



National Joint Employment Transition Steering Committee Meeting

June 21, 2012

President's Boardroom, 1400 Merivale Road: 3:00 p.m. to 5:00 p.m.

Participants:

CFIA

Ms. Mary Komarynsky
Dr. Martine Dubuc
Ms. Colleen Barnes
Ms. Barbara Jordan
Ms. Pamela Larocque
Ms. Jennifer Nasrallah
Ms. Nancy Darling
Ms. Traci Mathias - phone

PSAC

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

PIPSC

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

1. Minutes of June 14, 2012

Updates:

- Alternation information was posted on the external website and linked from Merlin
- A Town Hall for Administrative employees took place this week
- The Selection for Retention guides were provided to the Unions
- It was agreed to address Maternity leave situations on an individual basis, however a fact sheet on this issue would be beneficial

Action Item: A fact sheet on Maternity leave the implications on timelines to be developed.

- An info-bulletin message on the 30 day extension to the opting period was distributed. The Union advised that they were not consulted on the wording although the message referenced that it was a decision of the NJETSC.

Action Item: All messages that refer to agreement with the Union, or approval at the NJETSC must be provided to the Union for review before they are distributed.

Action Item: The Union to provide feedback on the message that was distributed so that it can be revised if required.

- The Committee was provided with a list of positions that have been approved by the HR Committee to be staffed. The process for approval was explained:

Round One: Management requests permission to staff the position considering the availability of current and ongoing funding, approval by the Branch Head indicating the position is part of their organization. Once approval is given, Human Resources will refer employees from the Priority List. If the Manager accepts a referral the process is complete.

Round Two: If there is nobody on the referral list, or if the Manager does not accept a priority referral, they must go back to the Human Resources Committee to: justify why a priority was not accepted, and to seek approval for how the position will be staffed.

- Area / Regional / Local Minutes will not be posted on Merlin. Instead, we are looking to see if they can be made accessible through RDIMS. Employees without access to RDIMS should request a copy from their Manager or a Union Representative.

Outstanding Items:

- An Internal Communication Strategy to be developed for the Centres of Expertise
- An HR Info Bulletin regarding SLE results to be posted next week
- HR Committee approved changes to the Meaningful Work document. The updated document and a draft message for posting will be provided June 28th
- A list of meaningful work and who is assigned that work to be shared
- Seed Potato Inspection cuts: Update to be provided on June 28th
- An updated list of contacts (with a brief explanation) for information on Selection for Retention to be provided
- There are some specific situations to be dealt with separately and reported back as required (Manitoba, Quebec).

Action Item: Bob Kingston to provide a written synopsis on the Manitoba situation to Barbara Jordan. Bob Kingston, Barbara Jordan and Harpreet Kochhar will then meet.

Note: Information being posted on Merlin or distributed electronically via Z-list or Info-bulletins should be shared with all Managers first to ensure they are able prepared to respond to questions.

2. Training

A list of Information Sessions scheduled by the Learning Division was presented. HR will review the Career Pathways Modules on the NJC Website to ensure the training material is complete.

Action Item: The Unions will be provided with documentation on the CFIA course material on interview and resume writing.

3. Outplacement Services

CLA Personnel was awarded a contract to provide surplus employees with tools to facilitate their placement outside the Agency. A communications strategy is being developed.

Action Item: Communication strategy, including a National Info-bulletin, to be provided to the Unions for input.

4. Area Employment Transition Committee General Questions

Western Area

Q1. Union representatives asked whether there could be consideration of extending the Relocation decision period for employees at Sidney lab. Presently one extension has been provided to September 30. Management has responded that providing another extension at this time is premature, however agreed to send the question to National JETC for review/discussion.

A1. Martine Dubuc indicated that more time was needed to come up with and evaluate options. Employees will be provided with additional information soon.

Action Item: A1. Martine Dubuc to provide a draft letter for Union information at the meeting of June 28th.

Quebec

Q2. Participation in the development of the Centres of Expertise: The Union is asking to participate at both the National and other levels of the organization. In addition, they would like to know how information on the work of the Committee will be shared.

A2. The Communications Strategy will be provided at the June 28th meeting. National Unions have provided the names of participants for the Working Group. Additional consultation with employees will take place during the development process.

5. PSAC General Issues / Concerns

Q1. There is a plant in Quebec that is expected to close due to bankruptcy. Will those employees be added to the Priority list to be referred for positions that are being staffed?

A1. This issue will be discussed at the Human Resources Committee.

Q2. There are still some communications challenges between the National and Area Committees where information is not being shared freely.

A2. There may be some confusion on whether draft documents can be shared. Management will be advised that draft documents may be shared with JETC members to allow for open discussion during meetings. However, the draft documents should not be shared more widely than this as the documents may be changed.

Action Item: Mary Komarynsky to discuss with management on the cross country call.

Q3. There is concern that Students are being asked to perform the work of the bargaining unit and are not receiving the appropriate mentoring expected under the various student programs.

Action Item A3. The Union to provide a list of positions where they have concerns so they can be discussed in a separate meeting and brought back as required.

6. PIPSC General Issues / Concerns

Q1. The list of students does not seem to include students working in Operations in the West.

A1. The list represents employees hired in the SU group only. In some cases the individuals were hired as EG-01's and would be included in the term report.

Q2. There is concern about the student program being handled differently from one Area to another.

Action Item A2. The Union to provide a list of positions where they have concerns so they can be discussed in a separate meeting and brought back as required.

Q3. The Union has questions about an employee who volunteered to leave the organization was not accepted.

A3. This situation will be reviewed.

Q4. There was a concern that an employee who was on long term leave was included in the Selection for Retention process.

A4. This employee was not on a medical leave and had agreed to participate.

7. Round Table

Mary Komarynsky will discuss vacant positions at the Human Resources Committee.

Action Item: Human Resources to work with the Branches to review (and delete where appropriate) vacant positions. BF: September 13, 2012.

Three alternations have been approved by the Human Resources Committee.

While there were a few issues, overall the letter delivery went as well as could be expected.

Action Item: The Union to address concerns on letter delivery to the appropriate Branch.

The Agriculture Union is still waiting for answers to questions that were submitted quite some time ago regarding inner – outer office.

Action Item: The Union, HR and Neil Bouwer can meet separately to discuss these issues.

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

Action Item: The Union to provide a list of concerns to the appropriate Branch and HR.

It was noted that with summer vacation, people are uncertain about who to contact for leave approval, discuss meaningful work and training plans. Some employees have had their vacations denied as Managers didn't know who the employee would be working for.

Action Item: Management will be asked to ensure that employees know who is replacing them when they are out of the office.

Action Item: The Union to provide information on situations of concern.

There is still confusion on the issue of meaningful work. The Union stressed that it is important that management advise the employees. It is hoped that once the meaningful work document is finalized and posted that this situation will be resolved.

Action Item: Meaningful work to be discussed at the June 28th meeting.

There was discussion on the process to be followed for Employment Transition grievances. Management will need training on receipt of grievances if the existing process is to be used.

Action Item: HR to discuss process on the receipt of grievances.

Gérard Étienne
Vice President, Human Resources

Date

Dre Valérie Coupal
PIPSC Co-Chair

Date

Bob Kingston
Agriculture Union Co-Chair

Date

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

RDIMS: 3374924