

WFA Consultation Committee / Comité de consultation du RE
(Workforce Adjustment Consultation Committee / Comité de consultation du réaménagement des effectifs)

12 April 2012, 1400hrs to 1600hrs / le 12 avril 2012, 14 h 00 à 16 h 00
Government Conference Centre / Centre de conférences du Gouvernement
Gatineau Room, 4th Floor / Salle Gatineau, 4^{ième} étage
2 Rideau Street, Ottawa / 2 rue Rideau, Ottawa

Co-Chairs: Cynthia L. Binnington, Assistant Deputy Minister (Human Resources-Civilian) (ADM (HR-Civ))
Glenn Maxwell, President, DND National Consultation Team,
Professional Institute of the Public Service of Canada (PIPSC)

Members: Mandy Hanlon, Director General Workplace Management (DGWM)
Joanne Pasieka, representing Director General Human Resources
Strategic Directions (DGHRSD)
Stéphanie Poliquin, Director General Workforce Development (DGWD)
Cheryl Read, Director General Civilian Human Resources Management
Operations (DGCHRMO)
Jake Jacobson, Chief of Staff (ADM(Mat))
Cmdre John Newton, Director General, Royal Canadian Navy (Comd
RCN)
Ann Stadnisky representing Director General Land Staff/Chief of Staff
Land Operations (DGLS/COS Land Ops)
Kathleen McLean, representing Assistant Chief of the Military Personnel
(CMP)
Michael Margolian, Chief of Staff (ADM(S&T))
Mary Chamberlain, Executive Vice-President, Union of National Defence
Employees (UNDE)
Des Rogers, President, Federal Government Dockyards Trade and Labour
Council (West) (FGDTLC-W)
Lorne Brown, President, Federal Government Dockyards Trades and
Labour Council (East) (FGDTLC-E)
Tom Denault, President, Federal Government Dockyards Chargehands
Association (FGDCA)
Dr. Jean-Marc Noël, President, Canadian Military College Faculty
Association (CMCFA)
Mark Boucher, President, Canadian Merchant Service Guild (CMSG)
Milt Isaacs, Association of the Canadian Financial Officers (ACFO)
Fabian Murphy, First National Executive Vice-President, Public Service
Alliance of Canada (PSAC), Agriculture Component
Francis Vaillancourt, Steward, International Brotherhood of Electrical
Workers (IBEW) Local 2228

ITEM 1: Opening Remarks

1. Ms. Binnington welcomed the participants and thanked everyone for accepting the invitation on short notice. She reiterated that the meeting was intended to maintain the dialogue between management and bargaining agents on the very sensitive issue of Workforce Adjustment (WFA).
2. Ms. Binnington noted that a special UMCC had taken place the previous week and that managers were currently meeting with affected employees. She added that letters for affected employees were being issued as of 10 April and estimated that they would all be issued by the end of April.
3. Ms. Binnington remarked on the issue concerning the lists of affected employees that were provided to the Senior Bargaining Agent Executives on 30 March 12. She wished to clarify that they included the names of potentially affected employees which meant that in some cases, their affected or surplus status could only be confirmed once the area of adjustment was confirmed and the selection for retention processes were completed. In addition, she advised that the letters were issued to ensure that the unions were aware of the broadest potential and that despite what was reported in the press, no letters had been issued the previous week.

ITEM 2: Acceptance of Agenda

4. Mr. Maxwell requested that an agenda item be added on the review of the use of contractors as per section 1.1.27 of the Workforce Adjustment Directive and the WFA provisions of collective agreements. The committee agreed and the agenda was accepted.
5. Mr. Isaacs spoke on an item that he had asked for at the National UMCC of 3 April 2012. Particularly, he requested that the Department provide the number of employees who would be affected under the Strategic Review (SR) and under the Deficit Reduction Action Plan (DRAP), as well as the absolute numbers of the the divestments and savings for both SR and DRAP.

ITEM 3: Terms of Reference

6. Mr. Maxwell led a discussion on the draft of Terms of Reference (TOR's). He suggested that information be added on the structure of the regional and local workforce adjustment committees as some of the regions or locals were waiting direction from the L1's and L2's levels to decide if a committee in their area was needed.
7. Ms. Binnington advised that the TOR's were based on the recommendations from the NJC Workforce Adjustment Committees and she did not want them to be too prescriptive. Consequently, it should be decided locally or regionally if a committee was needed and not at the national level. Ms. Read noted that Service Centers were monitoring the need of local committees. She added that the Regional Civilian Human Resources Planning and Coordination Committee (CHRPCC) met in a quarterly basis. The unions pointed out that the CHRPCC was a Management only meeting, therefore if needed there should be local WFACC's where unions and employees have a voice. In response, Ms. Read explained that the Regional WFACC would be co-chaired by one of the union representatives, and that the managerial members would be the

same as the Regional CHRPPC and that the bargaining agents would be invited to send a representative each.

8. The committee decided that the unions should send their comments on the draft of the TOR to Mr. Maxwell who would forward them by the end of April to the Secretary. **Action item: Mr. Maxwell would forward the union's comments by the end of April and the TOR would be finalized before the meeting in June.**

ITEM 4: Alternation

9. Ms. Binnington introduced this item. An internal to DND alternation program has been developed as a complement to the government wide available on GC Forums. She emphasized that it had not yet been rolled out on as consultation was needed. She invited Ms. Poliquin to present the topic.

10. Ms. Poliquin gave a presentation on the employee alternation self-service in HRMIS, as well as on how managers would be able to identify employees willing to alternate. She noted that for employees who do not have access to a computer, the Human Resources Officer (HRO) would create an account for the employee and advise them of alternation opportunities. The HRO would also be available to answer employee's questions. She advised that she would be forwarding the alternation guide and copies of the deck presented to the unions.

11. Mr. Brown asked who had the authority to approve the waiver of pension penalty under option B for opting employees. Ms. Binnington believed that the Deputy Minister had the authority but indicated that she would verify. **Action item: A secretarial note would be added in to the minutes once verified.** *Secretarial note: The Treasury Board has granted the authority to certify waiver eligibility to Deputy Heads or the designated representatives. In DND this authority is currently delegated to the Assistant Deputy Minister (HR-Civ) / Director General Workplace Management. The Public Service Pension Centre of PWGSC, as the administrator of the pension plan, will put the waiver of the penalty into effect, only for situations related to WFA. Cases of involuntary termination other than WFA must be submitted to the Treasury Board for approval.*

12. Mr. Brown asked if the employee information would need to be entered in the system every 120 days, similar to the GC Forums site alternation program and if the employee would be allowed to register or update their information during their working hours. Ms. Poliquin indicated that the employee's request for alternation would stay in the system for as long as they were eligible for alternation. As well, the employee could enter their information during their working hours unless they were abusing the privilege.

13. Ms. Rogers enquired on the possibility of delaying WFA for employees to the third year of the reduction period. He observed that many of his members were eligible to retire in the next few years and it would disadvantage the Department if they WFA a fully trained employee this year only to have to hire and train a new employee in three or four years following a retirement. Ms. Binnington indicated that the Government had placed hard financial targets that the Department must meet, therefore it may be difficult to do so, but it was important to review these situations.

14. Mr. Denault asked if the Department would make available alternation reports to the unions. Ms. Poliquin advised that she could provide data but could not guarantee a timeframe.

15. Ms. Chamberlain enquired on how the Department would deal with situations where an employee was returning from leave due to illness. Ms. Poliquin indicated that it would need to be reviewed on a case by case basis.

16. Ms. Binnington requested that if the unions had comments or suggestions on the DND alternation program that they be sent to the Union Co-Chair who would forward them to the Secretary. Mr. Maxwell agreed. **Action item: Mr. Maxwell will coordinate feedback from unions on the DND Alternation program and provide them to Ms. Poliquin.**

ITEM 5: Selection for Retention and Lay-off

17. Ms. Binnington invited Ms. Poliquin to present this topic. Ms. Poliquin demonstrated a training tool which describes the Selection for Retention and Lay Off (SERLO) process.

18. A discussion was held on the application of the SERLO special provision for employees who fall under the Ship Repair Collective Agreements. The committee agreed that further discussions would be held offline with the national components of the three bargaining agents which are implicated.

ITEM 6: Letters to employees

19. Ms. Poliquin distributed drafts of template letters that have been developed for various Workforce Adjustments situations and asked that the unions provide their feedback following the meeting. **Action item: Mr. Maxwell will coordinate feedback from unions on letters and provide them to Ms. Poliquin.**

ITEM 7: Training for affected and surplus employees

20. Ms. Binnington asked Ms. Poliquin to present this topic.

21. Ms. Poliquin presented an outline of the DND WFA training course for affected and surplus employees. After the presentation she asked if the unions could provide their feedback on the course.

22. Ms. Binnington requested that the comments be sent to the Union Co-Chair to avoid duplications. Mr. Maxwell agreed. **Action item: Mr. Maxwell will coordinate feedback from unions on the training for affected and surplus employees to Ms. Poliquin.**

ITEM 8: Use of Contractors

23. Mr. Maxwell explained that both PIPSC and UNDE employees had provided business cases to the Department which suggested savings if public servants were engaged instead of contractors. At the local level, managers advised that they could not consider putting into practice the recommendations, since they could not create new public servant positions following the implementation of the Canada First Defence Strategy. Consequently, Mr. Maxwell asked

that managers be given the flexibility to hire public servants instead of contractors. Furthermore, he added that he had been made aware of instances that contractors are being renewed instead of phased out.

24. Ms. Binnington took note of the issue, invited dialogue locally or regionally on this issue. She also emphasized that the Canada First Defence Strategy put restraints on the number of civilian employees. She further advised that the SR/DRAP reductions included dramatic reductions in money available for contracts and contractors.

ITEM 9: Round Table

25. Mr. Boucher spoke on the pressures employees were facing which would be compounded with the upcoming cuts.

26. Dr. Noël mentioned that the CMCFA at Kingston had received the list of affected employees on 29 March 2012 which was inaccurate. When he had inquired on the origin of the list both local management and human resources officials could not provide the information. He was eventually told that the list given was not correct. He again asked who had prepared the list and why it was sent.

27. Ms. Binnington suggested that this issue would be discussed with offline. Dr. Noël agreed. She advised that the letters had been sent to the unions as soon as possible and exceeded the requirements under the WFAD to be as open and transparent as possible. However, looking back, the validation could have been better but it was now best to look forward. Dr. Noël thanked Ms. Binnington and remarked that it was stressful for the employees.

28. Ms. Chamberlain expressed her concern that the Department still had validation issues especially since these same issues had occurred when employees were being notified of their transfer to Shared Services Canada.

29. Mr. Brown was told by local management that MARLANT would not be reducing the number of contractors they currently employed. Therefore he would be monitoring it closely. Further he wished to clarify that at the UMCC meeting of 3 April 2012, he said that there were 4 to 7 apprentices that should be placed in positions within the Department and not 47.

30. Mr. Rogers echoed what Ms. Chamberlain had said. He also wanted the rationale for the affected positions under his membership and asked for the number of managerial positions who would be declared surplus.

31. Mr. Denault had no issues to raise.

32. Mr. Vaillancourt noted that he shared the sentiments of the other union committee members.

33. Mr. Murphy had concerns on the issuance of letters to affected employees. In particular, he pointed out that his members in Borden discovered that they were affected through the media. He added that it was important that managers talked to the unions and employees as quickly as possible.

34. Ms. Poliquin had no issues to raise.

35. Mr. Maxwell advised that there was confusion on who was affected and that it was important to address the problem rapidly. He also mentioned that he was told that DRDC was not part of DND. Mr. Margolian assured him that DRDC was definitely part of DND. Finally, Mr. Maxwell thanked everyone for a productive meeting.

36. Ms. Stadnisky mentioned that town hall meetings to inform the employees of the general impact on the Army's budget had taken place. However, she advised that Army managers were validating their lists of affected employee, in consultation with Human Resources as necessary, before meeting with individuals. She added that LGen Devlin and BGen Dabros would be meeting shortly with UNDE and PIPSC to discuss the impacts of Budget 2012 and the Workforce Adjustment situation within the Army.

37. Ms. Hanlon emphasized the importance of having strong relationships between management and the unions and of continuing to share information. She also noted that she would monitor the number of grievances that DGWM received relating to Workforce Adjustment.

38. Ms. Read noted that she was continuing to work closely with the Civilian Human Resources Service Centers to ensure that WFA support was provided and that the Department could move forward.

39. Cmdre Newton stated that he appreciated the relationship the unions had with the Navy. He also noted some of the challenges the Navy was facing following the implementation of the budget cuts and that he would review the issue concerning apprentices raised by Mr. Brown.

40. Mr. Jacobson advised that ADM(Mat) expected to meet its budget reduction targets through attrition and if the situation changed the unions would be engaged.

41. Mr. Margolian informed that DRDC had begun its workforce adjustment meetings the previous week and that DRDC was open to discussing offline the approach that had been taken to decide which area was affected and the impact and rationale for these decisions.

42. Ms. McLean advised that CMP managers were holding town hall meetings as necessary and would start meeting with individual employees shortly. Furthermore, she offered to meet offline with Dr. Noël offline to discuss the issue he had raised.


ITEM 10: Closing Remarks

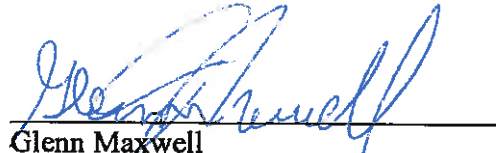
43. Mr. Maxwell looked forward to meeting with the Army and asked that when Workforce Adjustment letters are being sent to PIPSC, that they be sent to his attention as well as to Mr. Gary Corbett, President of PIPSC.

44. Ms. Binnington thanked everyone for their participation and proposed that the next meeting be scheduled for 8 June 2012, following the UMCC HR Sub-Committee meeting. Mr. Maxwell requested that the meeting should be scheduled for a longer period.

WFA CONSULTATION COMMITTEE MINUTES 12 April 2012

Approved by:


Cynthia Binnington
Co-Chair


Glenn Maxwell
Co-Chair

