

National Joint Employment Transition Steering Committee Meeting

May 9, 2012

VP HR Boardroom, 1400 Merivale Road: 10:15 a.m. to 11:45 a.m.

Participants:

CFIA

Mr. Gérard Étienne
Ms. Pamela Larocque
Ms. Nancy Darling

PSAC

Mr. Bob Kingston - phone
Mr. Fabian Murphy - phone
Mr. Raphael Tarasco - phone
Ms. Marlene O'Neil

PIPSC

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

This meeting was an opportunity to discuss some of the outstanding agenda items the May 8, 2012 meeting.

1. Selection for Retention Committees / Members

Further discussion occurred regarding the management level of the Committee members. As a result, the action items from May 8th have been changed and the Unions no longer need to provide their feedback on the committee Members.

Action Item: Where a Selection for Retention Process was run without representation as highlighted in the Selection for Retention Process document, the process will be run again.

Management will provide an updated list as soon as it is available.

2. Grievance MOU's

Action Item: The Agriculture Union will provide Gérard Étienne with a draft grievance MOU.

Gérard Étienne will look at the draft and also provide a copy to PIPSC for their consideration.

3. PSAC Questions

Q1: What is the Agency's plan to reduce term employees?

A1: Part of the CFIA attrition strategy was to manage terms. This was done by ending terms. Post budget, CFIA may need to increase the number of term appointments to ensure flexibility to meet the \$56.1 million dollar reduction.

Action Item: Gérard Étienne will provide the Unions with a list of:

- # of terms
- # of terms that were rolled over into indeterminate positions

Q2: Is there a vacancy management process in place? / What is being done to mitigate the risk on those that are affected / surplus employees and the use of terms?

A2: Yes. All indeterminate staffing requires approval by the Human Resources Committee. All staffing requests, including term or acting over one month, must receive priority clearance through the CFIA Priority Administration System prior to being staffed.

Q3: For the CFIA employees who were given a Guaranteed Reasonable Job Offer (GRJO), where are the positions located?

A3: The goal is to absorb those employees in the Province where they are currently working.

Q4: What criteria will be utilized to match inspectors and positions that will be offered?

A4: As vacancies occur, employees will be matched to positions where they meet the skills and qualifications or can be retrained to do so.

Q5: What is the procedure for an employee who would like to volunteer to leave the agency through alternation?

A5: Interested employees must complete and submit a [Request for Alternation](#) form to the CFIA Workforce Management Team. The employees' information will be registered in an Alternation database. The CFIA Workforce Management Team will search the database regularly to identify potential alternation matches, which will be forwarded to CFIA management for consideration. The employees involved in the potential

alternation will be contacted to provide additional information or participate in assessment, as needed.

Q6: While recognizing that the collective agreements contain specific time frames, given the evolving nature of the Employment Transition Information, is there flexibility in these deadlines?

A6: CFIA has not been provided with any flexibility regarding when the budget reduction will occur. Employees will have the amount of time specified in their collective agreement to make decisions, plus the full 12 months following the end of that time period. However, there is flexibility to provide one additional month for employees to select alternation.

4. Centre of Expertise (COE) Employees

The following commitments have been made regarding COE Employees:

- For employees who received a letter informing them of the intention of the Agency to create COEs, "affected" or "surplus" status will not apply. At the time of setting up the COEs in 2015, employees will not have to go through a selection for retention process. No "affected" letters will be issued to these employees.
- Admin-support employees who recently received a letter stating they are "affected" will remain so, as part of internal administrative efficiency. Some of these employees may need to go through a selection for retention process.
- 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.
- Employees who choose not to relocate to the COE will be provided with a Guaranteed Reasonable Job Offer (GRJO) in their Province.
- Employees who are 5 years from retirement at the time of setting up the COEs in 2015, will not be asked to relocate.

5. Fact Sheets

The terminology being used in the latest version of the Fact Sheets is confusing (e.g. use of the word surplus) and does not reflect the recent discussions about providing lists of employees who have volunteered to leave the Agency.

Action Item: The Unions are to provide written feedback on the Fact Sheets by the end of the week.

A new fact sheet will be developed to address Alternation.

6. Budget Update

The Unions would like to receive updated budget information. This Committee has no mandate to look specifically at budget information.

Action Item: It was agreed that Jim Butcher would be invited to the next meeting to present information on how the cuts will be done.

7. Working Group – COE

Gérard Étienne will propose to HRC that a Union Representative from both PIPSC and PSAC be included in the Working Group. Bob Kingston has expressed an interest to be the nominee for PSAC.

Action Item: PIPSC to provide the name of their nominee.

8. Future Meetings

Given that it has been agreed to hold weekly meetings, it would be more effective to have forward agenda items that could be discussed in advance with the Human Resources Committee so that an effective discussion can occur during the NJETSCo meetings.

Action Item: The Unions will provide a list of forward agenda items.

9. Other level Committees

There is still concern about a lack of transparency / sharing of information at the Area level committees. Gérard Étienne indicated that in some situations the Areas may not have the information as the implementation plan for the program related budget decisions are still evolving. Regarding the HR type issues, some information is available only at the National level.

Action Item: Gérard Étienne will follow up to ensure that all available information on program related issues is shared and openly discussed.

The Unions are to advise Gérard Étienne of:

- Any specific issues that should be discussed; and

- Any subject matter experts the Unions wish to have meet with the Committees

The Unions stated that the other level committees should start meeting immediately. Gérard Étienne agreed to communicate that on his next conference call.

10. Round Table

There is a concern that work is being done in stovepipes by Branch. It is important that Employment Transition be looked at across Branches as a CFIA issue.

Action Item: The Unions will work with Neil Bower to schedule a meeting to discuss the HQ Executive Support Model and Outer Office Support Model.

Following this meeting, the Unions will schedule a meeting with Gérard Étienne, Pamela Larocque and Jennifer Nasrallah to discuss any specific cases / situations of staffing where they have concerns.

Gérard Étienne
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

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