

January 17, 2011

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

RE: **DOE HRLMCC Meeting of January 11, 2011**

The Environment Canada Human Resources Labour-Management Consultation Committee met on January 11, 2011 with Brother Daryl Hoelke, Executive Assistant, and Sister Manon Desormeaux, Service Officer, attending. The following represents a summary of the issues addressed.

Budget

UEW requested information concerning the impact of the budget on Environment Canada. The Department indicated that each Branch Head has the responsibility to manage his/her budget. Following the ECLMCC of November 18, 2010, the majority of the Branch Heads revisited how they manage travel, terms, training, delaying projects that are not a priority, overtime, etc. Should there be specific concerns directly affecting staff, the Branch is to contact the Bargaining Agents to schedule a Branch-specific LMCC meeting.

With respect to the Human Resources Branch, the Assistant Deputy Minister noted that a new structure has been drafted and comments from their respective staff are being reviewed. No change in service delivery is expected. The Branch, however, is committed to meet its legislative obligations.

Should there be any impact resulting from the proposed changes, the Bargaining Agents will be consulted.

Classification

UEW requested a follow-up with respect to classification within the Department – more specifically relating to the development of generic job descriptions, the Centre of Expertise (COE), the budget pressures and the review of job descriptions.

With respect to the development of regular generic job descriptions, DOE is prioritizing the work. The Department stated that it is not able to develop the CR/AS generic job descriptions as quickly as it would wish.

With respect to the AS stream, the generic job descriptions are at various stages of approval. They should be completed/approved and posted by the end of March 2011.

With respect to the COE and Budget Pressures, the decision has been made to not staff vacancies.

UEW expressed concern about the regular review of the job description duties so as to maintain accurate job descriptions. The Department responded that there is an “expiry date” of 5 years on the job descriptions and then a review is recommended. Management determines the need to review the descriptions based on input from the Branch.

Terms and Acting Under 4 Months

UEW raised concerns concerning inequitable assignments of acting under 4 months. Acting assignments should be made available to all employees wishing to take advantage of an acting assignment opportunity.

The Department responded that a Policy on Acting Assignments already exists and the Human Resources Branch encourages management to have acting appointments assigned on a rotation basis; however, sometimes it is impossible for various reasons.

Acting Assignments under 4 months are being monitored at the Executive level. Further, the Department encourages discussions with the Director of Human Resources should there be any specific issues in a Branch or Region.

Consultation Process on Re-Organization

UEW outlined the importance of the Department advising the bargaining agents by way of a special UMCC meeting of re-organizational changes as soon as there are definitive decisions taken. UEW encouraged the Department to have this meeting prior to the announcement to any meeting with the staff.

Tracking Tool

UEW re-emphasized the benefit of reviewing issues discussed and conclusions reached on issues noted in the tracking tool for the Regional UMCC meetings and the importance of discussing all issues at both the worksite UMCC and Regional UMCC meetings. Branch UMCC meetings should only be held for ad hoc discussions about issues very specific to Branches and should be the exception and not a regular occurrence.

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.