

Union-Management Consultation Committee (UMCC) Agenda
Addictions Research Centre (ARC)
Date: July 31, 2008 (2nd/3rd Quarter)
Time: 9:00 – 10:30 a.m.

Chairperson & note-taker: Shanna Farrell

Present: Amanda Brazil (PSAC), Shanna Farrell (CAPE) and John Weekes
(Management representative)

Old Business

1. On-site Director: Update on interim measures

As of June 23, 2008, Dr. John Weekes is acting as the Senior Director (EX-01). John will be on-site approximately every second week, and has assumed full responsibility for the Senior Director position.

2. Vacant Senior Positions: Update on staffing processes

EX-01: the staffing process was unsuccessful – none of the candidates were screened into the competition. There is a plan to repost in September, and potential strategies for increasing the success of the process are being examined (e.g. making the position bilingual non-imperative).

ES-06: the appointment process is on-going. Applications have been received from HR. The screening and competition processes are underway.

AS-07: this competition will be deferred until the end of the calendar year, which will allow the focus to remain on staffing the EX-01 position. David Varis is acting in this position, and will continue to do so.

New Business/On-going Items

3. Introduction of New Committee Members:

Amanda Brazil has accepted the role of Shop Steward for PSAC. The PSAC shop steward position was vacated after the former representative, Sylvette MacDonald, took employment at another government agency.

John Weekes, acting Senior Director, will be representing management. Brian Grant, Director General of the Research Branch, will no longer be the management representative.

4. General Communication:

ES-03 selection board – concerns were raised about a lack of communication with respect to the members of the ES-03 selection board. Not all managers at the ARC were aware who comprised the board for the joint competition.

Seconded ES-06 position – a formal announcement about the status of this position has not been provided to staff. The secondment has been extended. The possibility of back-filling the position will be examined, once the ES-06 competition is complete. If office space becomes limited, the office will be temporarily reassigned in the interim.

5. Joint Competition processes:

Staff raised a few questions concerning the joint competitions (running one competition for positions in Ottawa and Montague). During the current ES-04 competition, the acting ES-04s in Montague had received letters stating that the competition was closed and that they may be considered if future positions become available, although the PEI part of the competition is not finalized.

Concern was raised about the current ES-03 competition, which is also a joint competition. There is a need to ensure that the process for the two sites is completely parallel, and that the positions for both sites will be finalized at the same time.

6. Excluded ES/AS positions at the ARC (positions designated as essential services)

Discussion with respect to the distinction between excluded and designated positions. Excluded positions are positions that are not represented by a union. Designated positions are positions that are represented by a union, but have been identified as an essential position that needs to remain staffed in a strike situation to ensure the functioning of the organization.

At the ARC, the EX-01 (Senior Director) position is excluded. The AS-07 (Associate Director of Operations & Knowledge Management) and the AS-02 (Administrative Officer) are designated positions (essential services).

7. Compensation for travel time/overtime (Prior planning)

An issue was raised that the appropriate compensation for travel time/overtime is not being applied on a consistent basis (e.g. travel on days of rest).

John will determine the practice within other NHQ departments at CSC. Amanda and Shanna will clarify the appropriate compensation based on the collective agreements.

This issue will be discussed at the next UMCC meeting.

8. Staff Retention: Team Building Activities

There was a discussion concerning the need to improve staff moral and retention through team building activities. The management committee will be participating in a team building activity in September and all staff will be participating in one in October.

There is a need to develop a unified teamwork approach at the ARC, thereby ensuring that everyone is invested. Staff members are encouraged to provide suggestions on the types of activities that they believe would be effective to strengthen and promote teamwork at the ARC.

9. Meeting with the AC – August 18, 2008

The Assistant Commissioner (AC), Ian McCowan, will be visiting the ARC on August 18 to meet with staff. The meeting with the AC will provide ARC staff with the opportunity to openly discuss staff retention and moral issues.

John would also like to participate in this meeting. Amanda and Shanna will confirm with staff whether they would feel comfortable with John's participation in the meeting.

10. Tentative date for next UMCC meeting
October 2008

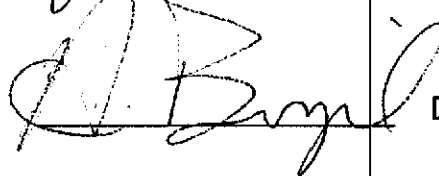
Approved:

John Weekes
Management Representative



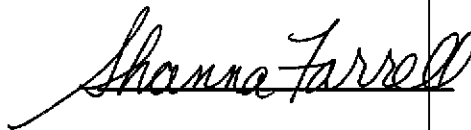
Date: 2008/08/01

Amanda Brazil
PSAC



Date: 08/08/01

Shanna Farrell
CAPE



Date: 2008/08/01