

Minutes
Human Resources Labour Management Consultation Committee (HRLMCC)
March 12, 2013

Management Representatives

Lynette Cox, ADM, Human Resources Branch	Pierre Quirouette, HR Planning, Performance Measurement and Systems
Martine Gravelle, A/DG, Workforce Design, Resourcing and Compensation	Debbie Decoff, A/Director, Labour Relations and Occupational Health and Safety
Michelle Laframboise, A/DG, Workplace Relations and Employee Development	Patrick Laplante, Senior LR Advisor

Guest

Sandy St-Laurent, Director, Compensation services– *by Videoconference*

Labour Representatives

Bill Sukloff, PIPSC (President, National Consultation Team)- <i>by teleconference</i>	Waheed Khan, PIPSC (Vice-president)
Manon Desormeaux, UEW–PSAC (Labour Relations Officer)	

Items	Issues	Actions
1. Review and approval of Agenda	The agenda was accepted.	
2. Review of minutes and action items from last meeting	PIPSC asked to be provided with a second opportunity to review the minutes before approving them.	PIPSC/UEW to provide further comments on December 11, 2012 Minutes.
3. Terms of reference	The terms and references of the committee has been presented, discussed and approved by the committee members. ADM HR indicated that the terms and reference was an evergreen document and that it could evolve in time.	
4. LMCC Framework	The committee was briefed by the A/DG, Workplace Relations and Employee Development on her last visit in PNR. Management realized how important Local and Regional LMCC were to employees and union representatives in the region to voice their concerns. Management indicated they will create a joint working group to look at current challenges and options in the development of the LMCC framework.	Create a working group and involve unions in the LMCC framework development.
5. Up-date HR dashboard	The department presented an update of their dashboards and a discussion followed. Unions indicated they appreciate receiving such information and PIPSC asked if it would be possible to obtain similar report divided by regions and unions. Management indicated that this matrix had been considered in the past but that due to confidentiality issues related to	

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	<p>several information items about individuals, a report broken down by smaller groups could not be produced and shared.</p> <p>ADM HR mentioned that should unions have interest in a particular item or theme; management would look into the possibility of sharing the specific information with them.</p>	
<p>6. HRB Priorities 2013-2014</p>	<p>HRB presented their 2013-2014 high level priorities and a discussion followed (deck presented). It was specified that this was a preliminary document and that an HR plan for 2013-2014 will adapt to the departmental plan which will be released in May 2013.</p> <p>Leadership framework will be implemented and monitored in 2013/2014 with a focus on identified priorities.</p> <p>Disability management being a priority for 2013-2014, management indicated that union will be consulted on the communication strategy as well as the implementation plan.</p> <p>The staffing monitoring framework has been fully implemented, it was indicated that the trends resulting of the Departmental Staffing Accountability Report (DSAR) will be shared with the unions.</p> <p>The disability management as well as the staffing monitoring framework initiative were welcomed by the union.</p>	<p>Consult unions on the Disability management communication strategy and implementation plan.</p> <p>Share the trends of the DSAR with unions</p>
<p>7. Pre-retirement transition leave</p>	<p>UEW indicated that following the last WFA exercise, members have indicated requests for pre-retirement transition leave are being refused based on operational requirements. They asked if management could confirm that this type of leave would be reinstated.</p> <p>Management clarified that pre-retirement leave continues to be available. The union asked if managers could be made aware of their obligation to fully consider this option when staff requests it. HRB indicated they will endeavour to increase managers' awareness through the Labour Relation training. It was also acknowledged by HRB that such leave was closely linked to the staffing action plan as well the succession plan of the organisation.</p> <p>Finally, unions were invited to contact the A/DG Workplace Relations and Employee Development should they identify trends or specific groups where systemic denial of such leave occurs.</p>	<p>Increase managers' awareness through the Labour Relation training</p>
<p>8. Overtime Claims</p>	<p>UEW indicated that members have been experiencing longer delays in the processing of their overtime claims, whether they were in cash or in compensatory time leave credits, since the implementation of the pay model.</p> <p>Director, Compensation Services, clarified that although the new compensation service model has been in place since January 7, 2013, the overtime claims are being processed the same way as under the</p>	

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	<p>previous model. Unions were invited to share with the Director, Compensation Services, in which regions or branch these issues had been encountered.</p> <p>Director, Compensation Services, informed the unions of the implementation of the Extra Duty Pay (EDP) application. This will be a web-based self-service tool that will be accessed directly by the employees and managers through the Compensation Web Application (CWA). It is expected that the EDP will be implemented by September 2013.</p>	
<p>9. Union notification of new employees</p>	<p>PIPSC requested that HR provide the regional LMCC representatives with a list of new employees for their respective union. It was specified that although PWGSC provides this information to the unions at the national level, the volume and format of this information makes it difficult to share with regional stewards.</p> <p>HR indicated that this practice was in place in the Ontario and was not consistent across the department. Unions are being requested to provide management with the nature of the information they wish to obtain and management will assess the feasibility of providing such information. Unions will be notified accordingly.</p> <p>Should the information requested be readily available and the data reliable, reports will be provided on a quarterly basis.</p>	<p>Union representatives to provide management with the information required for new employees.</p>
<p>10. HR management update:</p> <ul style="list-style-type: none"> • Update on rollout of the new appraisal process; • Sunset programs; • Automatic term rollover at 3 years; 	<p>Upon consultation with the unions, four working groups had been created and action plans were prepared for each group in January 2013. Here's an update on each of those working group:</p> <p>Communications: a plan was drafted and includes multiple vehicles to communicate more effectively.</p> <p>Training: training is being offered on writing effective performance agreements provided to executives in French/English in March 2013.</p> <p>Sharing clear objectives: tools are being developed for executives to share their objectives more easily online.</p> <p>Enhanced Fairness, Impartiality and Transparency: The EC Performance Evaluation Policy is being reviewed and best practices in other departments are being considered.</p> <p>HRB confirmed to the unions that the current approved sunset program list was readily available to employees through our intranet site. It was also mentioned that HRB have been reviewing their templates, and that both new sunset term appointments and sunset term extensions have been modified to include the name of the sunset program.</p> <p>HRB was not in a position to confirm whether or not the 3 year automatic term roll-over would be reinstated for the following year. However, HRB mentioned that, throughout the spring, they would be</p>	

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<ul style="list-style-type: none"> Organizational charts. 	<p>reviewing the number of employee's within the organisation following the DRAP initiative and provide an analysis to the EMC for recommendation to the Deputy Minister.</p> <p>Commitment was made to provide organization charts to the bargaining agents in the fall 2012. To that effect, organization charts to the Director level were provided in the fall with the agreement that the more complete organizational structure would be shared by March 31, 2013. HRB confirmed that organizational chart will be provided at that time.</p>	
<p>11.Round Table</p>	<p>UEW indicated they would like to hold a discussion with the employer on the grievance process. UEW indicated they felt that most of the grievances were referred to the final step of the grievance process and wished to see more grievances being settled at the lowest level possible.</p> <p>Management mentioned that they will undertake consultation with the labour relation division and improve internal educational material.</p>	
<p>12.Closing Remarks</p>	<p>UEW and PIPSC took this opportunity to thank former DG, Workplace Relations and Employee Development, Deirdre Keane as well as DG Workforce Design, Resourcing and Compensation, Donna Richard for all of their hard work and professionalism over the past years.</p> <p>ADM HR thanked all committee members.</p> <p>It was agreed that the next HRLMCC will be held in June 2013, specific date to follow.</p>	

The meeting was adjourned at 15:55.

<p>Prepared by: Patrick Laplante, Senior Labour Relations Officer</p>
<p>Approved by: Lynette Cox, Assistant Deputy Minister, Human Resources Branch</p>

Date Sent to Unions: September 6th, 2013

Feedback Received by Unions: September 24th, 2013

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