

Union-Management Consultation Committee (UMCC) Minutes
Addictions Research Centre
Date January 8, 2009 (1st Quarter)
Time 11:30-12:45 AST/10:30-11:45 EST

Chairperson: John Weekes

Present: John Weekes (via teleconference) – management rep; Amanda Brazil – PSAC rep; Shanna Farrell – CAPE rep (note taker)

Old Business

1. Compensation for travel time/overtime – clarification
 - There are still inconsistencies concerning the application of compensation for travel time and overtime. John confirmed that NHQ does not have overtime money in its budget, but compensation of lieu time is appropriate. It was reaffirmed that travel should occur during work time, when possible. Travel during weekends will be compensated at the appropriate rate outlined in the collective agreement. Also, if staff members have to work on weekends, they will be compensated with the appropriate time in lieu as outlined in the collective agreement.

Action: John will follow-up with managers to clarify this issue at the next managers meeting.

2. Follow-up e-mail/memo to Ian McCowan re: vacant senior positions (ES-06, EX-01), transferring of HR files (inter/intra-departmental) & morale issues - in lieu of a face-to-face meeting
 - Staff members, as a group, did not feel another face-to-face meeting with the Assistant Commissioner, Ian McCowan, was necessary at this time. Amanda & Shanna will draft a follow-up e-mail to Ian, to relay staff member's thoughts on working within the current organization structure to address issues concerning staffing and staff morale.

Action: Amanda & Shanna will draft a follow-up e-mail to Ian McCowan for staff consideration.

New Business/On-going Items

3. Items to add to the agenda - None
4. Review of minutes for July 31 & October 22, 2008 ([link](#))
 - This will be a recurring item. Reviewing the minutes of the previous meeting will ensure continuity between meetings.

Action: N/A

5. Joint Learning Program – awareness training on interpreting the collective agreement (http://www.jlp-pam.ca/index_e.asp)
 - John provided his approval for arranging a training session for all staff on the interpretation of the collective agreement.

Action: Amanda & Shanna will prepare the necessary paperwork to organize the training session.

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6. Follow-up to presentation by Bob Chartier – next steps

- All three members of the committee agreed that they do not want the information learned at the Bob Chartier retreat on December 16, 2008 to fall by the wayside. All felt that the retreat was appropriate with respect to content, context, and applicability to our worksite. Management completely supports the integration of Bob Chartier's tools into the workplace. John emphasized that the ARC's location provides the opportunity to implement innovative workplace strategies, such as these tools.

- The staff retreat scheduled in January 2009 will expand on the information learned at the Bob Chartier retreat.

Action: Re-examine at the next UMCC meeting.

7. Delay in travel expense reimbursement – potential strategies to decrease the time lag

- There are a number of outstanding travel expense claims at the ARC. It was suggested that using a process map to outline the paperwork track for travel expense claims may assist in shortening the wait time.

Action: John will follow-up on this issue.

8. Adverse Weather conditions – current system is not sufficient

- So far, there were two storm days this winter. The current system still does not seem to be effective (calling in an announcement to CBC Radio). John will bring this issue to the management team for further refinement of the adverse weather condition process. The revised process will be reviewed with all staff at a stand-up.

**Action: John to bring to the management team to refine the system.
Staff will be informed of the process at a stand-up.**

9. Issues with respect to workload and communication of project deadlines

- The ARC is currently going through a transition. Deadlines are more stringent. The Union representatives raised concern about the impact of this transition on staff (increased anxiety and stress). The focus is to produce materials in a quicker way. The item was raised that currently the ARC does not have senior management (directors). John suggested that staff can contact staff at the Research Branch in Ottawa with questions, etc.

Action: John will discuss this issue at the managers meeting.

10. ES-03 competition

- a. Rationale for Area of Selection (with respect to HR Bulletin # 2007-25 – Annex A - [link](#)) – The internal poster was geographically limited to the National Capital Region and the Atlantic Region. The external poster was opened to all Canadians in order to canvas the talent available in Canada.

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- b. Update of progress – The knowledge test is completed (scored & summarized) and has been given to HR to review. The process is gearing up for the interview component. Letters outlining status in the process will be sent to candidates, and should be received by the end of January.

- c. Anticipated completion date – The competition will not likely be resolved by the end of March 2009. There is the potential for extending the ES-02 term contracts, which is contingent on funding and workload. Management will be able to confirm the possible term extensions by the end of February 2009.

Action: Shanna will continue to request information with respect to the extension of the ES-02 term contracts and the ES-03 staffing process.

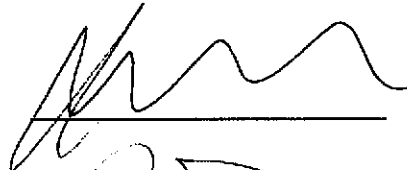
- 11. Request from PEI Local to posting ARC UMCC minutes on CAPE website (http://www.acep-cape.ca/EN/local_102/)
 - The President of the PEI CAPE Local has requested that we post our UMCC minutes to the CAPE website. Currently, the UMCC minutes from Veteran's Affairs post their minutes on the CAPE website. All committee members were in agreement.

Action: Shanna will contact the PEI CAPE Local President, and the Labour Relations Officer at CAPE, to post the approved minutes of the ARC's UMCC.

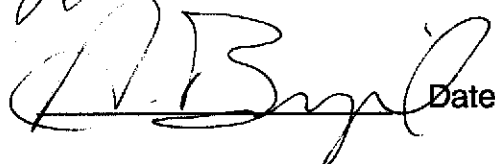
- 12. Tentative date for next UMCC meeting – meeting will be quarterly & held via video-conference if necessary
 - April 2009

Approved:

John Weekes
Management Representative


Date: 2009/01/21

Amanda Brazil
PSAC


Date: 09/01/16

Shanna Farrell
CAPE


Date: 2009/01/16