

DFO – NCR
Regional Union Management Consultation Committee

January 16, 2008

Record of Discussion

Attending:

David Delcorde	Director, NCR HR Operations
Amy Guindon	Executive Assistant, NCR HR Operations
Michel Alarie	Regional Leader, Labour Relations
Melissa Black	Labour Relations Assistant, NCR
Barbara Labelle	Director Operations, Audit and Evaluation
Marian Hubley	Director Client Services, Communications Branch
Robert Elliot	Director, Economic Analysis and Statistics
Neil Shaughnessy	Director, Program Planning, Oceans and Habitat
Andrea Raper	Director, Strategic Management Branch, Science
Suzanne Gratton	Executive Advisor, Fisheries and Aquaculture
Suzan Molinski	Director, EX Group Services, HRCS
Stephen Peck	Director, Seagoing Personnel Management, CCG
Sylvie Buendia-Riva	Director, Program Planning and Coordination, HRCS
Margaret Fortin	Executive Director, VICR
Lise Sincennes	Director, Classification Renewal
Pamela Burns	Local Vice President – UEW Local 70713
Terry Fanning	Regional Vice President – UEW NCR
Allison Burke	PIPSC Steward
Sylvia Collins	Local President - UCTE Local 70703
Allan Stead	CAPE
Darlene Brown	Regional Vice President, PSAC

Regrets:

Denise Giroux	PIPSC Employment Relations Officer
Roger Doucett	IBEW – Local 2228
Richard Thibert	UCTE – Local 70703
Stephanie Blouin	PIPSC
Bill Doubleday	Director General, Economic Analysis and Statistics
Rotha Lennox	PSAC – Environment Component

1. Opening Remarks

The Chair of the meeting, Regional Vice President for the Union of Environment Workers (UEW) Component of PSAC, welcomed participants to the first NCR-UMCC meeting of 2008. The members were then invited to introduce themselves and add any additional agenda items. No additional items were added to the agenda.

2. Review of the October 17th, 2007 Record of Discussion

The Committee members were invited to review the October 17th, 2007 Record of Discussion (ROD). The ROD had been distributed to members before the January 16, 2008 meeting for review and comments, and as such, no additional comments or changes were suggested at this time. The ROD was therefore approved and signed by the Regional Director, Human Resources Operations and the Regional Vice President, PSAC-UEW.

[**Action:** Post the October 17th, 2007 Record of Discussion on the DFO-NCR Intranet.]

3. December 13, 2006 Record of Discussion

At the October 17, 2007 meeting it was discussed that an ROD was not created for the December, 13, 2006 NCR-UMCC. It was agreed that a record should be created for the December meeting. Anyone who attended this meeting and has notes would forward them to NCR Labour Relations Assistant. An ROD was subsequently created and a draft was provided to members. Before finalizing and approving the December 13, 2007 ROD, members were once again invited to submit any notes from this meeting and a final and translated copy will be submitted for approval at the next NCR-UMCC meeting in April, 2008.

[**Action:** Provide meeting minutes from the December 13th, 2006 NCR-UMCC to the NCR Labour Relations Assistant. Finalize ROD by the next meeting.]

4. NCR-UMCC Terms of Reference: Changes/Updated Version

As the NCR-UMCC Terms of Reference (TOR) were not fully updated since the October 17, 2007 meeting, a UEW representative suggested that we create a sub-committee to finalize the TOR. The members of the NCR-UMCC were invited to volunteer for the sub-committee; it was decided that the committee will include the following members:

- David Delcorde
- Michel Alarie
- Melissa Black
- Allan Stead
- Pamela Burns
- Allison Burke

- Sylvia Collins

In an effort to accommodate each of the member's busy schedules, the TOR will likely be finalized through e-mail within a one-month period.

[**Action:** NCR Labour Relations Assistant to initiate and facilitate the Sub-committee's efforts towards completing the TOR. Present finalized TOR at the next NCR-UMCC meeting].

5. Leave with or without Pay for Other Reasons

This agenda item was raised as a pending action item from the last meeting, when the union representatives had requested a breakdown by sector of leave with or without pay (LWOP) for other reasons. The NCR Regional Labour Relations Advisor addressed this topic. He informed the members that a review of the situation revealed that LWOP for other reasons was often being used inappropriately and in violation of the collective agreement. This provision should only be used in rare and unique circumstances, and not for reasons that are already covered by other provisions in the collective agreements.

The NCR Regional Labour Relations Advisor indicated that a review of the current regional usage of LWOP for other reasons confirms that the number has significantly declined over the past year. This is seen as a positive indicator, suggesting that the message from human resources has been reaching managers. Human Resources will, however, continue monitoring the use of this provision.

At this point, a UEW representative asked if Human Resources discovered whether this leave provision is more frequently related to leave *with* or *without pay*. The NCR Labour Relations Advisor confirmed that it was leave without pay.

The CAPE representative asked if the reasons a request for the leave without pay are looked into at the time of the request. The NCR Labour Relations Advisor responded in the positive, confirming that it is essentially for the delegated managers to sign off on this type of leave. He also noted that if you look at the delegation of authority to approve LWOP for other reasons, only certain delegated managers are permitted to sign off on leave with and without pay; generally it is the EX's, and therefore we have to ensure that it is them who are approving of this leave.

6. Labour Relations Training for Managers/JLP Courses

This item was carried over from the last meeting as there were pending issues which required further discussion. At the request of the union, a list of participants at this training by sector, was provided to each Committee member. One of the UEW committee members asked whether it was possible to have an updated spreadsheet with comparative numbers, comparing the number of participants against how many managers/supervisors there are in each sector. It was agreed that this would be very labour intensive and that we should be focusing our energy on getting participation.

The Regional Labour Relations Advisor, who delivers the training, informed the participations that the training is going well, and that he is receiving positive feedback from the participants. In October 2007, the UCTE representative asked whether this training could become mandatory. The Regional Labour Relations Advisor responded that they are currently exploring the feasibility of making the training mandatory. It will, however, will be difficult because the rational for mandatory training is stringent. The Regional Labour Relations Advisor suggested that since this training requires a lot of preparation time, the cost be aligned with the next training cycle. As the numbers for this training cycle are declining, the participants were informed that there will only be one more round of sessions if there is a clear commitment for participation. One of the management representatives, suggested that we be proactive with the training by sending invitations directly to management. The Director, NCR Human Resources Operations responded that they discussed setting up one-on-one meetings with the DG's within the NCR to discuss the merits of this training and to encourage their commitment.

The UCTE representative suggested that we include these modules on the Department's roll-out of the mandatory requirements under the Treasury Board Policy on [Learning, Training and Development](#).

The Coast Guard Sector representative advised that he will discuss the Labour Relations training at the next fleet meeting in order to encourage participation.

The Executive Director, Values, Integrity and Conflict Resolution asked whether the "LWOP for other reasons" provision is ever discussed during the Labour Relations training sessions, and the Labour Relations Advisor responded that it is during Module 3 – Collective Agreements/Terms and Conditions of Employment.

Not all union representatives received copies of the Labour Relations training presentations and schedule. The Labour Relations Assistant will send them out again to ensure that they each receive the presentations.

At the October meeting, a union representative asked if the JLP courses and the number of participants from DFO was tracked. The NCR Labour Relations Advisor responded that the information was tracked, but that this is something that should be encouraged more. He further advised that his group is developing an action plan to address this issue.

[**Action:** 1. Ensure that all union representatives receive the Labour Relations training presentations. 2. HR to look into whether they are tracking JLP course participation].

7. Current work Descriptions and Reclassification Delays

This item was on the agenda at the October, 2007 meeting, however it was deferred to the next meeting so that a representative from OCCOE could attend the meeting and address the union's concerns. The Director, Classification Renewal attended the meeting to address the UEW's questions with respect to the status of generic work descriptions. The

Director informed the participants that they provide the unions with monthly status on the National Model Work Descriptions (NMWD). They now currently have 300 models and variants classified, which covers between 5500-6000 positions in DFO. This is significant progress. The NMWD was on the list of priorities at the DMC as an area to focus on. They are currently preparing to update the DMC next week, and the Director offered to share that update with the unions. The participants were also informed that the OCCOE posts the classified models on the intranet site and are available to all staff for viewing.

8. Acting Pay

The NCR Director, HR Operations spoke to this agenda item. He informed the participants that some of the delays are workload related. In recognition of this, he will be designating an employee to deal with short term actings and casuals. No one has been designated at this point, and he is looking into this now; nonetheless, there will be continuing improvement into the future. The UCTE representative then asked if part of the reason for the backlogs in HR has to do with an HR shortage. The Director responded positively, indicating that there is a higher demand than there are available resources, but this is not anything that they cannot managed.

9. New Employee Orientation Sessions

Two outstanding issues remained from the last meeting in October. The two issues were related to the New Employee Orientation Sessions. First, the union representatives discussed that they were not provided with adequate time for introductions and/or giving a short presentation during these sessions. The Director, HR Operations has since looked into this issue and is committed to ensuring that the union representatives are provided with sufficient time for their presentations at all future administrative versions of the New Employee Orientation Sessions. Second, during the last meeting, the union representatives had asked whether it was possible to be provided in advance with a list of the employees that will be attending the New Employee Orientation sessions. The NCR Labour Relations Advisor agreed to provide each union with a list of their members.

Lastly, one of the UCTE representatives stated that she has not been receiving invitations for these sessions. The Director, HR Operations assured the union representatives that they will each receive the invitations.

[**Action:** HR Operations to provide a list of New Employee Orientation Session attendees.]

10. NCR Labour Relations Symposium

The issue of a NCR Regional Labour Relations Symposium was raised at the last meeting. Participants are supportive of hosting a regional Symposium and suggested it take place before the 2008 National Labour Relations Symposium. At this time, the Regional Labour Relations Advisor pointed out that holding a regional symposium in the

NCR would create a lot of overlap. Nonetheless, NCR HR Operations is committed to the suggestion, but would need to see commitment from management before the symposium is scheduled. The Labour Relations Advisor also stated that the topics and issues that are usually addressed at the national level are also relevant to the NCR region as it is headquarters for the Department. The PIPSC representative stated that the symposium is important for more reasons than just the content. It provides an opportunity to build relationships within the region. At the last National Labour Relations Symposium, one of the topics of discussion was that each region was encouraged to have their own symposium, specifically the NCR as it would help to establish it as a region. It was last discussed that HR Operations would collect the frameworks from the other regional symposium's (currently the frameworks for Gulf and Maritimes have been collected).

[**Action:** NCR-Labour Relations to collect the Regional Labour Relation Symposium Frameworks for the other regions as they become available.]

11. Joint Learning Plan Workshop on Union Management Consultation workshop

A UEW representative, spoke about the Joint Learning Plan Workshop on Union Management Consultation, which will be held on February 6th from 4:30-8:30. The Labour Relations Assistant will be sending out an invite and all are encouraged to attend the workshop which will help UMCC members to understand the roles and responsibilities of our respective roles and those of our counterparts.

The Labour Relations Advisor discussed that not only are the people at this table encouraged to attend the workshop, but also members who form part of the various UMCC's within the department. One of the challenges identified for this region is that the national, regional, and sectoral UMCC's each occur in the headquarters, and this tends to lead to a lot of overlap in topics that are discussed. This will be one of the challenges that are addressed at the workshop.

12. 2007 Recap

The Union representative who put forward this agenda item was unable to attend the meeting; therefore it will appear on the agenda for the next NCR-UMCC meeting.

[**Action:** Ensure that this agenda item is on the April 16, 2008 NCR-UMCC agenda].

13. Confirmation of next Chair Person:

It was decided that the Director, Seagoing Personnel, CCG will chair the next NCR-UMCC meeting in April, 2008.

It was suggested that HR Operations should keep track of which members chair each meeting to ensure that each union and management representative have a chance to chair the meeting. The Labour Relations Assistant will create and maintain this list.

14. Round Table

All members were invited to speak during the round table. The following items were discussed:

Labour Relations Assistant – Members were invited to look at the updated membership list and schedule posted on the NCR-UMCC intranet link, and to submit to any changes to her. She will ensure that any of the union representatives who do not have access to the intranet are forwarded this updated information through e-mail.

Executive Director VICR: There has been significant turn over within the Centre during the last six months. A number of staffing actions were initiated to identify replacement staff. Several new Conflict Resolution Advisors have been recruited, including a new Advisor for the NCR Region. The new Advisor will be working on promoting the services offered by the Centre.

Director EX Services: The group was informed that EX Services was starting to send out an e-mail each time a new EX is appointed.

UCTE Representative: The representative advised that she had been waiting downstairs for 15 minutes before the commissionaires brought her upstairs. Next time, HR Operations is to make sure that the commissionaires are provided with a list of UMCC members who are not DFO employees.

UEW Representative: The member raised a question regarding one of the action items from the last meeting. She asked where HR is with respect to finalizing the grievance Charts. HR advised that they are still working on them, and when completed the charts will be posted in accordance with approved procedures. The charts were updated last year, but as significant changes have occurred requiring revisions to bring them to to date. HR Operations will post them on the NCR link, but not by sector. The Labour Relations Advisor stated that he needs to send a message to not take the grievance charts down from the posting boards on each floor.

The CCG Representative: The member advised that he has officially been appointed as Director, Seagoing Personnel Management and has therefore replaced Bonita Smith as the CCG representative for the NCR-UMCC.

January 16, 2008 Record of Decision

Chair of January 16, 2008 meeting:

Terry Fanning
UEW Regional Vice President

Signature

Date

Chair of April 16, 2008 meeting:

David Delcorde
Director, NCR – HR Operations

Signature

Date