



## Workforce Adjustment Steering Committee

### RECORD OF DECISION

Thursday January 31st, 2013

8:30 am at 303 Main Street Winnipeg MB

**Present:**

**Canadian Grain Commission Executive Management Committee:** Gordon Miles, Chief Operating Officer; Cheryl Blahey – Chief Financial Officer; Peter Burnett – Director Grain Research Laboratory; Michelle Dedieu – Director of Human Resources; Jim Stuart – Director of Industry Services; Ceci O'Flaherty – Director, Labour Relations

**AAFC Union - Public Service Alliance of Canada (PSAC):** Bob Kingston – National President, Agriculture Union; Sylvie Rochon – Agriculture Union Service Officer; Teri Friday – National Director Agriculture Union– CGC

**Professional Institute of the Public Service of Canada (PIPSC):** Allan R. Rosky – Employment Relations Officer; Darrell Green – Representative

**Regrets:** Canadian Association of Professional Employers (CAPE): Lionel Saurette – Labour Relations Officer

**Proxy:** Graham Casey A/Sandy HayGlass – Director Corporate Services

**Chair:** Chief Operating Officer, Gord Miles

Items, Discussion, Decision	Decision	Action
<b><u>Debrief "where are we as of today":</u></b> Members provided with summary of letters that have gone out to CGC employees as well as those that are expected to be delivered in February and March, 2013.	n/a	
Items, Discussion, Decision	Decision	Action
<b><u>WFA Sessions :</u></b> <b>Darrell Green representative from PIPSC - PSAC</b> member was present at all WFA meetings however PIPSC representatives did not receive an invite to attend. In the future would request that PIPSC representative receive formal invitation to be present.	n/a	Director of Human Resources to send formal invite to Union representatives via date timer regarding WFA sessions with employees.



Items, Discussion, Decision	Decision	Action
<p><b>SERLO process:</b></p> <p><b>Bob Kingston – National President, Agriculture Union</b> - noted that a question that might affect the volunteering list is the waiving of penalty on pension for employees fifty to fifty-five years old, therefore any information that can be put out to staff in this regard might help them to make decisions. The Director of Human Resources Michelle Dedieu noted that the CGC has received clear direction on this matter and waiving for that age group is not available today.</p>	<p>There will be no waiving of pension penalties for ages fifty to fifty-five.</p>	<p>Union to provide Director of Human Resources with information in this regard if different from TB's direction that has been received to date</p>
Items, Discussion, Decision	Decision	Action
<p>Unions were formally invited to be present at the February 5<sup>th</sup> session with employees regarding SERLOs.</p>	<p>n/a</p>	<p>Director of Human Resources to extend formal invitations to Unions.</p> <p>DONE</p>
Items, Discussion, Decision	Decision	Action
<p><b>SERLO process:</b></p> <p>As soon as possible, send email to employees that will explain the process and examples of what will be part of the competency based candidate package. Also inform employees that there will be HR advisors available to help them to understand competencies and how to write behavioral events.</p>	<p>February 13 - Candidate Booklet, a copy of the SOMC, and a link to the Competency Dictionary, will be emailed to employee.</p> <p>Candidate packages are to be returned by 11: 59pm on February 20<sup>th</sup>, 2013.</p> <p>Candidates will be allowed up to 4 hours work time to work on candidate booklet, with another 30 minutes per competency in excess of eight.</p> <p>Change wording of 'debrief' to 'information session'.</p>	<p>Director of Human Resources to ensure noted changes to SERLO process.</p>





Items, Discussion, Decision	Decision	Action
<p><b>SERLO process as it pertains to 'validators'</b></p> <p>Discussion took place regarding the proposal that "one validator <b>must</b> be the immediate supervisor/manager (direct report), with the candidate having the option to provide one other supervisor/manager" plus a third if the candidate wishes.</p>	<p>It was agreed that the 'validator' could be the event supervisor/manager (of the example) and that the second chosen 'validator' could be any other employee.</p>	<p>Management to revise candidate booklet.</p>
Items, Discussion, Decision	Decision	Action
<p><b><u>Methodology to Resolve Excess Applications for Volunteers</u></b></p>	<p>Names will be drawn from a box/hat.</p>	<p>Director of Human Resources to send invite to PIPSC representatives when undertaking a process to resolve excess applications for "Volunteers".</p>
Items, Discussion, Decision	Decision	Action
<p><b>Bob Kingston – National President, Agriculture Union</b> - concern with having Term employees continue when other indeterminate positions are being identified as surplus.</p>	<p>n/a</p>	<p>Management to clarify matter of having Terms continue when indeterminate positions are identified as surplus and what has been</p>



		communicated in this regard.
<b>Items, Discussion, Decision</b>	<b>Decision</b>	<b>Action</b>
<b>Teri Friday - National Director Agriculture Union – CGC</b> - request that information from these meetings be made available in some form to the members of the local working committees.	A 'Record of Decision' will be prepared for members to share with the working committees.	Prepare a 'Record of Decision' document for release to working committees
<b>Items, Discussion, Decision</b>	<b>Decision</b>	<b>Action</b>
<b>Teri Friday - National Director Agriculture Union – CGC</b> - add a section in the Terms of Reference regarding a 'record of decision' to be shared with members of the local working committees.	n/a	Add a section regarding the 'Record of Decision' in the Terms of Reference
<b>Items, Discussion, Decision</b>	<b>Decision</b>	<b>Action</b>
<b>Bob Kingston – National President, Agriculture Union</b> – when possible would like to have a walk-through on the draft informal org charts.	n/a	Provide Union members with a walk-through on the organizational charts that were made available to staff.
<b>Next meeting:</b>  March 8 <sup>th</sup> , 2013 at 8:30 – 12:00 at 303 Main Street		