

## National Joint Employment Transition Steering Committee Meeting

April 20, 2012

President's Boardroom, 1400 Merivale Road: 2:30 p.m. to 4:10 p.m.

### Participants:

#### CFIA

Mr. George Da Pont  
Ms. Mary Komarynsky  
Dr. Brian Evans  
Ms. Debbie Cunningham, Operations  
Mr. Paul Mayers, PPB  
Mr. Bill Anderson, Science  
Mr. Gérard Étienne (**Chairperson**)  
Ms. Pamela Larocque  
Ms. Nancy Darling

#### PSAC

Mr. Bob Kingston - phone  
Mr. Fabian Murphy  
Mr. Raphael Tarasco - phone

#### PIPSC

Dr. Tom Wright  
Mr. Alan Messner - phone  
Dre. Valérie Coupal  
Ms. Mélanie Chenier

### 1. Minutes of April 4, 2012 Meeting

**Outcome:** Section 2 (Federal Budget) to be amended to include in the parentheses describing the core mandate: consumer protection.

Approved as amended.

### 2. Agenda

Add: Selection for Retention Process

### 3. National Joint Employment Transition Steering Committee

**Action Item:** Amend Terms of Reference to reflect a Committee Co-Chair from each Union – **Update:** Done

- **PIPSC Co-chair:** Dre. Valérie Coupal
- **PSAC Co-Chair:** Mr. Bob Kingston

### 4. Other Level Joint Employment Transition Steering Committee Meetings

**Action Item:** Area Level Committees to meet on April 23<sup>rd</sup> or 24<sup>th</sup>

Minutes should be completed and distributed within 2 days

Area ED's will be advised on conference call taking place at 4:15

Union Members:

- S&A has provided names of members

- VM to provide names of members – **Update:** Done

- PSAC will use the existing participants from the Area UMCC for now and may make changes in the future

Other Committees to be established where agreed to by Management and the Union that they would be beneficial (do not require the approval of the Area ETC).

All Committees will use the approved Terms of Reference

Agenda Items for Area level Meeting:

1. Identify other resources for employees (ie Federal Council).
2. Is our communication working? - feedback on process
3. - Do they have all training required (e.g. need for session to help employee's complete the questionnaire?)?  
- Do they understand options.
4. What do employees want to hear from us? Any urgent questions?
5. Other issues

**5. Q's and A's**

When asked about those employees who would be required to relocate, Management stated that they would work with employees to make decisions that make sense, e.g. someone who is within a few years of retiring.

**Outcome:** The National Committee Co-Chairs will review the draft Q's & A's relating to Employment Transition with Pamela Larocque. Once they have been agreed to they will be posted on Merlin.

If there is disagreement:

- the answer will be posted with both the Unions & Managements response

Where there are questions relating to budget proposals, the Union will be connected with the appropriate Management Representative.

**6. Time / Role of Union Representatives**

Management expressed appreciation for the union support provided to both employees and management. The ongoing involvement of the union will be very beneficial and is to be encouraged at all levels of the organization.

**Outcome:** Union Representatives should be provided with a reasonable amount of paid time when involved in Employment Transition activities such as training / information sessions, town hall meetings, employee meetings.

**7. Additional Reference**

**Outcome:** Where an employee wishes to provide a 2<sup>nd</sup> reference (recent within 3 years), they may attach a copy of the reference form from a CFIA work-related individual, to their questionnaire response.

**Action Item:** This must be communicated to all employees ASAP. **Update:** An e-mail was sent to all employees on April 24<sup>th</sup> (see Appendix A).

**8. Grievance MOU**

**Action Item:** The Union Co-Chairs are to review and provide feedback to Gérard ASAP.

**9. Selection for Retention Committee Members**

A list of External Observers was provided. The Committees have not yet been established however all Committee members are expected to be Senior Level Management. In exceptional circumstances the Committee may include EX minus one level management.

**Action Item:** Updates of the External Observers will be provided as they are available.

The NJETSC members will be provided with a list of Committees and their members.

**10. List of Employees**

It was noted that the list of names as provided did not provide sufficient information to the Unions as they were not able to identify which employees are currently in their Opting period, as no employees are currently surplus.

**Action Item:** Management to provide a revised list defining those that are affected and going through a Selection for Retention process and those that received an affected letter with a notification that their position will be become surplus in the future.

11. **Information for Employees**

**Action Item:** A Fact Sheet will be prepared for each situation to ensure the employees have sufficient information and understand their options. The Fact Sheet(s) will be provided to the Union.

12. **Volunteers for Surplus**

In some units where there will be a reduction in numbers there may be more volunteers than needed.

**Outcome:** Volunteer requests will be added to the package for the Selection for Retention processes. The Selection for Retention Committee has the authority to review these volunteers before they proceed with the selection for retention. **If there are sufficient volunteers to meet the requirements, there will be no need to proceed further.**

If there are more volunteers than needed, the Unions have agreed that Management have full authority to establish the criteria for selecting the necessary number of employees to leave. The Unions have agreed that they would not entertain grievances on these decisions.

13. **Centres of Expertise (COE)**

**There were differing views on how best to organize and structure the COE's and whether they should be virtual or co-located.**

Discussion took place regarding the letters that were provided to the employees who would be affected by the planned COE's. The Union believes that these employees should be provided affected letters even though there are many details to be worked on regarding the concept and planning for the COE's. Management were concerned that since no decisions have been made on the COE's, there would not be sufficient information for employees to make decisions at this time

**Action Item:** The Unions suggestion of providing these employees with affected letters will be discussed at the Human Resources Committee chaired by the Executive Vice President.

If letters are sent, they need to be accompanied by a note that explains why employees are receiving a different letter. A draft would be provided to the Unions prior to being sent to employees.

PPB will establish a regular path of engagement with the Unions regarding the COE's.

14. **Anomalies**

There were some anomalies noted in letters that were received by employees. The Unions believe that some elements of the letters are not correct as the language in the letters is not consistent with the collective agreement. Management believes that the letters are correct. Both Union and Management agreed that employees should receive additional information (i.e. fact sheet).

**Action Item:** As the letters were prepared centrally, the Unions need to bring these situations to Gérard Étienne's attention so the letters can be reviewed and corrected where necessary.

15. **Next Meeting**

**May 8, 2012: 9:15 – 12:15**

**Action Item:** A meeting request will be sent.

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Gérard Étienne  
Vice President, Human Resources

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Date

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Dre Valérie Coupal

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Date

PIPSC Co-Chair

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Bob Kingston  
Agriculture Union Co-Chair

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Date

>>> CFIATransitionACIA 4/24/2012 1:18 pm >>>  
le français suit

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Hello,

Please be advised that affected employees participating in a selection for retention process now have the opportunity to select an additional reference of their own choosing, if they wish. This reference must be a CFIA employee (e.g., colleague, previous supervisor, employee) who is familiar with the work of the affected employee within the last 3 years. If you would like to submit an additional reference, please provide the name and email address of your reference by Wednesday, April 25, 2012 to [CFIATransitionACIA@inspection.gc.ca](mailto:CFIATransitionACIA@inspection.gc.ca). Please note that this reference will be considered in addition to the one provided by your current supervisor and is not a requirement of the process.

This person will be asked to complete a Reference Check Questionnaire for consideration of the Selection Committee and submit it to [CFIATransitionACIA@inspection.gc.ca](mailto:CFIATransitionACIA@inspection.gc.ca) no later than April 30, 2012.

Please note that this change does not extend the deadline for the submission of your Self-Assessment Questionnaire.

Thank you,

G rard Etienne  
Vice-President, Human Resources

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Bonjour,

S'il vous pla t noter que les employ s touch s qui participent   un processus de s lection aux fins de maintien en poste ont maintenant la possibilit  de choisir une r f rence suppl mentaire de leur choix, s'ils le souhaitent. Cette r f rence doit  tre un employ  de l'ACIA (p. ex. coll gue, un superviseur pr c dent, employ ) qui est familier avec le travail de l'employ  concern  dans les trois (3) derni res ann es. Si vous souhaitez soumettre une r f rence suppl mentaire, s'il vous pla t fournir le nom et l'adresse courriel de votre r f rence d'ici le mercredi 25 avril 2012 au [CFIATransitionACIA@inspection.gc.ca](mailto:CFIATransitionACIA@inspection.gc.ca). S'il vous pla t noter que cette r f rence sera consid r e, en plus de celle fournie par votre superviseur actuel et n'est pas une exigence du processus.

Cette personne sera demand e de remplir un questionnaire de v rification des r f rences pour l'examen du Comit  de s lection et le soumettre   [CFIATransitionACIA@inspection.gc.ca](mailto:CFIATransitionACIA@inspection.gc.ca) au plus tard le 30 avril 2012.

S'il vous pla t noter que ce changement ne prolongera pas le d lai pour la pr sentation de votre questionnaire d'auto- valuation.

Merci,

G rard Etienne  
Vice-Pr sident, Ressources en humaines

Nancy Darling  
Union-Management Liaison Advisor  
Workplace Relations  
613-221-7092

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