

November 7, 2011

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

RE: **DFO Human Resources and Corporate Services UMCC Meeting**

The DFO Human Resources and Corporate Services UMCC met on October 28, 2011 with Brother Todd Panas, National President, and Brother Daryl Hoelke, Executive Assistant, attending on behalf of the Union of Environment Workers.

The previous Minutes were discussed. As a follow-up, there was a report concerning the ***Professional Development and Apprenticeship Programs*** (PDAP). Currently all PDAPs are being reviewed and will be completed by the end of December, including the PDAP for both Hydrographers and Fishery Officers. The bargaining agents noted that the Department must continue to move employees through these Programs and the Department committed to reminding its managers accordingly.

The ***Terms of Reference*** were reviewed and UEW requested that an annex accompany them noting the names of the representatives to this Committee.

There was a discussion concerning the ***DFO Strategic Review***. The Department noted that both the alternatives and Transition Support Measures (TSM) are options to accommodate WFA situations. Currently meetings with affected staff have been held and information/questions and answers have been posted on the DFO intranet.

The suspension of the roll-over of ***terms to indeterminate positions*** is effective November 1st and in most part, information has been provided to the terms. UEW raised concerns about the suspension inasmuch as it could lead to a loss of the investment the Department has made with respect to its term employees over the past number of years and the subsequent increase in workload for the remaining indeterminate employees.

UEW noted that ***WFA training/information*** sessions have been organized in the NCR to raise awareness with both the union members and departmental managers. UEW encourages and supports these sessions in all DFO Regions.

UEW encouraged the Department to begin setting up WFA Committees in all Regions and at the national level as soon as possible. UEW suggested that the DOE Terms of Reference could be utilized as a base in developing the DFO Terms of Reference.

The Department outlined changes to the process used for classification and interaction with the ***OCCOE*** as a result of the classification audit. The OCCOE has established timelines to both track and deliver classification activities. Information about the process is available on the intranet as well as the model generics sorted by Sector. The timeline and tracker indicates when the job description was received, when it was classified, and when the classification decision is delivered. The Department noted that a report to the Classification Audit Committee will be ready in April 2012.

UEW emphasized that the job duties need to be discussed with the employee doing the job and with the employee's manager.

UEW enquired about the status of the review of the *Fishery Officer Job Descriptions* and the Department agreed to follow-up (Fishery Officer positions have not yet been completed since there are issues with uniform reporting relationships across Canada).

The Department reported on the *PSES*. There was a 69% response rate and currently Statistics Canada is compiling the data which is anticipated to be ready in January 2012. The bargaining agents requested that the Department have discussions with the bargaining agents before plans are developed.

The next meeting is planned for April 2012.

Todd Panas
National President
Union of Environment Workers