



National Joint Employment Transition Steering Committee Meeting

June 7, 2012

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

Participants:

CFIA

Ms. Mary Komarynsky
Mr. Bill Anderson (Science)
Ms. Colleen Barnes (PPB)
Mr. Gérard Étienne
Ms. Barbara Jordan (Operations)
Ms. Pamela Larocque
Ms. Jennifer Nasrallah
Ms. Nancy Darling
Ms. Traci Mathias

PSAC

Mr. Bob Kingston
Ms. Marlene O'Neil

PIPSC

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

1. Minutes of May 31, 2012

Updates:

- The Fact Sheet (Departure Date under options B & C) was modified per the discussion on May 31, 2012 and has been posted on Merlin.
- The list of students was provided.
- Town Hall Sessions were held on June 7, 2012 for both NCR PPB employees and Quebec employees related to the Selection for Retention Process

Outstanding:

- Colleen Barnes will ensure a labelling specialist follows up with Alan Messner.
- The list of contracts will be provided prior to the next meeting.
- The list of terms will be provided as soon as it is ready.
- The list of alternates will be provided by e-mail as soon as possible and is expected to be posted on Merlin early next week.

- Posting of information on the CFIA external website for employees who do not have access to Merlin is expected to be completed in approximately one week.
- The Town Hall for Administrative employees is to be arranged as soon as possible.

Outcome: Approved

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

The draft document was tabled for discussion at the June 14, 2012 meeting. The document refers to the 4 types of letters (approved by the NJETSC) that will be delivered on June 20 – 21, 2012.

The Unions asked about the participation of Union Representatives. Gérard Étienne advised that meetings could be rescheduled, at the request of the employee, to ensure a Union Representative was available to attend.

Action Item: The Unions to provide feedback on the document

3. Alternation Process

The updated documents were reviewed.

A discussion took place regarding the possibility of employees alternating outside of CFIA. Page 2, Point 1 states:

“CFIA employees are not able to alternate outside the Agency. However, CFIA will explore opportunities for an interdepartmental exchange of positions should they arise and be approved by the core department. If an opting or non-affected employee finds a match outside the Agency and with qualifications are confirmed by the Branch Head, then a “without solicitation” appointment can be processed.”

Gérard Étienne indicated that specific situations can be reviewed by Human Resources Committee.

Gérard Étienne confirmed that, upon request, employees will be provided information on the rationale for refusing an alternation.

Action Item: The following change will be made to the Guiding Principles document:

- Page 1, paragraph 3: The sentence will now read “A non-affected employee is an employee who has not been declared affected or surplus, or whose affected status has been rescinded.”
- Consideration will be given to changing “current and future needs” to “ongoing needs”. The Union Co-Chairs will be advised.
- The document will be going to the Human Resources Committee on Monday, June 11, 2012. Unions to provide any final feedback by end of day Friday, June 8, 2012.

Outcome: In the absence of any additional comments, and following secretarial approval by the Co-Chairs on the wording “ongoing needs”, the document will be considered final and will be posted on Merlin.

4. Meaningful Work

The draft document was tabled for discussion at the June 14, 2012 meeting.

Action Item: The Union to provide feedback by end of day June 12, 2012.

5. Workload / Footprint

Marlene O’Neil provided a copy of the document: “Single Base Model, Executive Management Support” to the Committee members. She advised that PSAC had just received the PPB organization charts and they will need to review them before providing detailed comments. However, in general she is concerned that while CFIA is using a consistent support model, the workload requirements of each unit is not being considered. She is concerned that there will be too much administrative work for the number of employees and/or that administrative work will be downloaded onto Officers which will be less efficient and cost more in the long run.

Gérard Étienne responded that there was no intent to burnout employees. He agreed there is a need to do a workload analysis to determine the impact of the reductions on the various units.

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.

6. COE Rumours

Q1. There are workplace rumours that the Fish Program COE will in fact be at 2 locations: Moncton and Burnaby. Would the committee confirm this rumour?

Q2. There are rumours that the Aquatic and Animal Health COE is moving from NFLD to Moncton. Would the committee confirm please?

A1 & A2: We are in the process of working with Agency Senior Management to confirm where the Centres of Expertise will be located. As soon as the decision has been made, it will be shared with all affected and implicated. It is difficult to speculate when this decision will be reached; however, please rest assured that we are diligently working to bring closure to this issue.

Action Item: There is a need to develop an Internal Communication Strategy to ensure that employees are kept informed through more regular communication.

7. Area Employment Transition Committee General Questions

Q1. Will Management provide rating guides for the selection for retention processes?

Action Item: A1. Yes. There are over 60 different rating guides (one for each process) and they will be provided to the Union Co-Chairs on a USB stick. The Union Co-Chairs will be responsible to share the rating guides within the Union.

The draft Speaking Points for Managers for Letter Delivery also includes a page of instructions regarding the provision of Assessment Information to employees.

Q2. How long after the NJETSC meeting will minutes be available to Area Committees.

A2. The draft minutes are normally approved one week after the meeting, and then must be translated before they are distributed. In general, they will be available within two weeks.

Q3. What is the status on providing a list of vacant positions that are intended to be staffed?

A3. It has been determined that the vacant position report does not provide the necessary information (e.g. it contains vacant positions that

will not be staffed). The information can be provided in a more useful format by compiling a list of approved staffing to be done once positions are approved by the Human Resources Committee.

Action Item: The Unions will be provided with a list of positions that have been approved to be staffed.

Q4. The Unions are requesting information on dates when staffing processes came into effect, as well as clarification of what post-budget staffing means.

A4. Gérard Étienne advised that staffing never stopped. There was a review of ongoing staffing processes in January 2012 and it was decided by Management to cancel some of those processes at that time. Management began to manage term appointments and changed some term employees to indeterminate status as well in preparation for the implementation of DRAP decisions.

Q5. A number of questions were asked regarding meaningful work.

A5. The draft document has been tabled and will be discussed at the June 14, 2012 meeting. Question deferred at this time.

8. PSAC General Issues / Concerns

Q1. The Collective Agreement states that positions are considered equivalent for the purpose of alternation if the maximum rate of pay for the higher paid position is no more than 6% higher than the maximum rate of pay for the lower paid position.

In some cases, employees may be prepared to take a demotion in order to alternate. Is there flexibility on this issue?

Gérard Étienne said that an MOU could be signed between CFIA and the Unions if an agreement could be reached that will protect the parties. In general, Management acknowledges that there will be instances where the rules do not adequately address exceptional circumstances and are prepared to do the best they can to support employees. These types of situations must be dealt with consistently through the Human Resources Committee.

Q2. There were a number of questions on the student listing.

Gérard Étienne advised that the list has been provided so that the Unions can determine:

- if students are doing the full duties of bargaining members, or
- if there is work on the list that could be performed by employees on the priority list.

Action Item: If the Union has concerns about specific activities, they should advise Gérard so the appropriate E.D. can be asked to follow up with them.

It was noted that some Areas hired a much smaller number of students than others. These concerns should be dealt with outside of the Employment Transition forum and through an Area Union Management Consultation Committee meeting

9. PIPSC General Issues / Concerns

None at this time.

10. Round Table

The PPB Town Hall with the question and answer format was very well done. It would be beneficial for supervisors to attend, as well as to have the same type of Town Hall open to all Branches.

A document with questions and answers from the Ontario Area ETC was provided.

An external company has been hired to assist employees with resumé writing, interviewing and job placement. A presentation will be given at a future NJETSC meeting.

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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