

BC/YT Region
Regional Union Management Consultation Committee (RUMCC)
Record of Discussions for March 4, 2003

Participants

Union

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| Pat Wakefield | NVP CEIU, Co-chair |
| Grant McGregor | Representative, PIPSC |
| Dave Stemler | Representative, APSFA |
| Derek Brackley | Representative, CAPE |

Management:

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| Bill Ross | A/Regional Executive Head, Co-chair |
| Bob McMorine | Director, Human Resources |
| Jeanine Arseneault | Regional Manager, Human Resources |

Absent:

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| Julie Bussiere | RVP, NHWU |
| Claudine Phillippe | RVP, National Component |

Guest:

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| Pat Brand – Managing For Results | Learning and Development Consultant |
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Support to the Committee

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| Michael Adams | Regional Executive Office |
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Departmental Transition: Bill Ross

Bill Ross provided an information pamphlet created by RHQ Communications and Strategic Information illustrating the transition from Human Resources Development Canada to the two departments of Social Development (SD) and Human Resources and Skills Development (HRSD) including their reporting structures and programs and activities. The information was consistent with what is on the Transitions web-site. He advised that Regional Income Security Programs and the Regional Directorates of Human Resources and Corporate Services (Finance, Administration and Systems) belong to Social Development and receive their direction from their respective ADM's in that Department but would continue with the same reporting relationship as in the past i.e. through the Regional Executive Head until things settle down. In response to an enquiry from Pat Wakefield, Bill Ross confirmed that effective April 1, the EI and ISP Call Centres which belong to SD would report nationally to Judy Riseborough, Senior Director.

He provided information on the challenges in identifying which of the two departments staff belong to. He explained that in the case of about 90% of staff it is clear based on business line whether they report to SD or HRSD. The situation of approximately 8% of staff was confusing but they are expected to be resolved shortly. The remaining 2% of staff have been assigned in error and corrections need to be made. There will be no impact on the pay or leave of these employees. There will be an opportunity in the fall to make corrections in cases where employees have been allocated to the wrong department. However, employees do not have a choice as to which department they belong to. He stated that throughout this transition we need to continue to deliver service.

Bob McMorine explained that on December 12, 2003 an Order-in-Council created HRSD and that HRDC still exists and is known as SD. He stated that senior regional representatives in Finance and Human Resources completed a template exercise for a Treasury Board submission by allocating employees to SD or HRSD according to business line, based on their substantive position. In response to a question about local office employees working in Corporate Services, Bob McMorine explained that staff whose duties involved both corporate services and business line activities were assigned to HRSD if the majority of their work related to the business line. The rule of thumb was 60% or more. Only those local office employees who formally report to the SDMs of Corporate Services and whose duties were predominately corporate services were allocated to SD. The SDMs, Corporate Services report to Mardy Duncan Regional Director of Corporate Services at this point and therefore belong to SD.

When asked whether this information has been communicated to employees, Bob McMorine advised that at a recent SDOC meeting, Directors indicated that they wanted to go back to Corporate Services staff in their offices and explain their situation.

He explained that there was also work to be done on pay list changes. Up to now we have all been paid under HRDC which is departmental code REH. Public Works and Government Services will divide the entire pay rolls into two departments; employees of SD will have the code DSL on their pay cheques and employees of HRSD will have code CSD on their cheques. The first pay cheque in April will reflect the split into the two departments. If there are any errors they will be picked up over time but the process will have no effect on an employee's pay.

Bob McMorine also stated that Regional Finance was completing a parallel and separate process in the financial coding for each employee called a proforma exercise and the outcome may not match the work on the pay lists or the template.

Recently the Deputy Ministers of SD and HRSD sent messages to employees of their respective departments based on a split up of e-mail addresses conducted by regional Systems across the country. This e-mail split was based on broad allocation by functional attachment (e.g. Insurance) in order to have the e-mail systems up and running quickly. Fine tuning will be done over time as with the other processes.

National Realignment Principles and Guidelines – DRAFT – Bob McMorine

Bob McMorine provided a copy of the draft principles and guidelines which had been approved by the National Human Resources Planning Committee (HRPC) and applies to both SD and HRSD. The document describes how employees will be treated in circumstances involving adjustments, re-alignments, movement of staff etc. However, it has nothing to do with Departmental transition. It had been in the works for quite awhile and took this long to be tabled. Bob McMorine proposed that the document be discussed at a future meeting.

Concentration and Specialization – Bill Ross

Bill Ross explained that Pat Wakefield had been briefed separately in early February about the 4 National Directives on Concentration and Specialization that are being implemented across the country. He stated that there were no significant changes for staff in this Region compared to other non-devolved Regions. Much of the approach is based on the BC-Model that was developed in response to the Grants and Contributions issue. Regional Review Committees are being re-introduced at Regional office for agreements over \$500,000.

The status of the Contract Administration Officer (CAO) vs. an FI-1 was discussed and Bill Ross stated that the CAO is a viable part of our model for an indefinite period although he could not guarantee that there would be no changes. He explained that the CAO monitors but does not audit.

There was discussion as to the number of staff attached to every project. Pat Wakefield reported that staff especially in the Okanagan and the Lower Mainland were confused and concerned as they had been told that four employees were necessary. Bob McMorine agreed to go though Regional Program Services to find out if they are getting calls regarding any confusion.

Managing For Results (MFR) – Pat Brand - guest

Pat Brand provided a summary of MFR activities to date along with Qs and As. He described Managing for Results as an opportunity for employees to sit down with their supervisors and "hash out" details of their jobs. He stated that these conversations were critical and that the process was intended as collaboration between management and staff and that trust which is necessary for it to work begins at the first meeting. He explained that people should refrain from using the Performance Review and Evaluation Assessment (PREA) "filter" when looking at this new process. It is a holistic, collaborative approach that stresses relationships and communication. This year the focus is on competencies and on-going development.

Pat Wakefield agreed that building a trusting relationship starts at the first meeting and if it does not go well, it takes a considerable amount of time to regain it. She asked if it was possible to change the title from "Performance and Learning Agreement" to "Performance and Learning Plan" because the word "agreement" is a concern to staff

and unions. The concern is, what if at the end of six months an employee had not completed the number of files "agreed to" per day because they have been assigned other work. Staff fear the use of the term "agreement" and the use of numbers. Derek Brackley stated that the unions had learned that if there is no agreement then management could impose it. Bob McMorine explained that this was a national process and that the Region is not in a position to change the form or the process.

Pat Wakefield advised that some Team Leaders are including numbers in PLAs rather than focusing on competencies. Bob McMorine agreed that we are to be focusing on competencies. However, he reminded members that the question of "numbers" was discussed at the last RUMCC meeting. At that time he had commented that although he could not say that numbers would not be used he did say that it was a matter of balance and that you could not evaluate performance solely on the basis of numbers. Pat Brand explained that some agreements are coming in and that although they are not being monitored; if only numbers are used clarification would be sought.

There was discussion about the status of the PLA for staffing purposes and a question about where it would be stored until it was finalized. It was confirmed that until the end of the review period, the document is still a plan and only when it's fully completed would it go on the personal file at RHQ. If the PLA is accessed by other government departments for staffing purposes employees can choose to include an explanatory note describing the PLA process if they are concerned that it won't be clearly understood.

PSAC – TBS Joint Learning Program (JLP) – Jeanine Arseneault

Jeanine Arseneault provided a handout showing the distribution of JLP courses provided to managers and employees belonging to PSAC in the Region. She reported that every office had at least one offering of the collective agreement session and all Local Union Management Consultation Committees participated in the session on union management consultation. In addition four offices had the Anti-harassment session. She advised that the JLP was finished at the end of February and that further funding of the initiative would depend on collective bargaining.

Pat Wakefield proposed that the RUMCC participate in one of the new JLP union-management consultation sessions to be negotiated in the current round of collective bargaining.

Bill Ross stated that because of so many uncertainties such a commitment could not be made at this time.

Retirement Seminars – Pat Wakefield

Pat Wakefield stated that retirement seminars should be offered to employees when they are young so that they will understand what preparations are necessary. In particular emphasis should be placed on informing part-time employees as soon as possible about the impact that their reduced hours will have on their pensions.

Bob McMorine explained that Compensation and Benefits has addressed specific kinds of issues for specific groups of employees e.g. when the EI Call Centre hires a lot of part-time employees special sessions focusing on the impact of part-time hours have been offered. He advised that the departmental website also provides good information on retirement planning. "Lunch bag" information sessions have also been offered at Regional Office. However, he stated that under the current circumstances and without any funding for next fiscal year he did not see how it was possible to mount any new retirement planning initiatives. He did express a willingness to look into a way of addressing the issue of superannuation planning which might satisfy the union concern.

There was further discussion on the timing and the vehicle for providing this information such as making it part of orientation when an employee is first hired. Bob McMorine proposed to talk to Jackson McKee, Director of Communications and Strategic Information about the possibility of featuring something on the superannuation plan in each edition of HRDC NEWS.

Passport Pilot Project – Bill Ross

Bill Ross announced that the Passport Pilot Project was back on in Ontario, Quebec and Kamloops, B.C. People from Passport would provide the training in early April and since they can train 8 employees the intention is to include more than just those on the Service Canada desk.

Bill Ross confirmed that at this point in time, there is no additional funding but there are some salary dollars and some Service Canada funds.

Paperless Office: - Bob McMorine

Bob McMorine advised that the next step in the evolution of Paperless Office was on-line leave application. An employee would be able to apply for paid leave on-line and the request would be transmitted electronically to the employee's supervisor that they would designate in the system. The approved leave would then go directly into CMS. The application is currently being tested in New Brunswick and Quebec Regions and although it is targeted for implementation on April 1, 2004 it will not likely happen on time. Bob explained that it will be mandatory for all employees but that it will not apply to leave without pay.

Annual Employee Pension/Benefits Statements – Bob McMorine

PWGSC is expected to confirm by the end of March the date in April/May when these statements will be sent out for distribution to employees.

Posting of Competitions and Assignments – Dave Stemler

David Stemler raised the fact that staff recently received a message advising that appeal notices and competitions would now only be posted in the 9th floor lunchroom at

Regional Office. Despite the fact that they had always been posted on bulletin boards on each floor.

Bob McMorine explained how the practice of posting such notices on each floor came about following the move to Library Square where there was less movement of staff between floors. However, as a result of an appeal decision management had to ensure a consistent approach so that employees would know where to go for information and we could be assured that it has been posted.

Any further concerns about this about this approach in Library Square will be referred to the Regional Office Union Management Consultation Committee for discussion.

Paid Time for Local Union Executive to Conduct Union Business – Pat Wakefield

Pat Wakefield stated that both union and management in the Region have spent considerable money, time and effort on the PSAC-TBS Joint Learning Program which reflects how far we have come in union management relations. She suggested that it would be a true commitment by management and a show of respect if an amount of regular paid time was provided to local union representatives to conduct union business in the work place. She pointed out that the time that her local union executive spend in the work place actually prevents many grievances and that needs to be recognized. Pat also stated that management needs to go out regionally to recognize situations that arise where a local union representative spends considerable time resolving an issue and their “regular” work builds up because no one else is doing it.

Bob McMorine stated that in areas of workplace disputes that Directors generally give the time to work on resolving problems. However, he said that the issue of providing a regular amount of paid time to local union representatives needs to be addressed at the National level which will then signal to the rest of the organization whether that is an acceptable approach. In the meantime, Bob stated there is considerable latitude to give time to local union representatives to resolve matters and that the region has been fairly lenient in that regard.

However, management acknowledged that union officers in local offices have demands placed on them e.g. problem solving and mediation that the Employer recognizes are important but could impact their capacity to complete their regular work.

Bill Ross acknowledged the vital role Local Union executives play. He further commented that management and staff at all levels of the organization respect the work done by Local Union executives throughout the normal hours of work,

Next Meeting

The next meeting is scheduled for Thursday, June 17, 2004.