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| **Human Resources Union-Management Consultation Committee (HRUMCC)** |
| **Minutes of the June 25, 2015 meeting** |

***Management Representatives***

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

**Charles Nixon**, Chief Information Officer

**Steven Risseeuw,** Director General, In-Person Operations and Strategies

**Glenn MacDougall,** Director, Regional Operations and Compliance Directorate

**Ouassim Meguellati**, Director General - Special Projects, Strategic and Service Policy

**Joanne Leveille,** Director, Branch Management Services

**Jennifer Hamilton,** Director, Centre of Expertise - Labour Relations

**Guy Cyr**, Director, Workplace Management

***UNION REPRESENTATIVES***

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

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

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

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

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

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

**Yves Durand,** Representative, ACFO

**Lionel Saurette**, Labour Relations Officer, CAPE

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

**Dean Corda**, Member, National Consultation Team for ESDC, PIPSC

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

**Richard Balance**, Regional Vice-President, UNE - PSAC

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

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

***REGRETS***

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

**Louis Beauséjour**, ADM, Integrity Services

**Sandra Webber**, Director General, Centres of Expertise

**Annick Langlois,** Director General, Operations Directorate

**Susan Ingram**, Senior Director General, Service Canada College

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

**Mathieu Delorme**, Lawyer, AJC

**Rose Touhey**, Assistant Regional Vice President, Outside Canada, UNE - PSAC

***SECRETARIAT***

* **Sabrina Evans**, National Labour Relations Projects Coordinator
* **Elizabeth Blanchard,** Labour Relations Advisor

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| **ITEM** | **SUBJECT** | **ACTION / DECISION** |
| **1.** | **Welcome, Review of Agenda and Previous Meeting Minutes** |  |
|  | Peter Larose and Marco Angeli welcomed members to the meeting and invited them to say a few words of introduction as well as table any additional agenda items to be addressed at the end of the meeting.* 1. **Agenda**

The agenda was approved with the following additional items:1. Jacques Perrin from CEIU asked that Political Actions be added for the Round Table.
	1. **Minutes of the March 17, 2015 Meeting**

The minutes from the March 17th, 2015 meeting were approved with the addition of Yves Durand (ACFO) in the participants list. |  |
| **2.** | **Information / Discussion Items**   |  |
|  | * 1. **Veteran’s Hiring Act** (*Vicki Cunliffe*)

The *Veteran's Hiring Act (VHA*) takes effect on July 1, 2015. It will affect many staffing actions, both those underway and new ones to be initiated, in three ways: 1. Priority Entitlement: Veterans whose medical release is service-related are the first priority for all public service jobs.
2. Opportunities open to the Public: A veteran who meets the essential qualifications must be hired ahead of qualified Canadians. Asset qualifications, organizational needs and operational requirements can be used to select among qualified veterans.
3. Opportunities open to Public Service Employees: “Internal” advertised processes will include members of the Canadian Armed Forces and veterans. These candidates are also not subject to area of selection limitations, with the exception of employment equity considerations.

Clarification was requested regarding a situation where a veteran priority then becomes a priority due to WFA. Does that person retain his/her veteran priority status. The Committee members were informed that Vicki Cunliffe will look into this and would get back to them.  | Follow-up |

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| **3** | **Human Resources Programs, Policies, Guidelines and Tools** |  |
|  | **3.1 Essential Services** *(Jennifer Hamilton)*At the HRUMCC meeting that was held on March 17, 2015, members were provided with some high-level information on the ESDC Essential Services (ES) process. On April 4, 2015, Committee members were sent a deck outlining the communication strategy to inform employees, managers and bargaining agents on the ES process; the notification process, a list of ESDC essential programs and services as well as a list of the positions designated essential identified by Bargaining Unit and by Regions and Programs.Notifications were sent by email between April 27 and May 4, 2015 to employees occupying positions that were designated as Essential. Requests were made by Bargaining Units to receive a list of employees who received notification. A commitment was made to share these lists around late August 2015.Additional FAQs covering rights and responsibilities for employees occupying ES positions are currently being developed to provide clarity to those occupying ES positions. Peter Larose asked how the lists will be kept up to date. Ms. Hamilton explained that the report is an evergreen document and that her team is presently working on the administrative process. Jacques Perrin noted that National Vice-Presidents should be told ahead of time if they are occupying an ES position. Jim McDonald asked how unions will be kept up to date. Ms. Hamilton will look into the possibility of having quarterly updates with unions. There were also discussions regarding union members being identified as occupying essential services positions. At the last meeting, the following question was asked: “how can union representative be changed to a position that is not identified as essential?” Mr. Larose indicated that managers are responsible for determining if a switch can be made.**3.2. Message from the Values & Ethics (V&E) Champions : Open dialogue on Respectful and Healthy Workplace** (*Albert Tshimanga*)In the spirit of engagement, a series of discussions will be organized on “Creating and Sustaining a Respectful and Healthy Workplace” with ESDC communities of practice (YMAGIN-Youth Mandate for Greater Involvement; APN-Administrative Professionals Network; MCN-Managers Community Network; and ECN-Executives Community Network) and the bargaining agents to openly discuss this subject and how we can best work together to achieve a respectful workplace. Since receiving the Public Service Employee Survey (PSES) results, and subsequent article in the corporate newsletter “Intersection” as well as the V&E Champions’ blog, dialogues with employees have taken place and will continue to take place in order to ensure that employees’ concerns are heard and discussed. A corporate communication message was sent out on June 23,2015 to all employees, informing them of the upcoming dialogue sessions.Lionel Saurette voiced his disappointment in response to the PSES results.  He also noted that he has not heard of any action plan as of yet. Peter Larose explained that the PSES results as well as an action plan will be discussed at the NLMCC meeting which is scheduled for July 3, 2015.Jim McDonald noted that since some of the representatives are not part of the Department, they do not have access to intranet and communications sent to employees. Peter Larose committed to having any further employee communications sent to the Committee members via the HRUMCC secretariat.* 1. **ESDC’s Aboriginal Leadership Development Strategy** (*Vicki Cunliffe*)

While well-represented overall in the ESDC employee population, Aboriginal peoples in the EX category have been consistently under-represented in the ESDC workforce. ESDC’s *2013-2016 Diversity and Employment Equity Action Plan* includes a commitment to implement strategies/undertake special measures to develop the experience of Aboriginal employees in the EX feeder groups. As of June 23, 2015, a review of the ESDC’s Executive Population showed that Aboriginal peoples are under-represented by –7 in the EX category. In the Executive Feeder Group Population as of June 23, 2015, the Department currently has 14 Aboriginal employees at the EX minus one level and 42 Aboriginal employees at the EX minus two level that have self-identified.The Aboriginal Leadership Development Strategy that will be launched within the Department over the summer. This Aborigian Affairs and Northern Development Canada (AANDC) initiative is a tailored and innovative program to building leadership capacity among Aboriginal employees in EX feeder groups (EX minus 2, EX minus 1 and EX equivalent). The program offers participants over 45 days of training and development over a period of 15 months. The approximate cost per participant is $33,000, over two fiscal years adding that this does not include travel and hospitality for each participant. She explained that there is no language proficiency required to participate adding that participants remain in their substantive positions. Since the beginning of the program, 25% of graduates are now at the EX or EX equivalent level, 50% have had assignments at levels higher than their substantive position and 50% have been on the move (changed region/position). A call letter will go out to employees who have self-identified at the EX minus one and minus two levels, and selection to participate in the AANDC program will take place in the fall.Yves Durand asked whether there is a way to find out how many people are interested in moving up. Vicki explained that interest in the program will be known once the call letter goes out in late summer.Jacques Perrin asked how current the data is. Vicki confirmed that the statistics are current as of April 1, 2015.* 1. **Leave for union business** (*Jennifer Hamilton*)

Questions have been raised by the bargaining agents as to why an employee leave without pay for union business for a period of 5 days or more is temporarily struck of strength. This is a government wide process and will be the practice when compensation is transferred to Miramichi. In the interim, while ESDC manages the process, if the unions are aware of situations where this is occurring they may contact Jennifer Hamilton to see if there is anything that can be done to help. A question was raised by Dean Corda and Stan Buday (PIPSC) related to using vacation leave for union business. The collective agreement does not indicate what an employee can or cannot do during his/her vacation. Therefore, an employee could consider using vacation leave for union business. It is important to note that, the employee still has the responsibility to abide by the Values and Ethics Code for the Public Sector even outside of work.  This leave is granted subject to operational requirements as would be a leave without pay for labour relations matters.The provision for Vacation Leave under Article 15.05 of the Computer Systems (CS) collective agreement reads as follows:***Article 15.05****(b) The Employer reserves the right to schedule an employee’s vacation leave but shall make every reasonable effort:**(i) to provide an employee’s vacation leave in an amount and at such time as the employee may request;**(ii) not to recall an employee to duty after he has proceeded on vacation leave.*  |  |
| **4.** | **Progress Report of WFA**  (*Vicki Cunliffe*) |  |
|  | As of June 19, 2015, there are 183 active WFA situations. There are 2 upcoming layoffs, and currently 45 layoff priorities are being marketed by the Public Service Commission via the Priority Information Management System.Peter Larose added that the WFA numbers are decreasing.Jacques Perrin wanted to commend Benoit Long. Since his arrival to the department, there has been excellent communication regarding workforce matters within PPSB.Jim McDonald asked for information on WFA situations in the Passport Program and if there were to be any staff reduction. Steven Risseeuw clarified that the Passport Modernization Initiative has nothing to do with WFA.  |  |
| **5.** | **Round Table** |  |
|  | Jacques Perrin informed the Committee members that as we are approaching a volatile time in terms of collective bargaining, there will probably be some employees wearing “Respect” shirts or buttons at work. Mr. Perrin wanted to know if this would be permissible. Jennifer Hamilton responded the message shared with employees is that the content and the tone of t-shirts and buttons must be in line with the employer’s policies and cannot negatively impact the employer’s interests, reputation or operations. TBS is supporting departments in determining what is acceptable and what is not and that it is determined on a case-by-case basis. Peter Larose asked that the messages from Human Resources Services Branch be shared with members. Jim McDonald asked whether candidates in Immigration and Passport Call Centers will be merged. Peter Larose indicated that this is not happening. Yves Durand mentioned to HRUMCC members that he has served Canadians for the last 34 years and has done so with competence and proudness. He also stated that when management mentioned that their strength is their employees, he believes them. He would have liked for the Clerk to tell political leaders “that employee are not lazy”.Sebastian Rodrigues offered congratulations to Peter Larose for receiving the Public Service Award for Management Excellence. He also thanked Vicki Cunliffe for the work that is being done on the Aboriginal Leadership Development Strategy.Peter Larose asked that the documents that were handed out at the meeting be sent to those attending via teleconference and videoconference.Meeting adjourned at 2:00.  | Follow-up |

**APPENDIX A – FOLLOW UP**

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| **2.1 Veteran’s Hiring Act**Clarification was asked about a veteran priority that becomes a priority due to WFA, does the person retains his/her veteran priority status? Answer: The veteran provisions apply for a period of five years after their release date and only until such time as the veteran has received an indeterminate appointment to the public service. Individual situations would need to be reviewed on a case-by-case basis to determine whether someone would still be considered a veteran for the purposes of the provisions of the VHA.**5.1 Roundtable**Peter Larose asked that the following messages from Human Resources Services Branch be shared with members:**HRinfo Acticle: Showing Support in the Workplace:**As you know, negotiations are currently underway with many of the bargaining agents in the federal public service. Questions are arising as to what is permitted in the workplace for employees to show their support for their respective unions. Employees are permitted to wear buttons, pins, stickers, bracelets and t-shirts to support their bargaining agent during the collective bargaining process. The content and the tone of these accessories must be in line with the employer’s policies and cannot negatively impact the employer’s interests, reputation or operations. Similarly, employees’ accessories must be relatively discrete and worn appropriately in support of their bargaining agent. It is also important to note that employees are permitted to put information only on the bargaining agents’ bulletin boards and not anywhere else on the employer’s facilities. Need more information? Please consult the Treasury Board website at: <http://www.tbs-sct.gc.ca/lrco-rtor/collective/lru-mnc/faq-eng.asp>**What you need to know about Peaceful Demonstrations:**As you know, negotiations are underway between the Treasury Board and several Bargaining agents. It is important to remember that the current collective agreements are still in effect. Peaceful demonstrations by employees for the purpose of supporting their bargaining agent during negotiation are permitted by law. These must, however, occur on the employees’ own time (breaks, lunch and before/after working hours). It is important to note that only peaceful job actions are anticipated within the near future. During such demonstrations, employees are expected to report to work as scheduled and perform their duties as usual. The following actions are not appropriate during the collective bargaining process:* blocking of access to premises,
* trespassing on or damaging of government property,
* the use of force or threats of violence, or
* obstruction of the public or other employees from entering or leaving premises,

If you notice any of these actions, or have any other questions related to this topic, please communicate with Labour relations using the form at the following address: <http://hrsc-csrh.prv/WebForms/NewRequestForm.aspx>. Further resources to assist you during this period will be shared during the upcoming months. |