

**Minutes**  
**Human Resources Labour Management Consultation Committee (HRLMCC)**  
**October 29, 2013**

**Management Representatives**

Lynette Cox, ADM, Human Resources Branch	Don Bilodeau, DG, Human Resources Business Transformation
Michelle Laframboise, DG, Workforce Development and Wellness Services	Joseph Silva, Director, Labour Relations and Occupational Health and Safety
Claude-Andrée Montsion, A/Director, Corporate Staffing Solutions, Employment Equity and Official Languages	Martine Gravelle, Director, Integrated Staffing Solutions
Sandy St-Laurent, Director, Compensation Services – <i>by videoconference</i>	Julie Lalonde, Director, Office of Conflict Management
Michelle Waites, Team Leader, Classification	Julie Bourbonnais, Senior LR Advisor

**Guest**

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

**Labour Representatives**

Bill Sukloff, PIPSC (President, National Consultation Team) - <i>by videoconference</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	The minutes were approved. The ADM took the opportunity to inform the unions of the changes made to titles of HRB units and indicated that this change was made to better reflect the HR mandate/vision.	
3. LMCC Framework	The new Director, Labour Relations and Occupational Health and Safety was introduced to the committee and provided an update on the status of this item. He indicated that a meeting to initiate the discussion would be scheduled in November and an invitation was to be expected by the bargaining agents where they would be asked to provide one to two members for this working group as well as a union co-chair. The aim was to develop a draft proposal ready for the next ECLMCC in December. PIPSC representative stated concerns in regards to the timeline.	The Director, LR and OHS to create a working group (with union co-chair) and develop proposal to be presented at the December 12 <sup>th</sup> ECLMCC.
4. Performance Management Update	The DG, Workforce Development and Wellness Services presented an update of the Performance Management deck that was presented at the EMC and discussion followed.  The unions thanked the DG, and asked that an update be provided to them as changes occur rather than waiting until the	The DG, Workforce Development and Wellness Services to schedule regular meetings (every two months) with bargaining

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	<p>next HRLMCC.</p> <p>The unions raised concerns that the performance management focus seems to be on correcting shortcomings rather than talent management. Management reiterated the importance of talent management for EC and that the department will be addressing this aspect of the directive once the basic mechanisms have been put in place.</p> <p>The unions indicated an interest in the self-populated form developed by TBS that will allow the department to better track EC employees' performance. PIPSC had concerns with the confidentiality and privacy of information contained in the form. The DG, Workforce Development and Wellness Services reassured the unions that the information will be managed by TBS and that an impact risk assessment had already been conducted by TBS to ensure safe keeping of the information. UEW emphasized the need to emphasize communication with employees throughout the year.</p> <p>The unions were also invited to attend the Performance Management training sessions that will soon be delivered by the department.</p>	<p>agents and Learning and Recognition team to provide update on Performance Management Initiative.</p>
<p>5. People Management Dashboard Update</p>	<p>The DG, HR Business Transformation presented an update of the dashboard and a discussion followed.</p> <p>Dashboard indicated out/flow in/flow shift indicating:</p> <ul style="list-style-type: none"> <li>- a slight increase in the overall population numbers,</li> <li>- slowing down in retirements</li> <li>- the highest inflow within the MSC branch in their development program, and</li> <li>- not much change to EC's Employment Equity statistics since the first quarter report. There are areas of representation that are still reported.</li> </ul> <p>Management indicated that new information will be added to the dashboard following government wide areas of interest in measures for Performance Management and Disability Management and the dashboard report will be evolving over the coming year as these new measures are introduced.</p> <p>The unions indicated they appreciate receiving such information and PIPSC asked when the next report would be available. Management indicated that this report is produced on a quarterly basis and that the next one should be available in November.</p>	<p>The DG, HR Business Transformation will provide the September 30<sup>th</sup> Dashboard to the bargaining agents as soon as possible, target date end of November.</p>
<p>6. DSAR Trends</p>	<p>The A/Director, Corporate Staffing Solutions, Employment Equity and Official Languages highlighted the key points of a deck which had been presented to EMC on October 24<sup>th</sup>. It was also indicated that following the PSC Audit recommendations, it is expected that the number of monitoring activities and file reviews will increase and that results/trends will be reported to EMC.</p>	<p>The Staffing Solutions unit to ensure that discussions between HR and management regarding acting situations take place at an earlier stage than the 6 month timeframe, when</p>



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<p>8. Organizational Charts</p>	<p>PIPSC thanked the department for making the organizational charts available to all employees on the intranet. They also asked if the org. charts could be updated on a regular basis and communicated to all employees.</p> <p>The Organizational Design and Classification unit indicated that they are currently exploring providing access to all employees to the departmental org. structure system, Nakisa.</p>	
<p>9. Office of Conflict Management</p>	<p>The Director, Office of Conflict Management presented an update to the unions and a discussion followed. Similar information had also been provided to EXs at their Orientation session for EC Executives on October 7<sup>th</sup>. It was also mentioned that the OCM annual report containing more detailed information would be available in November.</p> <p>The unions were satisfied with the information provided and were awaiting the annual report.</p> <p>The Director, Office of Conflict Management indicated that she would be scheduling meetings with the unions to discuss and seek input into OCM services and strategies.</p>	<p>The Director, Office of Conflict Management to schedule meetings with unions.</p>
<p>10. PSES Action Plan Update</p>	<p>The department presented an update of the action plan and a discussion followed.</p> <p>Although Management stated that EC is meeting the objectives and priorities identified, PIPSC did not feel there was substantial action. They stated their appreciation for DM and ADM follow up with employees via armchair discussions and asked what follow-up had occurred regarding the suggestions made during the Leading Strategically segment.</p> <p>Management stated that suggestions made during the Leading Strategically course were submitted to be integrated in the BP 2020 departmental response.</p> <p>The ADM HR indicated that an interim report on Blue Print 2020 actions and suggestions was prepared and is available on the website. She recommended that unions read the report and provide any comments, questions and suggestions they may have on its content.</p>	<p>Management to follow-up on rolled-up suggestions made during the Leading Strategically segment.</p> <p>Unions to read report and provide comments/ suggestions.</p>
<p>11. Staffing of position when employee is on LWOP</p>	<p>UEW raised the issue of employees who are on sick leave for a long period of time, having their position staffed and being placed on a priority list just as they are ready to return to work.</p> <p>The Staffing Solutions unit will ensure that staffing advisors are informed of the requirement to obtain more information prior to staffing the position and to advise managers to consult Labour Relations in cases of long term sick leave/return to work.</p>	<p>Employee on long term sick leave and disability will need to be evaluated on a case by case basis.</p>
<p>12. Time off for union business</p>	<p>UEW raised the issue of managers requesting that local union stewards provide specific details on the type of union work being done before approving time off for union business.</p> <p>The Director, Labour Relations and Occupational Health and</p>	

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	<p>Safety indicated that this item had been included in the LR Training and that LR advisors are educating managers on the importance of healthy Labour/ Management relationships and as part of the training are providing managers with information in regards to their roles, expectations and requirements regarding this type of leave. He emphasized the importance of establishing an early dialogue with respect to expectations on the part of management and the union representative to avoid misunderstandings and to promote a healthy Labour Management environment. UEW added that coaching is also provided to their stewards on this topic as well.</p> <p>The ADM HR mentioned that this message was also communicated at the Orientation sessions for EC Executives.</p> <p>Finally, unions were invited to contact the Director, Labour Relations and Occupational Health and Safety should they identify trends or specific cases where systemic denial of such leave occurs.</p>	
<p>13. Guide on Investigating Labour Relations Grievances</p>	<p>PIPSC raised concerns regarding the Guide on Investigating Labour Relations Grievances (over 5 years old).</p> <p>The DG, Workforce Development and Wellness Services indicated that this guide was no longer valid and that it would be removed from the website. She indicated that it was replaced by the Departmental Policy on the Conduct of Administrative Investigations which came into effect on May 2, 2012.</p> <p>PIPSC asked if unions were consulted in the development of this policy. The DG, Workplace Development and Wellness Services indicated that she would enquire if this had been done.</p>	<p>The DG, Workplace Development and Wellness Services to enquire if unions were consulted during the development of this policy.</p>
<p>14. Staffing Candidate Pools</p>	<p>PIPSC raised concerns with management using a specific staffing pool that has been active for many years to staff CS-03 positions.</p> <p>The A/Director, Corporate Staffing Solutions, Employment Equity and Official Languages indicated that the current guideline recommends that the pool retention period should be of 18 months. It was also mentioned that there is management discretion when determining the validity of pools, such as changes to potential candidates since the creation of the pool, changes to the SoMC, etc. It was also mentioned that the guideline will be reviewed and updated as well as the Ecollab website where all lists of pools are hosted.</p> <p>PIPSC asked if the location of lists of pools could be communicated to EC employees. Management indicated that they look into this further.</p>	<p>The Staffing Solutions unit will be updating the Ecollab site that contains all accessible pools.</p> <p>The Staffing Solutions unit will be looking into the possibility of providing the location of lists of pools to EC employees.</p>
<p>15. Compensation : Inquiry response time</p>	<p>PIPSC was concerned with the enquiry response time of emails sent to the compensation regional generic email addresses.</p>	<p>The Director, Compensation Services to update</p>

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	<p>The Director, Compensation Services indicated that the service delivery model response time was reviewed and will be updated to ensure that employees are made aware of service delivery timelines depending on types of questions, research required as well as current priorities that may have an impact on the response time. It was also mentioned that the EC service delivery model was aligned with Miramichi's model to ensure a consistent service delivery approach throughout the pay consolidation initiative. FAQs will also be posted on the website and updated regularly depending on the types of questions received.</p> <p>The DG, Workplace Development and Wellness Services also emphasised the unusual circumstances that compensation was faced with during the past months which explains the difficulty experienced in some cases to respect the established enquiry response timeframes. She emphasized the extraordinary efforts made by the compensation team to ensure the 90 day timeline for the processing of salary revisions and the calculation processing of 2000+ severance estimates to the SP Group, while transferring pay files and services to the new pay centre in Miramichi (Stage 1 of Wave 2).</p> <p>PIPSC acknowledged management's comments and was satisfied with compensation services' suggestions.</p>	<p>communication/message received by employees when sending an email to the generic email addresses.</p>
<p>16. Time Frame for HRLMCC Agenda submissions and LMCC minutes</p>	<p>PIPSC indicated that they would like to discuss the timeframes for agenda submissions and LMCC minutes (departmental and branch levels).</p> <p>Management recognized that there were delays in providing the last ECLMCC minutes to the unions, but committed to ensuring that reasonable time frames would be respected for future meetings.</p>	
<p>17. Update on initiative for informing unions of new employees</p>	<p>PIPSC requested an update on this item.</p> <p>The Director, Labour Relations and Occupational Health and Safety indicated that reports had been prepared and shared with each bargaining agent prior to the meeting. It was also mentioned that reports will be provided on a quarterly basis; the next one to be provided in January 2014.</p> <p>PIPSC expressed their contentment with the information provided and thanked the department for the development of such reports.</p>	<p>Labour Relations unit to provide reports to bargaining agents on a quarterly basis: January, April, July and October.</p>
<p>18. Round Table</p>	<p>PIPSC expressed their satisfaction with the department meeting the severance pay deadline for different groups.</p> <p>The ADM HR asked that certain items of a more specific nature be addressed outside this forum to allow for a more streamlined and strategic approach. To this end, Unions agreed that some items may be addressed secretorially while Management offered to record those items in the HRLMCC minutes. Further, Management suggested that the agenda be composed of no</p>	

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	more than 10 items per HRLMCC to ensure that there is enough time for a quality discussion on all items.	
19. Closing Remarks	The ADM HR thanked all committee members.  It was agreed that the next HRLMCC will be scheduled in the spring of 2014, specific date to follow.	

The meeting was adjourned at 17:00.

<b>Prepared by: Julie Bourbonnais, Senior Labour Relations Officer</b>
<b>Approved by: Lynette Cox, Assistant Deputy Minister, Human Resources Branch</b>

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