

Minutes
Human Resources Labour Management Consultation Committee (HRLMCC)
October 5, 2010

Management Representatives

Deirdre Keane, DG, HR Programs, replacing Lynette Cox, ADM, Human Resources	Michelle Laframboise, Director, Compensation, LR & Classification
Donna Richard DG for National HR Services	Martine Sigouin, Manager , LR
	Michèle Hort, Senior LR Advisor

Labour Representatives

Luc Gervais CAPE (Labour Relations Officer)	Bill Sukloff, PIPSC (Pres., National Consultation Team)
Ole Jacobsen PIPSC (V. P., National Consultation Team)	Paul Cameron, IBEW
UEW (Absent)	ACFO (Absent)

Guest

Julie Lalonde, Director, Conflict Management	Oscar Chen-See, HR Strategic Planning
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Items	Issues	Actions
1. Review & Approval of Agenda	The Agenda was approved.	
2. Review of Minutes & Action Items from Last Meeting	<p><i>Two outstanding items from the meeting on April 13, 2010, were reviewed:</i></p> <p><u>Item 5 – Pension Buyback:</u> HR informed the bargaining agents that Legal Services was finalizing their review of the package for the Ontario Region. Once that review is completed, HR will inform the individuals when their file is sent to PWGSC/Superannuation Branch.</p> <p>Legal Services has yet to review the files from the Quebec Region.</p> <p><i>Two outstanding items from the meeting on July 15, 2010, were reviewed.</i></p> <p><u>Item 4- Quarterly Reports on Long term Acting appointments and terms.</u> HR informed the unions that the new term policy was released today. HR explained that they are presently looking at the feasibility of providing a list of employees in Sunset programs. This list was done manually in the past when the department had HRMIS (Human Resources Management Informatics System).</p> <p>HR explained that each Branch Head is advised of his/her branch's situation and is required to develop a strategy for which they are accountable.</p>	<p>HR agreed to inform unions and employees when the files go to PWGSC/Superannuation Branch.</p> <p>HR will look in to the feasibility of providing a list of Sunset employees.</p> <p>HR to send the new Term Policy to the unions.</p>

	<p>HR also informed the unions that there are approximately 30 employees who have been hired as terms in a Sunset program for whom we need to review the status. The purpose of this review is to ensure that the appointment periods were and are in a recognized Sunset program. If some or any periods of employment were misidentified, appropriate corrective action will be taken.</p> <p><u>CPU (box to provide access to UEW).</u> HR offered to have a CPU provided to UEW in order for them to have access to EC's Intranet.</p>	<p>HR is working with CIOB to find the best and easiest way to do this.</p>
<p>3. Informal Conflict Management System (ICMS)</p>	<p>Julie Lalonde, Director, Conflict Management, spoke on how the Informal Conflict Management System (ICMS) is advertised in the work place. Among other things, employees will find on the Office of Conflict Management (OCM) page of the EC Intranet, the calendar for the mandatory awareness sessions and the workshops. She informed the group that, up to this day, 141 presentations were made and a total of 3270 Environment Canada employees participated. There will also be sessions in the new year and the calendar for the new dates will be advertised directly on the News@EC Bulletin.</p> <p>PIPSC asked if notifications of the ICMS awareness sessions and workshops could be on News@EC, HR Horizon and Human Resources Newsletter. Mrs. Lalonde agreed to look into those options.</p> <p>This year, the OCM's team will take the opportunity to advertise their services during the International Conflict Resolution Day (Oct. 21, 2010) by having 2 kiosks to promote their services at Place Vincent-Massey and at les Terrasses de la Chaudière.</p> <p>UEW had asked about the involvement of the union Local in ICMS when issues are related to the collective agreement. The OCM works closely with the local union's representatives on different cases. Parties to an Informal Conflict Management process may be accompanied by a person of their choice, including their bargaining agent representative.</p> <p>If the issues in dispute revolve around the interpretation or application of the Collective Agreement, the bargaining agent representative and a labour relations officer must be involved.</p>	<p>Julie Lalonde to look at the possibility of having the calendar on news@EC, HR Horizon and HR Newsletter.</p>
<p>4. Contracting out</p>	<p>PIPSC had concerns on the use of contractors, more specifically in Chief Information Officer Branch (CIOB) and Science and Technology (S&T).</p> <p>HR explained that the contracting process within the department is very rigorous.</p> <p>HR also explained that the Contracting Office reviews Statement of Work and Request for Proposal and that they use the Canada Revenue Agency (CRA) document http://www.cra-arc.gc.ca/E/pub/tg/rc4110/ as a</p>	<p>The Portfolio Director for CIOB and S&T will contact PIPSC to organise a meeting with the respective ADM.</p>

	<p>reference and sends an additional document that is accessible on our Intranet in the guidelines for managers and project authorities on Employee-Employer Relationship in Services Contracts.</p>  <p>EMPLOYER-EMPLOYEE RELATIONSHIP ...</p> <p>PIPSC mentioned that there are retired employees who come back to the department as casual employees and work on very interesting projects that could be of interest to employees. HR suggested PIPSC to identify specific issues and address them to the relevant ADM. PIPSC agreed that they would do this but stated that it was difficult for them to identify all of the specific occurrences of retired employees returning to work.</p>	
<p>5. EC engagement Strategies</p>	<p>HR presented EC's Employee Engagement Strategies which is a follow up to the Public Service Employee Survey Results. The 2008 Public Service Employee Survey for EC, highlights, among other things, that EC employees have a positive view of the department.</p> <p>One area of concern however is leadership. The strategy consists, among other things, of addressing this concern through the implementation of a Public Service Employee Engagement Strategy for each Branch, to be implemented by the end of the fiscal year. This strategy will ensure that visible leadership is demonstrated. HR confirmed that although the strategy was developed by the previous Deputy Minister, the new Deputy Minister, Mr. Paul Boothe, is as engaged as his predecessor.</p> <p>PIPSC expressed their concern that they would have liked to have seen more involvement from the employees and union representatives in the development of the strategy.</p> <p>HR acknowledged PIPSC's concerns and will take it in consideration for any similar initiatives undertaken in the future.</p> <p>Monitoring will be conducted quarterly on the implementation of commitments made through Branch employee engagement Strategies.</p> <p>PIPSC would like to be consulted on monitoring. HR agreed to look at this.</p>	<p>HR to arrange for PIPSC to be consulted on monitoring, if possible.</p>
<p>6. Presentation of Harassment Website.</p>	<p>Following an action item from the November 12, 2009 ECLMCC, a working group was created with UEW and PIPSC to address the union's concerns with regards to the length of time it takes to process a harassment complaint.</p> <p>HR presented the new Intranet page "is it harassment" which is the result of the recommendations put forth by this working group. An overview of the various tools found in the web page was provided.</p> <p>A discussion took place on one of the tools - "Process Map for</p>	<p>Launch of the new "is it harassment" intranet page by the end of October.</p>

	<p>Employees” with regards to wording and HR agreed to take the comment into consideration. HR confirmed that the next step is for communication to be sent to the Leadership Council, then a follow-up message on News@EC and the Manager’s network. The target date for the launch is the end of October 2010.</p> <p>HR asked the union for ideas or suggestions on how to communicate this new webpage to the employees. PIPSC suggested that communicate be as broad as possible - such as the Manager’s Net work, HR and you, Orientation for new employees and News@EC.</p>	
7. Standing Item-Tracking Tool	<p>The tracking tool was sent out to union members and was updated on the website on March 31, 2010. (http://intranet.ec.gc.ca/hr-rh/default.asp?lang=En&n=AD171FCA-1)</p>	<p>On going, the tracking tool will be updated and sent to the unions prior to each HRLMCC</p>
8. Round Table	<p>No additional comments were made.</p>	

The meeting was adjourned at 15:15 p.m.

Prepared by: Michelle Laframboise, Director, Compensation, Labour Relations and Classification.

Approved by:, Deirdre Keane, A/ Assistant Deputy Minister for Human Resources Branch
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Date Sent to Unions: November 2, 2010

Feedback Received by Unions: November 9, 2010

Final version: November 16, 2010