



## National Joint Employment Transition Steering Committee Meeting

June 28, 2012

President's Boardroom, 1400 Merivale Road: 2:00 p.m. to 4:30 p.m.

### Participants:

#### CFIA

Mr. George DaPont  
Mr. Gérard Étienne  
Ms. Colleen Barnes  
Ms. Nathalie Brisebois  
Dr. Brian Evans  
Ms. Pamela Larocque  
Ms. Lauraine Anderson  
Ms. Traci Mathias

#### PSAC

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

#### PIPSC

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

### 1. Minutes of June 21, 2012

#### Updates:

- Documentation on the CFIA course material was provided to the Unions this week
- The Unions will address concerns on letter delivery to the appropriate Branch by way of the Strategic HR Managers.
- Seed Potato Inspection cuts: Update will be provided by Paul Mayers
- Harpreet Kochhar provided an update, by call, on an employee in Saskatchewan who volunteered to leave as part of the Selection for Retention process and was declined the opportunity.
- A communications strategy on Outplacement Services was provided. It included an Infobulletin, Fact Sheet and draft email message to employees.

**Action Item:** Unions to provide feedback on Outplacement Services communications by July 5th.

**Outstanding Items:**

- The fact sheet on Maternity leave policy will be ready for the meeting of July 5th
- An updated list of contacts (with a brief explanation) for information on Selection for Retention was provided
- The Internal Communication Strategy has been developed for the COE. It is being reviewed by Public Affairs and will be ready mid July
- A list of meaningful work and who is assigned that work to be shared
- A solution on how and where to post the Area/Regional/Local minutes is still being looked at.
- The Agriculture Union is still waiting for answers to questions that were submitted quite some time ago regarding inner – outer office. Neil Bower has proposed to meet on July 11<sup>th</sup>.
- The Committee was provided with the list of positions that have been approved for staffing by the HR Committee for the week of June 25<sup>th</sup>. There was a discussion on the process of Rounds 1 and 2, as there still seemed to be confusion on staffing processes.

**Action Item:** Gérard Étienne indicated that a document containing useful data on all staffing decisions will be presented at next week's meeting and will further clarify the process in which staffing is done.

- PSAC to provide feedback on opting bulletin that was distributed so that it can be revised if required

**Action Item:** PSAC to provide feedback

- PIPSC is still concerned about a VM that volunteered to leave the organization and it was not accepted.

**Action Item:** Tom Wright to send the name of the employee to Gérard Étienne who will look into it.

- PSAC is concerned that rules for exclusions are not being respected as people have been moved from one job to another.

**Action Item:** PSAC to provide a list of concerns to the appropriate Branch and HR.

**2. Meaningful Work**

A draft National InfoBulletin and the updated document on Meaningful work were presented. It is hoped that once this document is published, it

will alleviate concerns from management and employees on what the Agency's approach to meaningful work is.

**Action Item:** The Unions to provide feedback on the InfoBulletin.

**3. Sidney Lab**

Nathalie Brisebois provided an update on the Sidney-Summerland Laboratory Integration Project (SSLIP). Due to the complexity of the project, the number of stakeholders and the detailed analysis required, the implementation plan is taking longer to develop than expected. More information will be provided to employees in the fall of 2012. Employees are to be notified that the September 30, 2012 date to provide a decision on relocation is no longer valid and a new date will be provided once the analysis is complete. A draft letter to employees and a Q&A document were provided at the meeting.

**Action Item:** Unions to provide feedback by July 5th.

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

**Western Area**

**Q1.** Recently statements were made that employee movement between the CFIA and core departments could be facilitated (and vis versa). Both area union representatives and management would like more information on this. What is the mechanism for doing this? Is it 'alternation' or something else?

**A1.** If an employee finds a suitable alternate from another core department, the CFIA will try to facilitate this process to the best of its ability. The process is driven by the employee and the other core department. For further information, refer to the document on Alternation.

**Q2.** Area union representatives are wondering if employees referred (matched) from the priority system will be contacted to determine their interest in being referred for particular positions prior to actually being referred? The concern is being referred for a position the employee does not prefer over other possibilities. Further, what will be the extent of Area or local involvement in facilitating such dialogue and placement?

**A2.** This has already been addressed and employees are/have been contacted to determine their interest.

**Action Item:** The cross country check in following the NJETSC meeting will be used to encourage area management to talk about these issues.

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

**Q1.** PSAC raised an issue with some letters that were delivered on June 20<sup>th</sup>. She indicated that the opting period was cut short. She indicated that the 90-day opting period was not respected and that it violates the collective agreement.

**Action Item: A1.** Gérard Étienne will look into it as there does not appear to be a consensus in the interpretation and that if a mistake was made, it will be corrected.

**Q2.** PSAC raised an issue with some employees receiving a GRJO would have preferred to be extended the options. A discussion was had about how to deal with these issues.

**Action Item: A2.** This will be looked into and if there is a possible solution, we will try to resolve the issue without prejudice.

PSAC suggested the following changes to the minutes, moving forward:

- It should be specified which Union raised an issue (PSAC or PSAC) instead of just listing a name.
- There should be a record of tracking action items
- Documents that are tabled should be documented in the minutes as well as whether they were draft or not.

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

**Q1.** Workload Footprint: BC Coastal is now instructing inspectors that they have to take their own mail to the post office ( RDIMS: 3376096). Is this part of the CFIA plan to remove Admin Assistance and transfer these duties to inspectors? CFIA will control the stamps but inspectors will go to the post office to mail their letters and envelopes? Is this the future of other offices as they de-admin?

**A1.** There were no DRAP decision made that resulted in transferring of duties from Administrative Assistants to Inspectors. This issue will be referred to Barbara Jordan for follow up.

**Q2.** Surplus positions being restaffed later: We have heard from an RD in Manitoba that he is unsure how to redistribute the workload from a redundant AG2 position and that he will have to restaff to get the work done. What controls are in place to ensure the surplus positions are not slowly restaffed later?

**A2.** If a position has been declared surplus, that means there is no more money to fund the position. Restaffing the position would result in a deficit to the organization. Getting rid of vacant positions on the org charts will help a great deal to show that there are no more positions that aren't funded.

**Q3.** HR in Manitoba has identified that an AG2 employee who is now opting, if they became option A, could not be appointed to a vacant EG4 position because they were not equivalent. For clarity, when the priority for appointment policy states equivalent, does it mean equivalent or identical (group and level?). Since there are provisions in the policy for appointment to a lower level, it is not clear why the employee might have been told there were no vacant positions to be appointed into and so she could not be placed?

**A3.** Equivalency is determined at the rate of 4% for opting employees. This is a situation that if a solution were to be found that resulted in a positive outcome for the employee and the employer; the solution must be done without prejudice.

**Q4.** PIPSC raised an issue with employees who will only start their opting period in December, following their position being surplus. Employees would like to volunteer to be surplus and to alternate in advance of the December date.

**Action Item: A4.** HR Committee will look in to it and provide a response next week.

## **7. Round Table**

- It was agreed that a separate committee be convened to review individual, unique cases of Employment Transition situations nationally and come up with solutions to the issues on a without prejudice basis. It was further agreed that PSAC and PIPSC will nominate someone to form part of the new committee.
- It was also agreed that Senior HR Representation will attend the next NCR Joint Employment Transition meeting.

**Action Item:** PSAC and PIPSC to nominate an individual to form part of the committee.

The Union (PIPSC) raised an issue with the alternation list that is posted on Merlin. They feel that there is not enough information for employees to determine if they are on the list or not as it only lists the area and the group and level.

**Action Item:** The Alternation List will be tabled again next week to determine what other identifying information should be included on the website. Area committees are also supposed to have access to the full list. The HR Representative that sits on the committee should be circulating that information during the meeting.

PSAC has suggested that the Alternation List be updated more frequently than once a week as employees are checking the information daily.

**Action Item:** Gérard Étienne will look into it and see how much work is involved in having the list updated more frequently.

PSAC raised an issue with regards to a rumour from successful employees that participated in the AS-01 Selection for Retention process in Policy and Programs Branch, that they will be placed in CR-04 positions.

**Action Item:** The specifics of this issue will be sent to Gérard Étienne.

PIPSC raised an issue with COE employees who may want to apply to be alternates but have been provided with a GRJO.

**Action Item:** PIPSC to provide Gérard Étienne an email with the specifics.

PIPSC questioned what to do about an employee that would like to participate in the Selection for Retention process while on medical leave. It was determined that the employee would require a doctor's note that they are able to participate in the process.

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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

Date

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Bob Kingston  
Agriculture Union Co-Chair

Date

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

RDIMS: 3385571