact be developed as DGLRC guidelines as it may not be appropriate as a DAOD. Copies of her presentation and DAODs were distributed to all committee members.
- Some unions expressed disagreement with the section that precludes union members from sitting as management representatives on consultation committees. Mr. Kingston indicated however that it is categorically against their union constitution to have members sit as a management representative on union-management consultation committees.

*\*Secretarial note: Section 59(1) of the PSLRA identifies the grounds under which union members may acquire managerial or confidential exclusion. If a union member is required to sit on a union-management consultation committee as a management representative, that person may only do so after having received his or her exclusion order pursuant to that Section of the PSLRA.*

- Ms. Chamberlain indicated that there was no mechanism in the consultation policy to raise matters to a higher level if not dealt with at the lower.

**Action:** Ms. Harrison agreed to follow up and ensure this was addressed in the policy.

**Action:** Although consultation was sought at this meeting, Ms. Harrison indicated that feedback may be submitted via e-mail to either Ms. Harrison or Ms. Herring no later than 24 March 2006.

## **PUBLIC SERVICE: LEARNING, TRAINING AND DEVELOPMENT POLICY**

8. Ms. Siegel invited Ms. Ledoux, DGLPD, to present this agenda item. The following is a summary of the presentation and discussion:

- Ms Ledoux presented an outline of the new Treasury Board Learning, Training and Development Policy which came into force on 1 January 2006 however will follow a phased-in implementation from January 2006 to January 2007. The presentation included highlights of the required training, delegation of authority training, professional development, the changes to CAP and MTP, and how this has and will impact DND. Copies of her presentation were distributed to all committee members.
- Most of the discussion was focused around concern with implementing the two-day mandatory orientation training in Ottawa for all new indeterminate public service employees and term of 6 month plus 1 day. Many unions expressed disagreement with this aspect of the new policy and pointed out the many challenges, which will arise as a result. Another matter raised by the unions was concern over how to align an employee's professional development objectives with departmental priorities to which Ms. Ledoux responded by reassuring that there is no change to the current process.
- Ms. Siegel recognised that there is some uncertainty regarding the viability and cost of implementation of some of these policy changes. Ms. Siegel closed the discussion by indicating that if union members have any questions, they may contact Ms. Ledoux via e-mail and that the committee would likely revisit this topic at the June meeting.

## **PSEA UPDATE**

9. Ms Siegel invited Ms. Teckles again to provide members with an update on PSEA implementation and communication. The following is a summary of the verbal update provided by Ms. Teckles and discussion:

- Ms. Teckles indicated that some 6000 employees have received training and that another 5000 are scheduled for training in the coming months. All HROs have been trained and she highlighted the fact that there was a 99% success rate on the new staffing verification testing. Training for Informal Discussion will be available in April/May and the communications toolkit will also be made available for managers in the spring. The same working group that focused on PSEA implementation will continue until October 2006 however will focus on continuity.
- Ms. Siegel learned through the PSCAC that the PSC has developed a PSEA-related self-assessment tool for union representatives and should be available on their website.

## **UNION ISSUES & ROUNDTABLE**

10. Ms. Chamberlain had provided her issues in advance and Ms. Teckles provided an update to the items requested:

- Employment Equity Statistics and Workforce Analysis: Ms. Teckles, DGCESP, offered a verbal recap of the information provided to union members on 27 February 2006.
- Status on Training Requirements from the CHRC Audit on Diversity Training: 1072 employees have been trained since April 2004 and that DGLPD is conducting training needs analysis to identify any gaps.
- New Operational Commands: Ms. McCusker indicated that in accordance with the Consultation Framework between DND and UNDE, though the new Commands will not be on the Departmental UMCC, national issues will be dealt with in that forum and the Commands will be invited to participate in specific meetings as required. Local consultation will continue as it does currently.

11. Mr. Price raised a concern regarding inconsistent application of the protective footwear allowance in different locations.

**Action:** Ms. McCusker agreed to address this with DLRO.

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

12. The meeting was adjourned at 16h30. The next meeting date is **2 June 2006** from **13:00-16:00**. The meeting will be held at the Government Conference Centre in the Rideau Room (5<sup>th</sup> Floor). DGLRC will confirm details of the next meeting as they become available.

#### **UMCC HR Sub-Committee Minutes 6 March 2006**

**Approved by:**

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Shirley Siegel  
Co-Chair

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Mary Chamberlain  
Co-Chair