



National Joint Employment Transition Steering Committee Meeting

August 2, 2012

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

Participants:

CFIA

Mr. George Da Pont
Mr. Bill Anderson
Ms. Colleen Barnes
Ms. Brenda Dagenais
Ms. Barbara Jordan
Ms. Jennifer Nasrallah
Ms. Lisa Martin
Ms. Nancy Darling

PSAC

Mr. Bob Kingston
Ms. Marlene O'Neil
Ms. Nancy Milosevic - phone

PIPSC

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

1. Minutes of July 19, 2012

Action Item: The minutes were approved with the following two changes:

- The 6th bullet under 1. Updates – July 5, 2012 was modified by adding the underlined words to the end of the second sentence: “...Area JETSC meetings and will be distributed to Area Employment Transition Committee Members”.
- The first paragraph under 4. PSAC General Issues / Concerns was modified by adding a new sentence at the end of the paragraph: “PSAC agreed that reference checks are important, however they must be appropriate and suggested that employees should be asked to provide references”.

2. Updates

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

- Employment Transition Statistics - July 18, 2012 and July 24, 2012
- Alternation / Opting List – July 31, 2012

- Staffing Approvals – July 23, 2012 and July 30, 2012
 - It was noted that as of July 30, 2012 there are no longer “Round One / Two” approvals. The process to be followed is:
 - Prior to positions being proposed for staffing, the Corporate Management Branch must confirm there is long term funding available;
 - The Priority Administration System (individuals with priority status) is checked and if there is a match then referrals are provided for management’s assessment;
 - HRC reviews the request, and if it is approved;
 - The staffing goes through the approved staffing process.

Completed items from July 19, 2012:

- Concerns regarding the surplus list were addressed;
- HR Committee was advised of the concerns regarding the PPB AS 01 selection for retention process;
- The meeting with PPB on exclusions was held;
- PPB has responded in writing to inner-outer office issues and PSAC will follow up with concerns.
- Delegation of Authority:
 - In situations where a surplus employee is assigned meaningful work but does not have the delegated HR or financial signing authority, any action or decision requiring delegated HR / Finance authority will be approved by the next highest level of management (who is not on a meaningful work assignment)
- The question on Records Retention / Disposition has been referred to the Manager of Information Holdings for review and action as required; and
- The Ottawa District Office has no affected employees.

Outstanding items from July 19, 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; and
- Final / approved copies of the Area Employment Transition Committee Meeting minutes will be provided to the Union Co-Chairs through the National Union-Management Consultation mailbox.

3. Meaningful Work – Additional Guidance

The document was approved with no changes.

Action Item: An updated Meaningful Work report will be provided

4. Education Allowance

- It was suggested that a master list be created to track all employees on Education Leave to ensure they are tracked as Management Representatives move around. It was stated that Management and Finance will be responsible for tracking the employees and expenditures.
- It was suggested that all employees have an Education Allowance Agreement to ensure there is a formal document that outlines the rights and responsibilities of Employees and the Employer.

Action Item: The document was approved with the following change:

- Answer 17, 4th bullet:, first sentence, additional wording added at the end of the sentence (see underlined portion below): Where an employee is enrolling for an education program leading to a diploma, degree, certificate or professional accreditation that requires more than two years for completion, he/she must submit an Education Plan to his/her manager prior to beginning the program.

5. Information Bulletin

Action Item: The document was approved with the addition of a paragraph relating to situations where alternations have been approved within the opting period; however the actual alternation takes place at a later date. The suggested wording will be provided to the Union Co-Chairs for approval. Once approval is received, the InfoBulletin will be considered final and will be posted.

6. Grievance Statistics

A Report on Employment Transition Grievances as of July 24, 2012 was provided to the NJETSC members.

Action Item: There is a need to develop a clear process for the operation of the Employment Transition Grievance Committee. Nancy Milosevic or Bob Kingston will be the contact for the Agriculture Union.

Action Item: Updated grievance statistics will be provided bi-weekly during the regular NJETSC meetings.

7. Alternation

Merlin will now have “real time” information on the Alternation List. This feature is not available on the external site; however that information will continue to be updated on a weekly basis.

An equivalency calculator is also now available on Merlin.

Action Item: Jennifer Nasrallah will look into the Unions’ request that the City be added to the list of alternates in addition to the Area.

8. Internal Communication Strategy – Centres of Expertise (COE)

The Internal Communication Strategy was completed; however the Steering Committee requested a number of changes. The updated draft report will be shared; however it is to be treated as a Secret document and is not to be shared further.

There is concern that some Managers are indicating that decisions on employees being able to work remotely would be based on their preferred management style. The Union wants to ensure that the Working Group considers all information (e.g. including from those who did not receive letters), and is open to all options for the COEs. George Da Pont indicated that he hopes that the Internal Communication Strategy will help address these issues. Barbara Jordan confirmed that the Working Group has a very broad mandate.

9. Area Employment Transition Committees – General Questions

Western Area

Q1. Area Union Representatives want a list of the vacant positions that have been surplus. Has this been provided at the national level in a form that can be shared at the Area level?

A1. This information has not been provided at the national level. After a lengthy discussion regarding the information being requested versus the possible value of that information, the following was decided:

Action Item: A list of vacant indeterminate positions which are filled on an acting basis will be provided.

Q2. Is there information on Merlin or other source that is readily available to surplus year 3 employees on the process for gaining access to the options earlier?

A2. There is a draft InfoBulletin on Alternation that will be posted on Merlin which should address this issue.

NCR

Q1. The Unions would like to receive a list of matches including the name of the person who will be remaining with the Agency.

Action Item: A1. The list of matches will be provided.

Q2. The Unions would like to receive a list of current acting assignments in the NCR that will continue beyond September 14/12 (one month beyond the end of the first opting period).

Action Item: A2. A list of vacant indeterminate positions which are filled by Acting employees on an acting basis will be provided.

10. PSAC General Issues / Concerns

None

11. PIPSC General Issues / Concerns

None

12. Round Table

Action Item Information currently available on Merlin which provides information on providing and writing references will be linked to the Employment

Transition page and consideration will be given to whether the information should be revised to indicate any specific information re DRAP situations.

Action Item: Human Resources Committee will be asked to discuss term appointments / assignments and consider options to assist the Agency in maximizing potential access to these positions by employees who are affected / opting where appropriate.

Action Item: The Employment Equity data on the Employment Transition Statistics needs to be reviewed as there appears to be errors.

Action Item: Jennifer Nasrallah will check to see if Developmental Inspectors are identified as EG 02 or EG 03 as the position is actually an EG 03 and should be reflected as such.

The Unions have requested the names of employees who have been appointed through the Priority System.

Action Item: This request will be reviewed.

A discussion took place regarding the use of lengthy acting appointments. These appointments were all reviewed prior to the budget. Management indicated that this is a separate issue to be dealt with outside of the NJETSC.

Brenda Dagenais/for
Vice President, Human Resources

Date

Dre Valérie Coupal
PIPSC Co-Chair

Date

Bob Kingston
Agriculture Union Co-Chair

Date

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

RDIMS: 3428596 v. 7