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| **Human Resources Union-Management Consultation Committee (HRUMCC)** |
| **Record of Discussions and Decisions****Meeting of December 17, 2015** |

**Management Representatives:**

**Peter Larose,** ADM, Human Resources Services Branch

**Marc LeBrun,** DG, Integrity Operations, Integrity Services Branch

 For **Louis Beauséjour**, ADM, Integrity Services Branch

**Susan Ingram,** DG, Business Relationship Management, Innovation, Information and Technology Branch

For **Charles Nixon**, Chief Information Officer

**Claude Tremblay,** DG, Regional Financial Services, Chief Financial Officer Branch

**Brenda Baxter,** DG, Workplace Directorate, Labour Program

For **Gary Robertson**, ADM, Compliance, Operations & Program Development, Labour Program

**Steven Risseeuw,** DG, In-Person Operations and Strategies, Citizen Service Branch

**Sandra Webber**, DG, Centres of Expertise, Human Resources Services Branch

**Chantal Tremblay,** Director, Workforce Strategies, Human Resources Services Branch

For **Annick Langlois,** DG, Operations Directorate, Human Resources Services Branch

**Guy Cyr,** Director,Workplace Management, Human Resources Services Branch

**Jennifer Hamilton,** Director, Centre of Expertise - Labour Relations, Human Resources Services Branch

**Vicki Cunliffe,** Director, Centre of Expertise - Workforce Strategies, Human Resources Services Branch

**UNION REPRESENTATIVES:**

**Marco Angeli**, National President, CEIU - PSAC

**Fadi Otari,** Vice-President, CAPE, Local 514

**Sebastian Rodrigues**, National Vice-President, Human Rights, CEIU - PSAC

**Dean Corda**, Employment Relations Officer, National Consultation Team for ESDC, PIPSC

**Jim McDonald**, Labour Relations Advisor, UNE – PSAC

**Rose Touhey**, Assistant Regional Vice-President, UNE – PSAC, Local 70130

**Richard Ballance**, Regional Vice-President, NCR, UNE – PSAC

**Daniel Carrière**, National Vice-President (Alternate), NCR, CEIU-PSAC

**Jacques Perrin**, National Vice-President, NCR CEIU – PSAC

**Yvonne Snaddon**, Vice-President, Consultation for IITB, PIPSC

**HRUMCC SECRETARIAT:**

**Laura Safi,** Corporate Labour Relations Advisor, Centre of Expertise – Labour Relations

**Annick Rollin**, Corporate Labour Relations Advisor, Centre of Expertise – Labour Relations

**Serge Viens**, Leader, National Projects, Centre of Expertise – Labour Relations

**GUESTS:**

**Joanne Lafortune**, Director, Compensation and Benefits, Human Resources Services Branch

**Martha Holmes**, Director, People Strategies, Human Resources Services Branch

**Heather Backhouse**, Senior Executive Director, Processing & Payment Services, [Western Canada and Territories](http://directories-annuaires.prv/ed-ae/index.cfm?APP=SEARCH&ACT=DISPLAY&DSP=SEARCH_ORGSTRUCT&LANG=E&RC=5600&dept=36) Region, Service Canada

**REGRETS:**

**Louis Beauséjour,** ADM, Integrity Services Branch

**Charles Nixon,** Chief Information Officer

**Gary Robertson,** ADM, Compliance, Operations & Program Development, Labour Program

**Annick Langlois,** DG, Operations Directorate, Human Resources Services Branch

**Jacques Paquette,** S/ADM Strategic & Service Policy Branch

**Grant Boland**, Labour Relations Advisor, ACFO

**Mathieu Delorme**, Lawyer, AJC

**Stan Buday**, President, National Consultation Team for ESDC, PIPSC

**Raoul Andersen**, Vice-President, ACFO

**Yves Durand,** Representative, ACFO

**Michelle Henderson**, National Executive Vice-President, CEIU-SEIC

**Linda Koo,** Labour Relations Officer, UNE – PSAC

**Lionnel Saurette**, Labour Relations Officer, CAPE

**Doug Marshall**, National President, UNE – PSAC

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| **ITEM** | **SUBJECT** | **ACTION / DECISION** |
| **1.** | **Opening Remarks and Approval** |  |
|  | Peter Larose and Marco Angeli welcomed members to the meeting.**Agenda** (Peter Larose):The agenda of the meeting was approved by the members. Jim McDonald indicated that he will discuss additional items during the roundtable if there was enough time during the meeting. |  |
| **2.** | **Pay Transformation Update** (Joanne Lafortune) |  |
|  | The transfer of pay services through Phoenix is expected to occur on April 21, 2015.  During the transition, there will be a “blackout” of the pay system and planning will be required for submitting pay transaction requests.  Furthermore, critical pay transaction will be actioned for example: * Starting salary payments for new employees; and,
* Stopping salary payments to employees to avoid overpayments.

 Monthly communication products will be issued to all employees from “human resources”.  Phoenix training will be available to all employees. |  |

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| **3.** | **Human Resources Programs, Policies, Guidelines and Tools** |  |
|  | **New Direction on Staffing** (Vicki Cunliffe):A presentation deck entitled “A New Direction in Staffing” was provided to all Committee members which included an overview of the Public Service Commission’s new staffing policy, delegation and oversight framework (see Annex A). In response to Jacques Perrin’s concern about possible favoritism with the new Public Service Commission’s staffing policy, Vicki Cunliffe responded that sub-delegated managers will be required to sign an attestation form for exercising their appointment-related authorities (see Annex B in presentation deck). Jim McDonald asked whether specific training is planned to be offered to union representatives. Vicki Cunliffe responded that the plan is to include union representatives in training sessions.Peter Larose indicated that he wants to engage the unions and seek their feedback on the new Public Service Commission’s staffing policy. A consultation date will be confirmed and will take place prior to March 2016.**Exit Survey** (Martha Holmes):A presentation deck entitled “Departmental Exit Survey” was provided to all Committee members which included the objectives of the exit survey, the administration and the design of the survey (see Annex B). The draft of the survey was also distributed to Committee members (see Annex C). Sebastien Rodrigues asked whether the Departmental Employment Equity Action Plan (DEEAP) and the Departmental Exit Survey could be shared with the unions. Sandra Webber confirmed that the DEEAP would be shared with the unions. Marco Angeli asked about the options to respond to the survey for employees who departed the Department. Martha Holmes responded that she will look into the option of a paper version of the survey for employees that have left the Department. Jim McDonald mentioned that a follow-up on the PSES survey results was apparently conducted in a Windsor office. Peter Larose indicated that we will look into this matter.  | The DEEAP was submitted to Sebastien Rodrigues. As for the Departmental Exit Survey, it was provided to the unions as part of the meeting material.A response was submitted Theresa MacInnis on this matter.A response was submitted to Jim McDonald on this matter.  |
| **4.** | **Progress Report on WFA** (Vicki Cunliffe) |  |
|  | Data on workforce adjustments was provided to all Committee members (see Annex D). As of December 14, 2015, there were a total of 106 workforce adjustment cases across the department. Most of these cases fall under the Ontario Region (35), the Human Resources Services Branch (24) and the Processing and Payment Services Branch (24). Jim McDonald mentioned that Passport is using agency staff to work in positions at the CR-03 group and level and is concerned that they are taking away jobs. He asked whether consideration could be given to affected employees at the CR-03 group and level in the National Capital Region. Vicki Cunliffe stated that she will share workforce adjustment data regarding affected employees in the National Capital Region with Steven Risseeuw. She also added that the Department continues to market affected employees on an ongoing basis.In response to Jim McDonald’s inquiry on the freeze of term employment, Vicki Cunliffe indicated that the department plans to review its decision by the end of the fiscal year. | A response was submitted to Jim McDonald. A follow-up will also be made with Mr. McDonald. A follow-up was submitted to Steven Risseeuw.  |
| **5.** | **Items for Future Consultations** (Sandra Webber) |  |
|  | New Direction in Staffing:* In January or February 2016, a consultation process on the proposed ESDC staffing policies and approaches will be organized and union members will be invited to attend.

Integrated Mental Health Framework and Action Plan:* In March 2016, a one-day event will be organized by the Implementation Working Group for the Integrated Mental Health Framework to discuss the implementation of the Mental Health Framework in the Department and its Action Plan. Union members will be invited to attend the event.
* Union members were reminder that they are invited to join the Implementation Working Group as a member.

Harassment Complaint Program:* In January 2016, a consultation session will be held to discuss the key improvements in ESDC’s formal harassment complaint process. Union members will be invited to attend the session in order to provide their feedback on the revised harassment complaint process.
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| **6.** | **Career Laddering** (Heather Backhouse) |  |
|  | Career laddering is an employee development and resourcing strategy that provides an alternative to the traditional competitive process. It addresses the issue of high performing staff who may have difficulty showcasing their qualifications through the traditional staffing process. The career laddering process includes the following steps: 1. A reference check is conducted to assess whether applicants meet the education, experience and competencies criteria.
2. Successful applicants are then selected based on “right fit” criteria to participate in a training and monitoring program.
3. Successful applicants from the training and monitoring program are placed into a fully qualified pool for future appointments.

See Annex E for further information on career laddering.Marco Angeli raised a concern on using references as part of “career laddering”. Heather Backhouse responded that the process involves looking at an employee’s performance record as a primary criterion to accept candidates. Marco Angeli also asked whether there is an appeal process available for employees. Heather Backhouse indicated that she is not aware of an appeal process, but that she will look into it. Sebastian Rodrigues asked how favoritism will be eliminated. Heather Backhouse responded that there is a thorough process in place and that “data” is based on performance and references. Jacques Perrin raised his interest in providing his input in the area of talent management.   | A follow-up was made with CEIU on this matter.Jacque Perrin’s interest has been noted.  |
| **7.** | **Round Table** |  |
|  | Jim McDonald asked why seniority lists cannot be posted. He also asked how the pilot project on telework in Ontario Region is being operated.Jim McDonald requested the list of essential services for the Department. Jennifer Hamilton replied that she will follow-up with him. Dean Corda enquired on whether other unions in addition to PSAC could be added to the e-mail from Peter Larose sent to all employees asking them to submit their contact information to their bargaining agents. | Currently working on Mr. McDonald’s enquiries and responses will be submitted to him.A response was submitted to Jim McDonald on this matter.Currently working on Mr. Corda’s enquiry and a response will be submitted to him. |