

February 2, 2010

To: Locals - DOE  
National Executive  
National and Regional E.O. Representatives

RE: **DOE HRLMCC Meeting of January 27, 2010**

The Environment Canada Human Resources Labour-Management Consultation Committee met on January 27, 2010 with Brother Daryl Hoelke, Executive Assistant, and Sister Manon Desormeaux, Service Officer, attending. The following represents a summary of the issues addressed.

### **EE Action Plan**

The Department presented highlights of Environment Canada's Employment Equity Plan for 2009-2014. Eighty-three (83) percent of the self-identification forms were completed as of December 31, 2009.

With respect to the Employment Equity Workforce Analysis at the Departmental level, there is a gap in women relating to EGs and GTs. Following a UEW enquiry about the Department's plan to address the gap, the Department indicated that the majority are field technicians in MSC and the gap relates to the type of work being done in MSC. The Department is looking at the recruiting criteria and at different barriers that do not attract women in that field.

### **Classification**

UEW requested a general update as to how the Department is progressing with the Centre of Expertise (COE). For example, how is the Department reviewing and producing generic job descriptions and how is the Department approaching the writing of a job description? Are they being written only when the employee is leaving, coming into a position, or requesting that a job description be updated as a result of a grievance?

The Department advised that the Centre of Expertise was launched in April 2009 and consists of over 200 resources. Since the launch, there have been 4,000 classification actions and 600 have identified a significant change.

The Department advised that the job descriptions are being converted to generics only when the position becomes vacant or as a result of a grievance.

UEW enquired about whether or not variant job descriptions would be written should there be other duties outside of the core of the generic or if the duties differ from one region to another. The Department responded that while it may pick up the variances from one region to another, it would not revert to unique job descriptions although they will, as close as possible, reflect the actual duties.

Further, the Department advised that the duties should be picked up during the appraisal in the workplan and work objectives. UEW expressed its concern inasmuch as classification and appraisals are different and employees should be appraised on what is in their job description, not the other way around.

### **Public Service Employee Survey**

The Department provided an update following the consultation meetings with the bargaining agents, employees, managers and Executives. The issues emanating from all meetings were similar; i.e., learning, leadership, and communications. The Department is compiling an analysis and preparing recommendations. An update will subsequently be provided.

### **Learning Plans**

The bargaining agents noted that it appears that some supervisors have not been trained on monitoring an employee's progress during the year. The Department responded that a survey was sent to employees containing yes/no questions. The Department has concluded that close to 70% of the employees will have a learning plan completed before March 31, 2010.

UEW asked why 30% of the employees have no plan. The Department advised that it would do an analysis to determine why there are employees without a work plan. Further, the Department advised that there will be a review of the form utilized to engage in management-employee discussions.

Should you have any questions or concerns relating to the above, please do not hesitate to communicate with the national office.

Yours fraternally,

William Pynn,  
National President,  
Union of Environment Workers.