



National Joint Employment Transition Steering Committee Meeting

June 14, 2012

President's Boardroom, 1400 Merivale Road: 2:00 p.m. to 4:55 p.m.

Participants:

CFIA

Mr. George Da Pont
Dr. Martine Dubuc
Ms. Colleen Barnes
Mr. Gérard Étienne
Ms. Barbara Jordan
Ms. Pamela Larocque
Ms. Jennifer Nasrallah
Ms. Nancy Darling

PSAC

Mr. Bob Kingston
Mr. Fabian Murphy - phone
Mr. Raphaël Tarasco
Ms. Marlene O'Neil
Ms. Nancy Milosevic - phone

PIPSC

Dr. Tom Wright
Mr. Alan Messner
Ms. Mélanie Chenier

1. Minutes of June 7, 2012

Action Item: Under "Updates" referring to the May 31, 2012 minutes, the last point was modified by adding "related to the Selection for Retention Process." to the end of the sentence.

Under Item 5 "Workload / Footprint", a new paragraph was added "Gérard Étienne will follow up with the National Occupational Safety and Health Policy Committee for a process that will see a continued evaluation on the impact of DRAP decisions on the workforce."

Outcome: Approved with amendments as noted above.

Updates:

- Alan Messner has been contacted regarding labelling.
- The list of temporary help contracts that began in April and May 2012 was distributed.
- The list of term employees was distributed.
- The Town Hall for Administrative Employees is scheduled for next week.

Outstanding Items:

- Alternation information is to be posted on the external website and linked from Merlin by end of day June 14, 2012.
- An Internal Communication Strategy will be developed for the Centres of Expertise.
- The Committee will be provided with a list of positions that have been approved to be staffed.

2. Employment Transition Letter Delivery, June 2012 Manager's Speaking Points

The revised document, amended on June 7, 2012, (including Manager's Speaking Points and Disclosure of Assessment Information) was distributed. An additional document titled "Guidance for Managers" was also provided. Both documents were distributed to Management and should address any issues regarding the Letter Delivery process.

The Union noted that the reference at the top of page 2 regarding the right to Union Representation was incorrect as the Employment Transition Appendix, Article 1.2.1 provides for Union Representation through the application of the Appendix.

Action Item: The Unions to advise of any situations where there are concerns.

3. Validity of Second Language Evaluation (SLE) test results

An HR Bulletin will provide information on a temporary measure which provides employees who have been involuntarily displaced from their position with additional time to obtain new, valid SLE test results.

Action Item: The HR Bulletin will be posted on Merlin.

4. Meaningful Work

The following changes were suggested. They will be reviewed with the Human Resources Committee and an updated document will be reviewed on June 21, 2012:

What is meaningful work

- Point 1, last sentence will now read, "This can include special projects or backfilling for employees at equivalent group and level who are on leave of one month or more."

- Point 2, replace “work” with “duties”.
- Point 5, insert “host” before supervisor.

Approach

- Point 1: - 1st sentence: replace “monitoring” with “supervising”
- 2nd sentence will now read, “This includes assigning duties and responsibilities of the meaningful work, approving leave, providing the necessary training and providing feedback where required.”
- Point 2: - replace “home organization” with “Employer”,
- add at the end of the sentence, “including training”.
- Point 3, replace the “and” after GRJO with “as well as”.
- Point 4, add at the end of the last sentence “and/or until their departure date”.

Considerations

- Point 1, 2nd sentence will now read, “However, it is important to remember that, for the benefit of both the organization and the employees, the top priority of surplus employees is to find another indeterminate job, and for the Employer to provide the appropriate support.”
- Point 2, add after “Employees”, “and the Employer”

Assignment Agreement

- Add after language requirements “(if relevant)”
- 2nd paragraph, Duties to be performed, include some key activities from the existing work description, if applicable
- 6th paragraph, the sentence will now read, “The Employer will continue to assume all salary and job-related expenses including training during the period of this agreement.”
- 7th paragraph, the sentence will now read, “The host organization will be responsible for the authorization of the employee’s leave.”

Where employees receive a permanent offer and they are also needed to perform their existing work, the managers will make every effort to align the dates of the old and new jobs to ensure a smooth transition.

There was discussion about further defining “work site”, point 6 under What is meaningful work. Gérard Étienne assured the Committee there was no intention to penalize employees, and where there are special circumstances they will be addressed individually.

Action Item: A list of meaningful work and who is assigned to that work will be shared with the Committee.

5. **Area Employment Transition Committee General Questions**

Note: In some cases a similar question has been dealt with at a previous NJETSC meeting; however the final NJETSC minutes were not available at the time of the Area Committee meeting so the Area's questions are included below.

Western Area

Q1. Could the management representatives at the Area Joint Employment Transition Committee share the Alternation information with non-CFIA Union Representatives?

A1. Yes. This information will be available on the external website.

Quebec Area

Q1. Employees are seeking further assurance regarding the necessity of moving where they have received a Guarantee of a Reasonable Job Offer.

A1. The President's May 3, 2012 message provided additional information regarding the Centres of Expertise <http://merlin/english/pres/newnou/2012/20120503e.asp>. See questions:

8) Relocation

Will I need to relocate?

Starting in 2015, when the COEs are set up, relocation will be on a "volunteer" basis. All relocations are expected to be completed over a 3 to 4 year period.

9) What happens if I choose not to relocate to the COE?

We will provide you with a Guaranteed Reasonable Job Offer (GRJO) with the Agency.

10) Retirement

What happens if I am close to retirement?

Employees who are 5 years from retirement at the time of setting up the COEs in 2015, will not be asked to relocate.

The commitment was later clarified in the May 9, 2012 NJETSC Meeting Minutes <http://merlin/english/hrrh/repdep/com/transtoce.asp>

Item 4: "Employees who choose not to relocate to the COE will be provided with a Guaranteed Reasonable Job Offer (GRJO) in their own Province."

The commitment was further clarified in the May 31, 2012 NJETSC Meeting Minutes <http://merlin/english/hrrh/repdep/com/transtoce.asp>

Item 7: It was confirmed that for the Guaranteed Reasonable Job Offer for COE employees that referenced an offer in their own "Province", for those employees in the NCR, this means the NCR Area.

Q2. The Union would like additional information regarding the roles and responsibilities of the AG-2 and BI-2 employees in the COE.

A2. The working groups for the COE will be looking at the conceptualization of the COE and how the services will be delivered. The roles and responsibilities will be determined through consultation as part of the implementation plan.

Q3. Administrative Support – Programs: The Union is concerned with the number of unknowns regarding these employees. It is not known how many employees will be needed, in which locations, or whether there will be a Selection for Retention process or if there will be a Guaranteed Reasonable Job Offer.

A3. May 31, 2012 NJETSC Meeting Minutes <http://merlin/english/hrrh/repdep/com/transtoce.asp>

Item 6, Quebec Q&A 2: "No, there will be no GRJO for Administrative employees. As the consultation takes place on the Centres of Expertise (COE) over the upcoming year, the implementation plan will be developed and we will have much more insight into the needs of the COE's."

On May 31, 2012 a commitment was made to schedule a town hall for Administrative employees. This is scheduled for the week of June 18, 2012.

Q4. Is there information available on the retesting for SLE for surplus employees?

A4. See item # 3 above.

Q5. Will the Unions be provided with a copy of the various Selection for Retention guides (rating scale, competencies definition and behaviour)?

Action Item: A5. Yes, a commitment was made during the May 31, 2012 NJETSC to provide this information to the Union Co-Chairs who will be responsible to share the information with Union Representatives. This will be provided the week of June 18th, 2012.

Q6. Will the Area Employment Transition Committee minutes be posted on Merlin or available in a common folder so they are accessible to Area employees?

Action Item: A6. Gérard Étienne to look into this process and will report back.

NCR

Q1. How are surplus employees referred for vacant positions?

A1. For all approved staffing (including term appointments and acting over one month), a search is made of the priority administration system.

Q2. The Unions would like to receive lists of: secondments, acting for a period of greater than 30 days, and all staffing approved by the VP's and HR Committee since April 1, 2012.

A2. During the June 7, 2012 NJETSC meeting, a commitment was made to provide the Unions with a list of staffing actions that have been approved by HR Committee.

Q3. a) When will the information on the Alternation process be available?
b) Once someone has opted, will their name still be left on the list of those seeking alternation?
c) Since the information is not yet available, will the opting period be extended by 30 days to allow people to alternate?

A3. a) The information on the Alternation process is to be posted on the external CFIA website with a link from Merlin by end of day June 14, 2012.

b) No, once a person has opted their name will be removed from the list seeking alternation.

c) Due to the fact that the alternation list was only recently posted on the external website, management agreed to extend the opting period by 30 days for opting employees. This is only applicable to employees who received their surplus letter in April. This extension will not extend employees' surplus priority period should they choose option A (12-month surplus priority status). The total period for the

opting decision period and surplus priority period combined will still be 15 months (PSAC) and 16 months (PIPSC).

Action Item: Ensure the message regarding the one month extension is communicated through an Info-bulletin message.

Q4. The Union believes that it would be fairer if the 12 month surplus period was “stopped” for those employees who begin maternity or disability leave after being declared surplus. This would be consistent with the treatment of employees who were on leave before receiving their letters (e.g. the 12 months only begin when they return to work). There is concern that employees will not be selected for positions because they are on leave and that they may be disadvantaged from an Employment Insurance perspective in some situations.

Action Item: Marlene O’Neill to provide detailed examples to Gérard Étienne so the Employment Insurance implications can be researched.

A4. Gérard Étienne advised that management will be marketing employees on leave as aggressively as someone who is on the job. Managers who do not accept a referral are required to explain their reasons to the Human Resources Committee chaired by Mary Komarynsky. There is pressure to place people as soon as possible and an appropriate start date would be determined.

6. PSAC General Issues / Concerns

Q1. Are employees allowed to find their own match for alternation?

A1. Yes. The Alternation information will be posted on the external website with a link from Merlin.

Q2. Do employees have to wait to alternate until everyone is ready?

A2. No. As matches are approved they will be implemented.

Q3. On whose salary / tenure is the Transition Support Measure and Severance Payment based?

A3. A non-affected employee interested in leaving the Agency can request to alternate with an opting employee who wishes to remain with the CFIA. If an alternation is approved, the non-affected employee would receive the Transition Support Measure and severance pay based on their

collective agreement (their salary and tenure). If eligible, the employee could also be certified for the pension waiver.

Q4. Quebec would like an update on a question about disproportionate cuts for the seed potato inspection. Quebec had a 50 % reduction, NB a 23 % reduction and PEI a 17 % reduction.

Action Item: A4. Management will follow up on the response to this question.

Q5. Employees would like information regarding the number of people in their Selection for Retention process and which positions were included in that process. For example, the Manitoba situation.

A5. Each Branch will designate one Manager (or one Manager per Area) who will have this information. All employees will be directed to contact this Manager.

Action Item: A5. Barbara Jordan to follow up on the Manitoba situation.

Action Item: A5. Management to provide and post a list of designated Managers.

Q6. Bob Kingston asked for an update on the two employees in Quebec.

Action Item: A6. Gérard Étienne to follow up.

Q7. There is a need for clarification on the possibility of alternations outside of CFIA.

A7. During the June 7, 2012 NJETSC Meeting, this was discussed as part of Item 3. As well, please see the Alternation Process Guiding Principles: <http://www.inspection.gc.ca/english/hrrh/altproce.shtml>

7. PIPSC General Issues / Concerns

Q1. Employees, who were part of a Selection for Retention process that was cancelled once there were sufficient volunteers to address the needed reductions, have not been advised of the situation. This has placed unnecessary stress on these employees.

A1. It was agreed that this perhaps should have been done earlier, however at this stage changing the process for these employees would create problems.

8. Round Table

Jennifer Nasrallah advised that two alternation matches have been approved.

Gérard Étienne
Vice President, Human Resources

Date

Dre Valérie Coupal
PIPSC Co-Chair

Date

Bob Kingston
Agriculture Union Co-Chair

Date

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