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| **RECORD OF DISCUSSIONS AND DECISIONS**  **Labour Program Union-Management Consultation Committee**  **(LPUMCC)** |
| **Meeting of April 25, 2016** |

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| **ATTENDANCE** | |
| **Management Co-Chair** | **Union Co-Chair** |
| **Anthony Giles**,ADM, Policy, Dispute Resolution and International Affairs,  for **Lori Sterling,** DM, Labour | **Doug Marshall**,National President, UNE - PSAC |
| **Management Representatives** | **Union Representatives** |
| **Lyne Bourget**,DG, Strategic Integration, Planning and Renewal Directorate | **Ryan Kelly**,President Local 514, CAPE |
| **Annik Wilson**, DG, Regional Operations and Compliance Directorate | **Linda Koo**,Labour Relations Officer, UNE - PSAC |
| **Guests** | |
| **James Gilbert**, ADM, Public Affairs and Stakeholder Relations | |
| **Catherine Lappe**,DG, Citizen Services and Program Delivery, Western Canada and Territories Region | |
| **Human Resources & LPUMCC Secretariat** | |
| **Jennifer Hamilton**, Director, Centre of Expertise - Labour Relations | |
| **Serge Viens**, Leader, Human Resources National Projects, Centre of Expertise - Labour Relations | |
| **Annick Rollin**,Labour Relations Advisor, Centre of Expertise - Labour Relations | |
| **Sabina Suljik,** Labour Relations Advisor, Centre of Expertise - Labour Relations | |
| **Penda Fatou Dicko,** Project Coordinator, Centre of Expertise - Labour Relations | |
| **Regrets - Management Representatives** | **Regrets - Union Representatives** |
| **Lori Sterling**,DM, Labour | **Stan Buday**,President, National Consultation Team for ESDC, PIPSC |
| **Gary Robertson**,ADM, Compliance, Operations and Program Development | **Lionel Saurette**, Labour Relations Officer, CAPE |
|  | **Emmanuelle Tremblay**, National President, CAPE |

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| **ITEM** | **SUBJECT** | **ACTION / DECISION** |
| **1.** | **Opening Remarks, Approval of Agenda and Previous Meeting Minutes** |  |
|  | Anthony Giles and Doug Marshall welcomed members to the meeting.  Approval of Agenda:  Linda Koo asked that three items be added on the agenda. These items are: 1) mental health training, 2) Public Service Employee Survey (PSES), and 3) Personal Protection Equipment.  The agenda of the meeting was approved by the members.  Approval of Minutes:  The minutes of the meeting of November 16, 2015 were approved by the members. |  |
| **2.** | **Mobile Worker Framework** (Annik Wilson) |  |
|  | The Mobile Worker Framework (Framework) is an agreement that is applicable to 117 employees in the Labour Program. These employees are Occupational Health and Safety Officers and Labour Affairs Officers who work outside their work premises.  The Framework specifies the number of days per week an employee can work outside the office and number of days they must work in the office. For instance, a general work week for a mobile worker has been defined as working one day in the office and one day outside the office. For the remaining of the days during a work week, the employee must have an arrangement with his/her manager.  In terms of the next steps, the extent of the application of the Mobile Worker Framework will be monitored on a monthly basis. A document on questions and answers (Qs and As) on the Framework will be distributed to employees. There will also be a video conference organized in the Quebec Region for employees, union representatives and managers concerning the Framework.  Doug Marshall (UNE) asked about the specific number of employees that are under the Framework agreement. Annik Wilson replied that 117 employees out of a total of 170 employees in the Labour Program are part of this agreement. She added that new employees are not necessarily included in the number of 117 employees that are part of the agreement. |  |
| **3.** | **Diversity Champion’s Update** (James Gilbert and Catherine Lappe) |  |
|  | A presentation deck entitled “Diversity @ ESDC – Update from Diversity Champion/Co-Champions” was provided to Committee members. The deck includes the key themes emerging from employee engagement sessions and the up-coming priorities and areas to focus (Annex A).  James Gilbert mentioned the need to take into account diversity in staffing processes. For instance, we need to remove barriers for employment equity groups in employment opportunities. We also need to monitor statistics on recruitment of employment equity groups and analyse thoroughly related data.  Catherine Lappe informed members that the Department is supporting an Aboriginal employee that is part of a staffing process. She also mentioned activities in the Department on diversity, including the National Aboriginal Day in June and an armchair discussion targeted towards gay, lesbians and transgender employees.  Linda Koo (UNE) asked the following three questions:   1. How the work on diversity is incorporated in the human resources plan? 2. How is the new staffing regime dealt with given that there is more leeway for managers and less scrutiny by the Public Service Commission? 3. Is mental health included in discussions about diversity?   Annik Wilson responded to the first question by stating that there is a governance in place to ensure that concrete actions are embedded in the human resources plan. She added that this work will be accomplished with human resources.  Mr. Gilbert answered the second question by stating that he sees the new staffing regime as bringing opportunities as well as risks. He added that we will need to be mindful on focusing on our valued and ethics to create an environment where diversity will flourish.  The third question was responded by Lyne Bourget by saying that there is a lot of activities in the department that incorporate mental health and diversity, including the armchair discussion targeted towards gay, lesbians and transgender employees  Annik Wilson enquired on doing Labour Program targeted recruitment for Aboriginal employees when departmental targets are met.  Ryan Kelly (CAPE) asked about the availability of data to assess how employment equity groups are doing in terms of their performance assessment results.  Mr. Giles invited union members of the LPUMCC to send an e-mail to Mr. Gilbert or himself regarding requests of employees for accommodation measures, such as prayer rooms. |  |
| **4.** | **Update : Human Resources Services Transformation (Phoenix)** (Jennifer Hamilton) |  |
|  | The official roll-out of the new pay system Phoenix started today (i.e., April 25, 2016). All pay accounts have been transferred to Miramichi. The data accuracy of those accounts is at 99%. There was also a new release of PeopleSoft today.  There were many communication activities and products addressed to employees and managers in the Department concerning the release of Phoenix. These include presentations to managers, Intersection articles and HR Info Bulletins. There was also on-line training offered for managers.  To address any pay and benefits issues related to the new pay system, a comprehensive help line (Human Resources Service Centre) has been implemented for staff. There is also a liaison office that has been created in the Department that includes experts in the area of compensation and benefits. Jennifer invited union representatives that are members of the LPUMCC to contact her if they have any pay issues from employees that needs to be address.  Doug Marshal (UNE) mentioned that other Departments have faced several issues with the roll-out of Phoenix, but it may be a different situation with Employment and Social Development Canada (ESDC). He also indicated that UNE has instructed their members to contact the 1-800 enquiry line, their supervisor, their union representatives or HR to address their pay issues.  Jennifer Hamilton asked union members of the LPUMCC to keep her in the loop in terms of employee pay issues related to the implantation of Phoenix. |  |
| **5.** | **Labour Program’s 2016-2017 Program and Policy Priorities** (Anthony Giles) |  |
|  | The priorities of MaryAnn Mihychuk, Minister of Employment, Workforce Development and Labour, include the following:   * Increase the number of good quality, permanent jobs for younger workers; * Allow workers to formally request flexible work arrangements from their employers; * Ensure that federal institutions are workplaces free from harassment and sexual violence; * Develop a Poverty Reduction Strategy; and, * Implement a modern Faire Wages Policy.   Minister Mihychuk’s priorities are outlined in their entirety in her Mandate Letter. The Mandate Letter is publicly available. |  |
| **6.** | **Round Table and Closing Remarks** |  |
|  | Personal Protection Equipment (Annik Wilson):  An update was provided on the personal protection equipment for Occupational Health and Safety Officers and Labour Affairs Officers. A total of 67 employees have received a jacket and 53 employees have received a parka. A potential challenge for the near future is that the Department may not be able to obtain the coats through Transport Canada. The Department may have to conduct its own procurement process with Public Services and Procurement Canada (PSPC).  Annik Wilson asked that union members of the LPUMCC inform her on what their members need in terms of personal protection equipment, if their needs have not been addressed.  Occupational Health and Safety (OHS) Audit (Annik Wilson):  The internal Audit of the OHS business line was conducted as per the departmental schedule of audits. The Audit report, including recommendations will be published in the fall.  Post Public Service Employee Survey (Lyne Bourget):  There have been numerous initiatives conducted on the Public Service Employee Survey (PSES) results in the Labour Program. Examples include the following:   * Annual Town Hall meetings; * Quarterly Meetings between managers; * Dragons events * Labour Program Awards of Excellence * Deputy Minster’s “Café entre nous”   Managers are expected to implement actions plans to address the PSES results.  The PSES follow-up survey in the Labour Program will be conducted by IITB. Employees will be invited to participate on a voluntary basis. To ensure that responses of employees remain anonymous, the results will be aggregated.  Doug Marshall asked whether Statistics Canada was considered to conduct the follow-up survey. Ms. Bourget replied that Statistics Canada was considered, but their cost was too high.  Linda Koo (UNE) asked about what is being done to change the culture and attitude. Ms. Bourget responded that there are many initiatives that have been implemented, including tow-way dialogue between managers and employees, training on harassment prevention and on mental health.  Mental Health (Lyne Bourget):  Mental Health is a priority for senior management. For instance, Lori Sterling (Deputy Minister, Labour) and Sara Filbee (Assistant Deputy Minister, Atlantic Region) are both involved with the ESDC Integrated Workplace Mental Health Framework Implementation Committee.  There have been a number of initiatives conducted on mental health in the Labour Program. Examples include the following:   * *Mental Health First Aid* training was offered in 18 sessions in fiscal year 2015-2016. * *A fair on mental health was conducted in January 2016* * *Mental health was discussed during a Town Hall meeting in February 2016;* |  |