



## National Joint Employment Transition Steering Committee Meeting

August 16, 2012

President's Boardroom, 1400 Merivale Road: 2:00 p.m. to 4:00 p.m.

### Participants:

#### CFIA

Mr. George Da Pont  
Ms. Mary Komarynsky  
Mr. Bill Anderson  
Ms. Colleen Barnes  
Dr. Harpreet Kochhar - phone  
Ms. Brenda Dagenais  
Ms. Jennifer Nasrallah  
Ms. Nancy Darling  
Ms. Traci Mathias

#### PSAC

Mr. Bob Kingston  
Ms. Marlene O'Neil  
Mr. Fabian Murphy

#### PIPSC

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

### 1. Minutes of August 2, 2012

**Action Item:** The minutes were approved with no changes

### 2. Updates

The following information was provided prior to or during the meeting:

- Employment Transition Statistics – August 1, 2012 and August 8th
- Alternation / Opting List – August 14, 2012
- Staffing Approvals – August 7, 2012 and August 13, 2012
- Report on Approved Alternation Matches as of August 13, 2012
- Meaningful Work Report
- ET Grievance Statistics as of August 13, 2012

Completed items from August 2, 2012:

- An updated Report on Meaningful Work was provided
- The FAQ on Education Allowance will be loaded live on Merlin in the next few days
- The InfoBulletin related to Alternations will be posted soon

- A Report on Approved Alternation Matches was provided, including the name of the persons who will be remaining at the Agency
- Jennifer Nasrallah checked to see if Developmental Inspectors at both the EG-02 and EG-03 levels were being considered. It was determined that only EG-02s were checked, however, she went back to check the EG-03s and nobody was missed. EG-03s will also be checked going forward
- The names of employees who have been appointed through the Priority System will be provided in a report at the next meeting
- It was determined that there should be a link on the Employment Transition page that provides information on writing references that will make it easier for managers to find
- Final / approved copies of the Area Employment Transition Committee Meeting minutes have started to be provided to the Union Co-Chairs through the National Union-Management Consultation mailbox.

Outstanding items from August 2, 2012:

- Additional Questions and Answers related to Leave without Pay situations will be presented at a future meeting;
- A solution on how and where to post the Area Employment Transition Committee minutes will be discussed with IT, however there are a number of other IT priorities;
- There will be a meeting between Human Resources and the Unions to discuss the Student Employment Policy
- A list of vacant, indeterminate positions which are filled on an acting basis will be provided in advance of the next meeting, by email
- A manual update to include the City to the Alternation list and will be included on Merlin next week
- Human Resources Committee is still discussing term appointments/assignments and there should be an update available at the meeting on August 30<sup>th</sup> and;
- The Employment Equity data on the Employment Transition Statistics will be reviewed. PSAC will provide their comments on the presentation of the data to Jennifer Nasrallah

**3. Reimbursement of Counselling Expenses**

This document was presented for information and to provide clarification of the process and the timeframes during which receipts can be submitted related to counselling services for opting employees who choose Option B or C as the Collective Agreement does not specify a timeframe. The Fact Sheet for Opting Employees will be revised to include the 6 month timeframe.

**Action Item:** A time period for comments was agreed upon and information related to the Fact Sheet shall be provided by the Unions by next week.

**4. PSAC Employment Transition Grievance Process**

Nancy Darling provided an update that a draft process related to the grievance process has been discussed and reviewed and feedback has been provided by PSAC. The draft process will be presented to the Committee shortly.

**5. Posting of DRAP Decisions**

There are currently a number of decisions in the final stages of approval to be posted on Merlin. Once approval is received, the decisions will be posted on Merlin.

**6. Area Employment Transition Committees – General Questions**

NCR Area

The NCR Area JETC has the following questions/requests arising from its meetings of August 07 and 13:

**Q1.** Would it be possible to get an update on temporary help contracts that are in place?

**Action Item:** An updated temporary help contracts report will be provided

**Q2.** We would like to receive updated lists of term employees and positions filled by acting assignments that extend for more than 30 days, as well as the names of affected and surplus employees who have found and been approved for an alternation will be provided. We understand that National JETSC has agreed that these lists can be provided. Is there a timeframe in which we can expect to receive the lists?

**A1.** A list of approved alternations has been provided at this meeting. A proposed approach on dealing with term employment will be discussed at the next meeting, following a discussion at HR Committee

**Action Item:** A list of actings that extend more than 30 days will be provided electronically, in advance of the next meeting.

**Q3.** In early July, the VP, HR outlined for the NCR JETC its new mandate related to issue resolution. In an attempt to arrive at a common understanding of that new mandate, the NCR JETC reviewed its terms of reference and revised the terms of reference as appropriate to reflect the new mandate. We recognize that all Area JETC's have the same terms of reference, established by the National JETSC. We are therefore sending our proposed (revised) terms of reference, with the request that these changes be approved by the National JETSC.

**A3.** A draft of the (proposed) revised Terms of Reference was presented. Suggested changes to the Terms of Reference are highlighted in red; indicating where information was added to existing information and information in yellow are suggested changes to make it more generic.

**Action Item:** This topic to be presented as an agenda item for discussion during the August 30<sup>th</sup> meeting and consideration will be given to whether the Area terms of reference should be amended and potentially become generic terms of reference for Area committees.

## **7. PSAC General Issues / Concerns**

PSAC is concerned over the amount of reimbursed counselling services for employees who chose Option B or C. PSAC suggested that the collective agreement does not preclude from paying for counselling services for other employees (Article 6.3.6 vs. 1.1.29) and it was requested that the Agency consider doing so.

**Action Item:** This item to be referred to the Sub Committee

## **8. PIPSC General Issues / Concerns**

PIPSC is concerned the Process Map – CFIA Process of Alternation does not reflect current process.

**Action Item:** The Process Map that includes the bubble chart will be removed from Merlin and the written process will be updated to include the role of the Area JETSC. This information will be shared once updated.

PIPSC is concerned that the Fact Sheet – Establishing Departure Date for Employees Choosing Options B & C needs updating per the new InfoBulletin message on Alternations (specifically regarding potential flexibility in some cases to implement the actual alternation after the opting period if it is finalized and approved before the opting period expires). It

was agreed that the information regarding Alternation will be updated in lieu of the Fact Sheet re: Departure dates.

## 9. Round Table

**Action Item** A list of the Alternations that were refused and the rationales that were brought to HR Committee will be provided to the sub committee

**Action Item:** Jennifer Nasrallah and Co-chairs will discuss the Employment Transition Statistics to determine if there are desired improvements to the terminology used in the report and its content (for e.g. is there is a better word to use than “surplus”, to identify individuals in Year 3 (top portion of document), who are only affected right now as well as to determine a better way of providing information on the Total Remaining in their option period (blue section of report)

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Gérard Étienne  
Vice President, Human Resources

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Date

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Dre Valérie Coupal  
PIPSC Co-Chair

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Date

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Bob Kingston  
Agriculture Union Co-Chair

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Date

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