

Union-Management Consultation Committee (UMCC) Agenda  
Addictions Research Centre  
Date October 22, 2008 (3<sup>rd</sup> Quarter)  
Time 10:00-11:00 AST/11:00 – 12:00 EST

Chairperson: Amanda Brazil

Old Business

1. Compensation for travel time/overtime
  - Management agreed that approved travel on weekends should be compensated with lieu time as per the collective agreements but if possible work travel should be scheduled during the week. The process of using and claiming lieu time should be informal and arranged with your direct supervisor.
2. Vacant senior positions (ES-06 competition, EX-01 posting) – progress update
  - No update on the EX-01 staffing process. The ES-06 competition has one possible candidate interested in both Ottawa and Montague.

New Business/On-going Items

3. Items to add to the agenda
  - Discussion around the ES-06 seconded position – no updates, but the current secondment is supposed to end in December 2008.
  - Follow-up meeting with Ian McCowan, Assistant Commissioner – Amanda & Shanna will follow-up with the members to determine if another meeting is necessary.
4. Action plan for A/Associate Director's absence during language training (e.g. leave forms, travel authorities, training applications, etc.)

- Some of the AS-7 duties have been allocated to other managers such as JOSH and these changes will be communicated to staff. All documents requiring signature will be forwarded to John and he will be available to staff in Dave's absence when required. Amendment 1 - see last page
5. Acting Senior Director – time on-site
    - John stressed that he is readily available to staff from Ottawa and would encourage staff to contact him more frequently with concerns. Management stressed that the Senior Director if the ARC is dedicated only to the work of the ARC.
  6. Designated travel cards (American Express)
    - It has been determined that indeterminate staff who travel regularly will be permitted to apply for a designated travel card (AMEX).
  7. File transfers due to staff deployments
    - This is a corporate situation that has been ongoing for a long time and management is unable to change it.
  8. Staffing
    - a. Duration of staffing processes/prioritization of staffing
    - b. Transparency (e.g. 'acting' CR-04, FASD coordinator in Abbotsford)
    - Staffing processes throughout CSC are typically long. Management may consider further screening of applicants to eliminate the need to knowledge test such large groups in the future.
    - Acting CR-04 – decision was made on this classification as it is usually what is done in Ottawa. Managers recruit their support staff. Amendment 2 - see last page
  9. Uniform expectations with respect to work time
    - a. Educational/personal development
    - b. Medical/dental appointments
    - Time taken for personal approved developmental activities and for doctor and dental appointments (per Treasury Board, this

does not include on-going procedures) does not need to be made up in extra time.

10. Tentative date for next UMCC meeting
- December 2008

Signed:

John Weekes

Date: Oct 23/08

Amanda Brazil

Date: 08/10/23

Shanna Farrell

Date: 2008/10/23

Amendment 1 - Patricia MacPherson has the necessary training to be delegated signing authority. During Dave's absence, she will have delegated signing authority.

Amendment 2 - This item was raised as a result of staff wondering if the casual CR-04 position could have been an acting opportunity. In terms of the FASD coordinator, the concern was that that a pool of project managers currently exists. The position of the FASD coordinator is not a project manager, therefore the pool was not valid for this position.