



## UNION-MANAGEMENT CONSULTATION COMMITTEES

Union-Management Consultation Committees (UMCCs) provide another avenue to fight for our members. The purpose of union-management consultation is to facilitate communication on issues relevant to the workplace.

UMCCs are an official forum where management and employee representatives meet to exchange information on policy, procedures, conditions of employment and other matters of interest to the parties. They provide a forum for:

- Union representatives to communicate their views on subjects of importance to the membership;
- Management to make known its plans regarding the subject under discussion, the reasons for taking such action and the expected results;
- Discussing such items as proposed changes in conditions and programs; physical working conditions; equipment, tools and uniforms; training programs; and
- Alleviating fears and prejudices created by workplace rumours.

The only topics of interest or concern not appropriate for discussion in UMCCs are those that could lead to altering or changing the intent of a collective agreement.

UMCCs do not limit management's authority, nor do they interfere with a union's rights as established by legislation or collective agreements. While consultation does not involve mutual decision-making or formal agreement, it does imply that management should take into account the views and suggestions advanced by union representatives.

Union-Management Consultation Committees are held at the National, Regional and Local levels. This is important to note. Take the example of a Local UMCC meeting. Suppose management doesn't have requested information, resists providing it or shows a difference of opinion on a particular topic. In such a case, the Local should forward the matter to the next UMC level. Then, our union can ensure the problem is placed on the agenda for the next scheduled meeting at that level.

The request from one level must include complete background documentation as well as the minutes of the UMC meeting where it was initially discussed. Similarly, Regional UMC roadblocks can be addressed at the National UMC.

Each UMC should have two Co-Chairs – one from the union, the other from the employer. Official minutes, signed by the Co-Chairs, should be kept as a record of all discussions and decisions at these meetings. These minutes should be posted to ensure that the membership is kept fully aware and up-to-date.

***N.B. A sample set of Terms of Reference for a Union-Management Consultation Committee, as well as a form for submitting UMCC agenda items, follows this page.***

*(February 2011)*

# **TERMS OF REFERENCE UNION MANAGEMENT CONSULTATION COMMITTEE (*indicate name of workplace*)**

## **1. NAME OF UNION MANAGEMENT CONSULTATION COMMITTEE**

*(indicate name of workplace)* Union Management Consultation Committee

## **2. PREAMBLE**

- 2.1 It is recognized that this committee does not in any way interfere with either Management's authority or it's obligation to manage or with the union's legal rights established by the Public Service Labour Relations Act or applicable collective agreement. It should be noted that formal grievances shall not be introduced at this committee since the manner in which grievances are to be processed is prescribed in the collective agreements.
- 2.2 Jurisdiction: All matters may be subject to consultation except:
- those which could amend, add to, or modify Acts, collective agreements, or regulations governing terms and conditions of employment; and
  - those which are the topic of active consultation or a formal matter which is already the subject of a specific alternative process.
- 2.3 No committee representative is personally liable for anything done or omitted to be done by the representative in good faith under these terms of reference.

## **3. STATEMENT OF COMMITTEE PURPOSE**

- 3.1 The purpose of this committee is to maintain harmonious working relations between management and employees. The purpose of this committee is also to provide a forum for the free exchange of information between management and employee representatives. Discussions in this committee should therefore deal with policies, programs and working conditions, including proposed changes in any areas. Both parties shall accept the responsibility of helping to make this committee work effectively and resolve union management issues while actively promoting harmony and a fair working environment.

#### **4. FUNCTIONS OF THE COMMITTEE**

- 4.1 To provide a forum for consultation and the frank exchange of ideas and information on policies, programs and procedures, as they apply to employees of the (*indicate the workplace*). Separate PSAC/PIPSC meetings may be scheduled, along with a joint meeting.
- 4.2 To foster effective two-way communication and mutual understanding.
- 4.3 To address specific impacts of regional and national issues and events in (*indicate the workplace*).
- 4.4 To discuss proposals for joint action to address specific issues.
- 4.5 To review and evaluate actions taken by the committee.

#### **5. COMPOSITION OF COMMITTEE**

- 5.1 Management  
(*indicate number of*) representatives with an identified contact person  
  
PSAC and PIPSC  
(*indicate number of*) representatives for PSAC with an identified Chairperson  
(*indicate number of*) representatives for PIPSC with an identified Chairperson
- 5.2 Representatives will be appointed by the union for the members they represent.
- 5.3 Additional persons may be invited for the purpose of providing advice or information on particular agenda items but must be identified before the agenda is finalized.

#### **6. COMMITTEE MEETINGS**

- 6.1 It is the intention of the committee to meet (*indicate number of times per year*), during working hours.
- 6.2 A special meeting, if required, can be held at the call of the representative Chairperson.
- 6.3 The committee members should be given adequate time to prepare for the meeting and to travel to and from the meeting.
- 6.4 A person attending the meeting should be identified as responsible for each agenda item and be prepared to introduce the topic for discussion. (*see section 7.8 for submission of topics*)

## **7. AGENDA AND MINUTES**

- 7.1 Management will be responsible for providing someone to capture action items and prepare minutes of these meetings.
- 7.2 The Secretary's tasks include: keeping records of meetings and preparing and distributing agendas and minutes.

The Secretary compiles the agenda items to participants one week in advance of the meeting (topics must be submitted on the attached form two weeks before the meeting).

At the request of the Lead Chairperson identified for the next meeting, the Secretary sends out notice to all participants of the next meeting, a minimum of four weeks before the meeting takes place.

- 7.3 The Co-Chair of each group (Management, PSAC and PIPSC) will review the agenda and minutes for accuracy and, once approved, sign them before they are distributed.
- 7.4 Copies of the signed minutes will be sent to the following sites within (*indicate number of*) working days:
- worksites represented;
  - President of the Agriculture Union (PSAC);
  - Regional Director, PIPSC, and
  - UMCC attendees
- 7.6 Unresolved issues from the (*name the workplace*) Union Management Consultation Committee to be forwarded to the (*name the next appropriate level in the UMC process*)

## **8. RECORD KEEPING**

- 8.1 The committee shall keep adequate records of all matters that come before it.

## **9. EXPENSES**

- 9.1 The employer will grant paid leave for union business, to the committee members to attend the regularly scheduled meetings, or in the case of special meetings approved by the Co-Chairs. (If necessary, leave forms must be submitted immediately preceding the meetings.)

**10. AMENDMENTS**

10.1 These Terms of Reference will expire and be subject to review by the call of any party.

**Approved by:**

\_\_\_\_\_

**Original signed by:**

\_\_\_\_\_  
Management Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSAC Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
PIPSC Representative

\_\_\_\_\_  
Date

*(February 2011)*

**Submission of AGENDA ITEMS  
UNION MANAGEMENT CONSULTATION COMMITTEE  
*(indicate workplace)***

**ISSUE:** *(briefly outline issue)*

---

---

---

---

---

**BACKGROUND:** *(indicate development and current status of the issue)*

---

---

---

---

---

**SUGGESTION/RECOMMENDATION:** *(this section need not be completed for informational items)*

---

---

---

---

---

**SPONSOR:** \_\_\_\_\_ **GROUP REPRESENTED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*(February 2011)*

**AGENDA TEMPLATE**  
**<Date & Time>**  
**<Location>**

1. Introductions
2. Additions to agenda
3. Review of previous minutes
4. Business arising from previous minutes
5. Standing Agenda Items
  - a. Staffing (Term employment, reassignment, workload/volume, process, acting)
  - b. Training & Career Development
  - c. Performance Reviews and Classification
  - d. Other <to be determined by each Local Committee>
6. New business
7. Round Table Discussion
8. Set next meeting date

*(February 2011))*



# UMC MEETINGS CHECKLIST FOR LOCALS

Terms of Reference will aid all parties to ensure effective Union-Management Consultations. If your Local UMC Committee has Terms of Reference, please compare your Terms of Reference with the suggested template provided.

## **In preparation for a Local UMC Meeting:**

- Determine PSAC representatives to attend UMC (e.g. RVP/Local President/workplace reps)
- Request a meeting with management and agree upon date, time and location convenient to both sides (if applicable, as defined in the Terms of Reference).
- Send a notice out to all PSAC members for agenda items (the use of employer email is allowed)
- Agenda items submitted by members should be reviewed by the Local Executive. Topics not appropriate for discussion are those that could lead to altering or changing the intent of a collective agreement or are the topic of active consultation or grievance. Once reviewed, the Local Executive should submit items to management using the format found within the Terms of Reference template document.
- Agenda items may include Standing Items such as Staffing (Term employment, reassignment, workload/volume, process, acting), Training & Career Development, Performance Reviews and Classification and Round Table discussions. See suggested UMC Agenda template document.
- Review agenda prior to UMC meeting with your local PSAC committee.
- Ensure Terms of Reference have been established and are current.

## **During the UMC:**

- Ensure management has provided a recording secretary.
- Conduct meeting following the Terms of Reference and the UMC Agenda.

## **Following the UMC:**

- The minutes should indicate each agenda item as either completed and closed or as an action item showing person responsible for action and timeline for completion.
- Minutes should be reviewed, amended if necessary, and once acceptable, signed and dated by co-chairs.

- A copy of the signed minutes should be forwarded to your RVP/Director.
- Items that remain continuously unresolved should be forwarded to the next level of the UMC process through the RVP/Director.

*(February 2011)*