**Minutes**

**Human Resources Union Management Consultation Committee (HRUMCC)**

**Meeting held on March 4, 2014**

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| **In Attendance** | |
| **CO-CHAIRS** | |
| Peter Larose (HRSB) - Chair | Steve McCuaig (CEIU) |
| **MANAGEMENT REPRESENTATIVES** | **UNION REPRESENTATIVES** |
| Sandra Webber (HRSB) | Sebastien Rodrigues (CEIU) |
| Jennifer Hamilton (HRSB) | Lionel Saurette (CAPE) |
| Annick Langlois (HRSB) | Jacques Perrin (CEIU) |
| Mary O’Neill for Carolina Giliberti (SC) | Stan Buday (PIPSC) |
| Claude Tremblay (CFOB) | Dean Corda (PIPSC) |
| Louis Beauséjour (ISB) | Luc Pomerleau (CEIU) |
| Charles McColgan for Charles Nixon (IITB) | Rose Touhey for Jim McDonald (UNE) |
| Steven Risseeuw (PC) | Mathieu Delorme (AJC) |
| Annik Wilson (ROC – LP) | Chloé Jobin-Charbonneau (PIPSC) |
|  | Linda Koo (UNE) |
| **REGRETS** | |
| Carolina Giliberti (SC) | Jim McDonald (UNE) |
| Charles Nixon (IITB) | Richard Ballance (UNE) |
| Louis Beauséjour ( SC – ISB) |  |
| **PRESENTERS AND INVITEES** | |
| Marie-Claude Pelletier, a/DG, Strategic Directions | |
| Michel Nadeau, Director, Office of Informal Conflict Management | |
| **HUMAN RESOURCES UNION-MANAGEMENT SECRETARIAT** | |
| Sabrina Evans | |
| Sylvie Moreau | |

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| **ITEM** | **SUBJECT** | **ACTION / DECISION** |
| **1.** | **WELCOME, REVIEW AND APPROVAL OF AGENDA AND MINUTES** |  |
|  | Peter Larose, Chair, welcomed members to the meeting.  **1.1 Agenda**  The agenda was approved with the following additional items:   1. Stan Buday: Regional AWA guidelines 2. Mathieu Delorme – Performance Management 3. Steve McCuaig and Stan Buday: Requests from National Vice-President in New Brunswick for information from IITB 4. Charles McColgan: Introduction to Shared Services Canada email transfer initiative.   **1.2 December 3, 2013 meeting minutes**  The minutes of the December 3, 2013 meeting minutes were approved pending comments from Lionel Saurette on item 4.1, and the addition of Rose Touhey’s name in the participants list. | Lionel had no comments. Rose’s name was added to the list of participants  **(completed 28-05-14)** |
| **2.** | **HUMAN RESOURCES PROGRAMS, POLICIES, GUIDELINES AND TOOLS** |  |
|  | **2.1 Active offer of ICMS at the initiation of a grievance file – M. Nadeau / A. Langlois**  Michel Nadeau noted that the Office of Informal Conflict Management (ICMS) seeks to be pro-active in the grievance process as was recommended by a previous union-management consultation working group reviewing grievance processes. Annick Langlois explained that when a grievance is filed, an offer of ICMS is automatically sent to the manager as well as to the grievor by the Human Resources Service Centre.  Chloé Charbonneau-Jobin noted that although the experience she had with ICMS has been positive, participants are not always in person. She suggested that having everyone in the room, as opposed to via teleconference, would make a difference. Michel Nadeau assured that it is not always necessary for all participants to be present in the same room for mediation to be successful.  Mathieu Delorme expressed concern that some employees feel that they are obliged to participate in informal conflict resolution. The proactive offer must be clear that the service is voluntary.  Linda Koo inquired as to where the ICMS offices are located. Michel Nadeau noted that there are offices in: Fredericton, Toronto, Edmonton, Vancouver, Winnipeg and Gatineau.  Lionel Saurette expressed concern that contacting the employee with an offer of ICMS before sending it to the union representative is not aligned with the collective agreement. He also noted that not all grievances, in his view, should be referred to ICMS, the context should be taken into consideration prior to sending the offer to the parties involved. The process flow will be reviewed in light of this concern and reported back at a future meeting.  Upon request from the bargaining agents, Sandra Webber committed to have the link to the ICMS services forwarded by the secretariat.  Jacques Perrin thanked Michel Nadeau and his team for their excellent services.  **2.2 Learning Framework – M-C. Pelletier**  Marie-Claude Pelletier opened the discussion noting that the learning culture of an organization affects its business results. High performing organizations (HPOs) have a learning culture that encourages individuals and the organization as a whole to increase knowledge, competencies and performance. To become a higher performing organization, ESDC will be adopting a learning framework that will foster an organizational culture where learning is integrated into everyday work, encouraged and modeled by leadership, and used to support workforce planning as well as performance and talent management. The proposed framework will anchor a corporate learning strategy that will emphasize on-the-job learning with a view to preparing the organization for the challenges that lie ahead as we evolve towards a flexible, technology-enabled and project-based organization.  ESDC’s next step is to develop a Learning Strategy, which would be phased over three years. Early deliverables in the development of this strategy could include: identifying and planning to address skill shortages or acquiring new required skill sets to meet business goals at present and in the future, the implementation plan, which will address departmental learning priorities and include performance measurement and evaluation frameworks and providing the tools and an employee engagement plan aimed at emphasizing and encouraging informal and on-the-job learning.  Sébastian Rodrigues asked whether employees with disabilities are considered in learning plans. Marie-Claude responded that yes, the needs of persons with disabilities would be considered in the development of the action plan.  Steve McCuaig asked if soft skills at the management level are being assessed, commenting that the department needs to be more proactive. Marie-Claude Pelletier agreed this is an important area of learning and noted that the learning plan is the vehicle for management learning needs to be identified and addressed.  **2.3 Implementation of the Policy on Conflict of Interest and Post-Employment – S. Webber**  Sandra Webber noted that Treasury Board Secretariat Policy on Conflict of Interest and Post-Employment came into force on April 2, 2012 and is applicable to the core public administration. This policy provides direction and measures to assist organizations and public servants in effectively addressing real, potential and apparent conflict of interest situations which may arise during and after employment in the public service.  She explained that at ESDC, Phase 1 implementation will involve designating all EX and EX minus 1 (and equivalents) positions as subject to the one-year post employment measures. This, due to the position level of responsibility, delegated authority to make recommendations and decisions and the level of visibility in the organization. Phase 2 of the implementation will see the Office of Values and Ethics conduct additional consultations with branches and regions to determine if other, unique positions pose a risk for a post-employment conflict of interest and designate these additional positions, if applicable.  Lionel Saurette sought clarification that the item was presented for the information of bargaining agents and not for consultation/input. Peter Larose confirmed the item was tabled for bargaining agent information only. | Provide ICMS link to bargaining agents. **(completed)** |
| **3.** | **INFORMATION ITEMS** |  |
|  | **3.1 Passport Canada Transfer Update – S. Risseeuw**  Steven Risseeuw noted that following discussions with CIC, 95 employees will be transferred to ESDC on April 1, 2014. These employees are primarily from the enabling services and will fill enabling services functions at ESDC.  It was noted that a “Meet and Greet” will be held March on 13, 2014 for these transferring employees.  Luc Pomerleau requested a copy of high level organization charts. Steven Risseeuw agreed to do so.  Chloé Charbonneau-Jobin also requested a breakdown of employees from Passport for each bargaining agent. Peter Larose committed to provide this information. | Provide a high level Passport Program organization chart to union members.  Provide a breakdown of Passport Program employees per bargaining agent.  **(not completed awaiting for reply)** |
| **4.** | **Additional Items for discussion** |  |
|  | **4.1 HRSB Tiered Business Model – Communications Approach for Grievance Administration – L. Pomerleau / J. Hamilton**  Luc Pomerleau asked who the contacts are in the HR Branch for the Tiered Business Model as it relates to grievance administration. Jennifer Hamilton said that Tier 3 (LR Ops) manages grievances at the 1st and 2nd level. Tier 4 (Corporate LR) manages 3rd level grievances. Jennifer Hamilton committed to circulating who the contacts are for each tier. She added that when a grievance is submitted, an email is generated identifying the person responsible for the grievance.  **4.2 Union of National Employees Issues – L. Koo**  Linda Koo inquired if the ESDC Telework directive applied across the department, including Labour Program. It was confirmed the Telework directive applies department wide. Annik Wilson further explained that the Labour Program put in place a Mobile Work directive to reflect the unique situation of mobile workers who are called upon to work from a client sites at variable times which is different from Telework situations in which employees are authorized to work set days from a home office.  Linda Koo inquired when employees in the TC occupational group can expect to receive copies of the TC Collective Agreement. Jennifer Hamilton explained that all collective agreements are available on line on the PWGSC website. Jennifer offered to share the link with members. Linda Koo noted this did not substitute a paper copy required under the collective agreement and reiterated that employees are to be provided with a paper copy.  **4.3 Regional AWA guidelines – S. Buday**  Stan Buday noted that alternative work arrangements (AWA) requests appear to be approved / treated in a “blanket” fashion notwithstanding that bargaining agents have been assured they are treated on a case by case basis. Mary O’Neil noted that within Service Canada, regions have developed approaches to address numerous requests for AWA that cannot all be accommodated given operational requirements. These approaches have been shared with employees. Service Canada regions are sharing their approaches to determine if a common approach would be advisable. Stan Buday asked whether a common approach/guideline would then be applied consistently across the department, from region to region. Mary O’Neill explained that the application could be expected to vary given different regional and business contexts. Steve McCuaig noted that CEIU is looking for a National approach and does not support region specific approaches.  **4.4 Mandatory Performance Management – M. Delorme**  Mathieu Delorme noted that his members are exempted from certain aspects of the new TBS program given their collective agreement and that these differences needed to be respected.  **4.5 NVP in New Brunswick not getting information from IITB – S. McCuaig**  Steve McCuaig noted that the NVP in New Brunswick has asked IITB to provide her with a list of employees and this has been denied notwithstanding that such lists were provided in the past. Charles McColgan and Peter Larose agreed the list could/would be provided.  **Introduction to Shared Services Canada Email Transformation Initiative – C. McColgan**  Charles McColgan informed the committee that the email transformation initiative will take place in 3 phases. Employees of 43 government agencies will have a new email address. The new email address will be the employee’s name @canada.ca.(ex: [john.doe@canada.ca](mailto:john.doe@canada.ca)).  Steve McCuaig asked what the practice will be for employees with a common name. Charles McColgan explained that a protocol will be in place to address this. | Provide a contact list for grievance representatives at each service tier.  **(Completed – Tier 3 is preparing the list – Tier 4 has been sent on 03-06-14)**  Follow up regarding ESDC approach to AWA guidance at a future meeting.  Provide list of IITB employees to CEIU. **(Completed – list was sent on 28-05-14)** |
| **5.** | **ROUND TABLE** |  |
|  | Jacques Perrin noted that employees on long term disability who are required to make a decision about returning to work should be reminded that they need to take seriously the timelines set out.  The meeting was adjourned at 2:35 p.m. |  |