

**Minutes**  
**Human Resources Labour Management Consultation Committee (HRLMCC)**  
**April 19, 2011**

**Management Representatives**

Lynette Cox, ADM, Human Resources Branch	Michelle Laframboise, Director, Compensation, LR and Classification
Donna Richard, DG, National HR Services	Michèle Hort, Senior LR Advisor
Deirdre Keane, DG, HR Corporate Programs	Don Bilodeau, DG, HR Strategic Planning, Performance Measurement, Monitoring and Systems
<b>Guest</b> Nathalie Audet, HR Planning Advisor	

**Labour Representatives**

Luc Gervais, CAPE (Labour Relations Officer)	Bill Sukloff, PIPSC (President, National Consultation Team)
Ole Jacobsen, PIPSC (Vice-President, National Consultation Team)	Paul Cameron, IBEW (Absent)
Manon Desormeaux, UEW-PSAC (Service Officer)	Vivian Gates, ACFO (Absent)
Daryl Hoelke, UEW-PSAC (Executive Assistant)	William Pynn, UEW-PSAC (National President) (Absent)

Items	Issues	Actions
1. Review and approval of Agenda	UEW requested that the Compensation Consolidation agenda item be moved to the beginning of the meeting and not be listed as a Branch LMCC as UEW had submitted this item for discussion at the HRLMCC meeting and was not requesting a separate Branch LMCC meeting. Lynette Cox, ADM, HRB, explained why a Branch LMCC meeting was the appropriate forum for discussing this item. The HRLMCC is the forum for discussing department-wide policies and initiatives, not issues pertaining to the employees of one Branch. The HRLMCC can be used to discuss the impact of compensation consolidation on client services to the department, but detailed specific information regarding affected employees in the HR Branch is a Branch LMCC issue. UEW voiced the opinion that the purpose of the HRLMCC was, in its opinion, one in the same and that all HR issues should be discussed at this forum. UEW declined HR's offer to discuss this item as a separate Branch LMCC immediately following the HRLMCC meeting.	
2. Review of minutes and action items from last meeting	<p><i>One outstanding item from the meeting on April 13, 2010, was reviewed:</i></p> <p><u>Item 5 – Pension Buyback:</u> PIPSC requested that this be a standing item as part of the agenda. An update will be provided later on in the meeting as a separate agenda item.</p> <p><i>One outstanding item from the meeting on July 15, 2010, was reviewed.</i></p> <p><u>CPU (box to provide access to UEW):</u> The Memorandum of Agreement (MOA) was sent to HR on April 19, 2011 and will be sent to UEW for their review and signature at in the following days. Once the MOA is signed and approved, UEW should have access</p>	HR to ensure UEW has access to EC's Intranet once the documents are filled out by UEW.

	<p>to EC's intranet within the next three weeks.</p>	
<p>3. HR Planning approach for 2011/12</p>	<p>HR provided the unions with a brief outline of the planning steps and objectives in support of EXPA commitments for 2011/12. Branch Heads are to develop Branch HR Plans that address workforce impacts or changes resulting from the assigned budget for 2011-12, including specific planned actions to deal with:</p> <ul style="list-style-type: none"> <li>• the realignment of work and priorities</li> <li>• employee engagement and communications</li> <li>• critical staffing</li> <li>• capacity building issues</li> </ul> <p>The approaches will be a tailored analysis of each Branch situation as well as an interview based approach at the Branch level.</p> <p>UEW enquired whether or not there would be a DOE-wide HR plan with a corporate approach once the Branch Heads are aligned. The Department commented that there will be a Department-wide plan which will include recurring themes from the Branches. Once the HR plans are developed, they will be consolidated into a Draft Departmental HR plan where HR will consult with the bargaining agents.</p> <p>The entire deck, which also includes, the Human Resources Plans deliverables and time line is attached.</p>  <p>HR Planning for 2011-12.ppt FI...</p>	<p>To consult the unions as appropriate.</p>
<p>4. Public Service Employee Survey 2011</p>	<p>HR provided an overview of the plans for the Public Service Employee Survey (PSES) 2011, an initiative from Treasury Board and Statistics Canada, which is targeting a 70% completion rate. The survey will seek employee perceptions of leadership, workforce and workplace in the Public Service, identify areas for improvement at the government-wide, departmental and organizational unit level.</p> <p>The survey will be administered electronically, will take employees approximately 15-20 minutes to complete and employees will be encouraged to complete the survey during regular working hours. The survey will be benchmarked to previous surveys and other jurisdictions.</p> <p>As in the past, Environment Canada will encourage employees to participate in the PSES 2011.</p> <p>Attached is the deck that was presented during the meeting.</p>  <p>SES 2011.ppt (377 KB)</p>	
<p>5. EG progression at Environment Canada</p>	<p>UEW requested an update on a situation that had been raised at a regional LMCC regarding the staffing and classification of EG positions. HR advised them that the issue is still being looked into at the regional</p>	

	<p>level and there continues to be dialogue between the bargaining agent and management representatives in the region. The next steps on this file will depend on the outcome of those discussions and exchanges.</p>	
<p>6. Confidentiality of e-mails between union representatives and employees</p>	<p>PIPSC requested some clarification on the confidentiality of e-mails between union representatives and employees. HR explained that any records under the control of a government Institution are subject to the <i>Access to Information Act</i>. This would include documentation such as e-mail exchanges between a union representative and an employee that are found in Environment Canada's electronic network. If an access to information request is received and correspondence of this nature is relevant to the request, it must be provided to the Access to Information and Privacy (ATIP) Office for processing.</p> <p>PIPSC also asked about the level of privacy for union/employee correspondence stored on individual PCs or on departmental servers. In regards to document security, the level of protection (for confidentiality) for union/employee correspondence (stored on PC's, on departmental servers, transmitted across the network, etc...) will be dependent on the assigned level of sensitivity. Sensitive information is categorized according to Government of Canada policy then safeguarded according to appropriate safeguards in place in the department. The "EC Guideline for Determining and Marking Sensitive Information" provides guidance on categorizing sensitive information and the exemptions mentioned above are listed in the guideline. As such, it can be reasonably expected that correspondence between employees and union representatives will remain private and not be monitored unless it is suspected that any such communication contravenes the policies mentioned herein. It is important to remember that this philosophy applies to all other employee communications as well.</p> <p>It should also be noted that information should not be stored on individual personal drive according to departmental Information Management guidelines.</p> <p>This information is covered under the IM&amp;IT Security policy  <a href="http://intranet.ec.gc.ca/dgdpi-ciob/default.asp?lang=En&amp;n=C767C696-1">http://intranet.ec.gc.ca/dgdpi-ciob/default.asp?lang=En&amp;n=C767C696-1</a></p>	
<p>7. Consultation</p>	<p>UEW requested that there be a discussion regarding consultation - what constitutes items that should be consulted on and the process of conducting consultation at all levels with the Bargaining Agents. HR outlined the many guidelines and frameworks that are already in place which define consultation and provide guidance to how and when departments should consult (e.g. TB guidelines, EC Labour Management Consultation (LMC) framework, etc.) . UEW talked about the importance of agenda items and establishing the objective (i.e. consultation or information). UEW raised concerns that some agenda items brought forward by the Department, while interesting, do not address Human Resources issues but are operational issues and as such, are not appropriate for discussions at LMCs. HR explained that Branch Heads</p>	

	bring forward items they feel might be of interest to the bargaining agents, and where they feel that consultation should take place. It was suggested that the unions should review the agenda in advance in order to determine if they need to meet to discuss a specific item further or if the information they have is sufficient.	
8. Pension Buy Back	<p>PIPSC requested an update on the pension buy back requests submitted by employees in the regions. HR explained that there are three types of responses that are being prepared and will be sent out to staff shortly. These responses will indicate whether or not a request is being considered by the department and if sufficient information has been provided.</p> <p>The first type of letter going to staff indicates that the request has been considered and employer-employee relationship has been demonstrated. These letters are sent to the Public Service Pension Center with a cc to the employee.</p> <p>The second group of letters is where insufficient information is available in order to make a determination. These letters have also been sent out or will follow shortly.</p> <p>Finally, in situations which require further consideration and review, a review committee is being put together to review those cases where an employer-employee relationship may exist. Those employees will be receiving a letter from the region advising them that their request is still being reviewed.</p>	
9. Standing Item – Tracking tool	The tracking tool was sent out to union members and was updated on the website on April 15, 2011. ( <a href="http://intranet.ec.gc.ca/hr-rh/default.asp?lang=En&amp;n=EFF4269B-1">http://intranet.ec.gc.ca/hr-rh/default.asp?lang=En&amp;n=EFF4269B-1</a> )	Ongoing. The tracking tool will be updated and sent to the unions prior to each HRLMCC
10. Round Table	<p>UEW raised an issue regarding membership of the National Joint Occupational Health and Safety Policy Committee, confirming that the Terms of reference state that there should be the same number of members from bargaining agents as well as management. HR responded that his item was discussed at the last NJOHS meeting and has been resolved.</p> <p>The Canadian Association of Professional employees (CAPE), would like to be informed, at a later meeting, of the impact, if any, on services provided by the compensation community to the department as a whole with the transfer of the compensation function to Miramichi.</p>	

The meeting was adjourned at 15:45.

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

*Date Sent to Unions: May 25, 2011*  
*Feedback Received by Unions: May 30, 2011*

*Final version: June 13, 2011*