

**Minutes**  
**Human Resources Branch**  
**Labour-Management Consultation Committee**  
**January 11, 2011**  
**16:50**

**Management Representatives**

Lynette Cox, ADM, Human Resources Branch	Michelle Laframboise, Director, Compensation, LR and Classification
Donna Richard, DG, National HR Services	Martine Sigouin, Manager, Labour Relations
Deirdre Keane, DG, HR Corporate Programs	Michèle Hort, Senior LR Advisor

**Labour Representatives**

Manon Desormeaux, UEW-PSAC (Service Officer)	
Daryl Hoelke, UEW-PSAC (Executive Assistant)	William Pynn, UEW-PSAC (National President) (Absent)

Items	Issues	Actions
1. Consolidation of pay services and transfer to Miramichi	<p>HR spoke about the upcoming compensation consolidation project and the transfer of pay administration to Miramichi and described what communication has already taken place with employees in Environment Canada's compensation community. Regular meetings are held with these employees. In addition, PWGSC has developed a website where the employees can have access to information on the transfer of pay administration to Miramichi.</p> <p>The transfer of pay services to Miramichi will be done in phases. EC has opted not to be part of the first wave of services to be moved (wave 1). EC will therefore continue to recruit as necessary to meet departmental needs until the time of transfer, working in consultation with an interdepartmental compensation employee placement committee. Environment Canada will also continue to train employees as required in order to ensure departmental needs are met until the time of transfer.</p> <p>In terms of the Branch restructure, the Assistant Deputy Minister (ADM), Human Resources Branch (HRB) stated that the compensation community will be impacted. In addition to ongoing consultations with the pay group, the ADM HRB has organized a meeting scheduled for January 13, 2011 with employees to discuss next steps.</p> <p>UEW spoke of the trainees working in compensation and asked if the training is transferable to other fields. HR explained that the training is both knowledge and competency based. While the technical portion is based on knowledge of compensation, the competency portion such as ability to analyse and evaluate, and client –service are transferable skills. In addition:</p> <ul style="list-style-type: none"> <li>• HR stressed the fact that career development and support for job placement is an important part of the strategy and funds will be dedicated to this.</li> <li>• Tools and advice on learning plans, instructions on how to prepare a résumé and how to prepare for an interview, etc., will</li> </ul>	

	<p>also be available.</p> <ul style="list-style-type: none"> <li>• Employees will be met individually to determine their career interests for development of a human resources plan for the compensation community.</li> </ul> <p>All positions to be staffed will be in Miramichi. EC staff will have an opportunity to apply to move to Miramichi if they wish to. Experienced compensation staff interested in a deployment opportunity will have the opportunity to identify themselves to be considered for the inventory.</p> <p>HR will maintain communications as much as possible. There will be ongoing communication with the compensation employees as well as with UEW. There will also be communication on an as-required basis with other employees of HR as well as increasing communication with managers and employees as the transfer date approaches.</p>	
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The meeting was adjourned at 17:10.

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

*Date Sent to Unions: March 1, 2011*

*Feedback Received by Unions: March 2, 2011*

*Final version: March 10, 2011*