

Minutes

Human Resources Labour Management Consultation Committee Meeting (HRLMCC) /

December 22nd, 2015

1:30 p.m. to 4:30 p.m.

3rd floor, Room 3042

Place Vincent Massey – 351, Boul St-Joseph Blvd, Gatineau, Québec

Management Representatives / Représentants patronaux

Sylvain Paradis	Chief, Human Resources Management Officer
Michelle Laframboise	Director General, Workforce Development and Wellness Services
Trevor Craig (for Dominique Boily)	Director General, Integrated Classification and Staffing Solutions
Jocelyne Kharyati	Director General, Business Transformation
Annie Duchesne for Gaveen Cadotte	Director, Executive Group Services and Programs
Daniela Kulgawetz	Secretariat, Labour Relations

Labour Representatives / Représentants syndicaux

Waheed Khan	PIPSC (President, National Consultation Team)
Bill Sukloff	PIPSC (Vice-President, National Consultation Team)
Todd Panas	UEW-PSAC (National President)
Daryl Hoelke	UEW-PSAC (Executive Assistant)
Kathi De	CAPE
Absent	IBEW
Absent	ACFO (Labour Relations Officer)

ITEM	SUMMARY OF DISCUSSION	ACTION/ DECISION
<p>1. Review & Approval of Agenda It was noted that the items submitted by unions were addressed to prior to the meeting:</p> <ul style="list-style-type: none"> ○ Report - Use of Casuals and Temp Help (by group & level) ○ Provide all employees with access to the organizational charts at all levels of the department. ○ Clarification on the term “Promotional appointment” on the Public Service Resourcing System (PSRS) (where NOC’s and NAPA’s are posted) ○ Clarification on the process for accessing employee files & communication to staff (http://intranet.ec.gc.ca/hr-rh/default.asp?lang=En&n=6E4DBE01-1) ○ Request for enhancement of the current Office Ergonomics Intranet site (http://intranet.ec.gc.ca/sst-ohs/default.asp?lang=En&n=A40583) 	<p>Approved</p> <p>PIPSC also requested an update on ECCC’s term rollover approach, and asked if there had been any recent consideration regarding the ‘freeze’ and asked to be informed in order to better explain to its members.</p>	<p>ACTION: Distribute the EMC deck on term rollover and ensure any new decisions are communicated to unions.</p>

<p>E3-1) and production of a communications plan (discussed at the National Joint OHS Policy Committee meeting on December 10, 2015)</p> <p>UEW requested the addition of an item to the agenda relating to the grievance process.</p>		
<p>2. Review of Minutes & Action Items from last Meeting</p>	<p>All actions have been completed.</p>	
<p>3. Mental Health Strategy</p>	<p>An update on the ECCC Mental Health Strategy will be presented formally at EMC. An overview was provided summarizing the the strategy.</p>	<p>ACTION: Unions to provide contact names for a working group on departmental approach to 'Mental Health in Workplace'</p> <p>ACTION: HRB to share with the unions the presentation on Mental Health Strategy</p> <p>ACTION: With regard to mental health in workplace, PSAC-UEW requested that management ensures National Joint OHS policy committee be kept informed.</p>
<p>4. Violence in the Workplace Training</p>	<p>It was noted that following a presentation to National Joint OHS Policy Committee on December 10, 2015, the committee recommended that we proceed with obtaining sign-off on both the Policy and the Directive from the CHRMO.</p> <p>The development of online training has also been completed; in collaboration with unions, two scenarios in regards to bullying were developed and have been added to the Prevention of Violence in the Work Place online training.</p> <p>ECCC is now working with IT in order to finalize the training from a technical perspective. If the training is not available in the January/February timeframe, it will be</p>	<p>ACTION : Confirm that part 2 of the CLC is included in the violence in the workplace training.</p>

	<p>launched in April (because of fiscal year end pressures.). Training will be mandatory for employees at all levels (employees, supervisors, managers, directors, etc.) and will include an online assessment at the end of the session.</p> <p>It is important to note that should employees complete training through other venues such as the Canadian Centre for Occupational Health and Safety (CCOHS) or the Canada School, they will still be required to complete the ECCC mandatory training on the Prevention of Work Place Violence.</p>	
<p>5. Performance Management update</p>	<p>The following update was provided:</p> <ul style="list-style-type: none"> ○ Employees are on track to meet expectations by year-end. <ul style="list-style-type: none"> ○ As of October 31, 2015, 86% of our employees have performance agreements, 85% have learning plans, and 70% have had a mid-year review. ○ Of those who had their mid-year review, managers and supervisors have determined 98% are on track to meet expectations by year-end and 99% are demonstrating effective behaviours for all four core competencies. ○ ECCC's completion rates for mid-year review are similar to last year's and slightly below the Core Public Administration average. ○ Branch Review Panel meetings are taking place to provide progress updates and direction following mid-year review. <p>Both unions and management agreed that a key focus of the performance management process is the quality and frequency of communications and conversations about performance between employee and manager/ supervisor. PSAC-UEW highlighted that accountability is also key; the following were noted as</p>	<p>ACTION: Unions to be provided with Departmental Terms of Reference for review panels.</p> <p>ACTION : Provide statistics on number of action plans and numbers of employees who received 'Did Not Meet' rating.</p>

	<p>launching a Web page that will allow bargaining agents to share information with their members (i.e. link to union's web page, information on bargaining table etc.). Update will be submitted and approved by the Director, Labour Relations and Occupational Health Safety as per ECCC Union Activities Guidelines. UEW confirmed that they have no comments to provide on that intranet page and support the launch of the intranet page.</p> <ul style="list-style-type: none"> ○ A DM/ Associate Deputy Minister's message will be posted which promotes union-management consultation, the union webpage and the ECCC Labour Management Consultation Framework. 	
7. New Approach in Staffing	<p>The Public Service Commission is launching a new staffing approach providing sub delegated persons greater discretion in making an appointment. The consultation plan is as follows :</p> <ul style="list-style-type: none"> ○ Union Consultation through HRLMCC ○ DG Strategic Human Resources Management Committee Consultation - January 2016 ○ EMC for decision – February 2016 ○ Implementation - March 2016 <p>The communication plan is as follows :</p> <ul style="list-style-type: none"> ○ news@ECCC - March 2016 ○ Mandatory Staffing refresher training will be included in the latest PSC orientation to all HR sub-delegated manager and HR Advisors – March 2016 and ongoing 	<p>ACTION : Unions to be provided with material on 'New Approach in Staffing'.</p> <p>ACTION : Unions to submit names of contacts to Trevor Craig for input into development of 'Area of Selection' and 'Choice of Appointment' policies.</p>
8. Phoenix update	<p>The implementation of Phoenix was discussed. It was noted that the October launch was postponed to February 24, 2016. This is a public service-wide initiative, and efforts are being made to ensure the stability of the system; a 'go-no go' decision is expected mid-January.</p>	<p>ACTION : Provide unions with support in relation to Phoenix such as pay list numbers and 'check-off' process so that unions can identify employees and work locations/ locals. Pay Liaison office will</p>

	<p>There will be a soft-launch of the initiative by way of a message through news@EC. A one hour course through CSPA is available.</p> <p>The system is currently not able to address the full needs of shift workers; this is being addressed.</p> <p>PIPSC raised concerns with on-going transformations, people not being well-equipped with the required tools and the IT infrastructure being unstable. Therefore, having people to help is important.</p> <p>UEW noted that they need pay list numbers to determine the locals, and requested the Department's assistance, as Miramichi no longer uses local pay lists.</p> <p>The PeopleSoft Team and the Pay Liaison Office will provide support, where possible.</p>	<p>clarify if PSPC needs to be involved in providing that information.</p>
<p>9. Employee Recognition Program</p>	<p>PIPSC heard from their members that the workmanship, selection and quality of items offered to employees have decreased over the years and requested the option of donating the equivalent cost of a gift to the Government of Canada Workplace Charitable Campaign (GCWCC).</p> <p>It was noted by HRB that ECCC does not have any control on the selection choices or the quality of items available through <i>IBoutique</i>. The Awards and Recognition National Master Standing Offers for Long Service Awards and Instant Awards was signed in July 2015 between Treasury Board of Canada Secretariat and <i>Seasons (Rideau-IBoutique)</i>.</p>	<p>ACTION: HRB to bring forward to TBS the issue of quality of recognition gifts.</p> <p>ACTION: Sylvain Paradis, as the Champion of the United Way Campaign, will also raise it.</p>
<p>10. Communications</p>	<p>PIPSC asked about the feasibility of ECCC instituting a process where staff can register their e-mail address if they wish to receive communication e-mails directly from HR. They suggested that one way to do this was to create an ECollab site with different categories and to instruct staff on how to use the "Alert Me" feature.</p> <p>It was highlighted that HRB uses various means to communicate to employees depending of the nature of the message, the audience and the immediate need to inform employees (i.e. Manager's Network, « Did you know" capsule, Buzz @ ECCC, Intranet, Ecollab, Learning Calendar, messages on monitors in the lobby, targeted messages, News @ECCC). HRB</p>	<p>ACTION: HRB to look into 'Alert Me' options for Ecollab.</p> <p>ACTION : Unions are encouraged to suggest to ideas to DG, WDWS for communication with staff.</p>

	<p>prioritizes communication, for example, by using soft launches in order to not overload employees with information.</p> <p>CAPE suggested increased use of townhalls, especially in Regions so that senior managers in the NCR can visit locations and employees outside the NCR and be aware of the capacity of staff across the country to leverage it for projects and opportunities (wherever they exist); CAPE plans to discuss with Branch Heads where they have members, where they can be of support to the process.</p> <p>It was noted that that the Minister is committed to communications and invited all to follow her on Twitter.</p>	
11. Round Table	<p>PSAC-UEW noted that further to a meeting between OCM, Unions and Labour Relations, UEW would like to raise the topic of OCM engagement in matters such as grievances and workplace interventions. He recommended considering innovative solutions to management-employee issues, rather than formal solutions requiring more efforts and resources from all parties. PSAC-UEW suggested looking at grievance trends.</p> <p>HRB noted that management and union are working at solving issues informally; individual unresolved issues can be referred to the Workforce Development and Wellness Services</p>	ACTION: Unions to be provided with statistics on grievances and general trends.
Closing Remarks / Mot de la fin	The meeting was adjourned at 4pm.	

Prepared by: Labour Relations Team

Approved by: Michelle Laframboise

Date Sent to Unions: Insert February 2nd, 2016

Feedback Received by Unions: NA

Final version: March 3rd, 2016