

Minutes
Union Management Consultation Committee (PEI)
March 2, 2010
Charlottetown, PEI

Present: Donna MacDonald (Chair), Arlene Van Diepen , Heather Jackson (after lunch only), Ellen MacDonald, Elaine Young, James Johnston, Charlene Arsenault, Laurie Bowers, Bonita Taylor, Bob Charlton, and Rebecca Callaghan. The following presented agenda items by phone: Anu Leesti, and Heather MacIntosh.

1. Welcome and Review and Approval of the Agenda

The agenda was approved.

2. Review and Approval of the Action Items from November 25, 2009 Meeting

The minutes were reviewed and the following are outstanding items:

a) Storm line business cards – All cards have been distributed but Communication are printing more as there were about 20 people who did not receive a new card.

Action: Arlene

b) Reference Checks – Anu discussed the conflict of interest that arises when a reference check is being sought from a supervisor who is also competing in the same process to which he/she is providing a reference for. It was suggested that a question be added to all reference forms asking if the referee is participating in the competitive process. Arlene will contact Karen Taylor to find out if this question can be added and then the form will be sent to Ellen.

Action: Arlene

The November 25th, 2009 UMCC minutes were approved with minor grammatical/spelling correction to item 11 and item 12.

3. Staffing Update

Arlene noted that Human Resources/Staffing plans are currently being worked on for next fiscal year. Arlene discussed her involvement with the VMRIC and described the purpose of the committee as well as the recent VMRIC meeting that looked only at actings over 24 months (which require DM approval). Donna mentioned one particular acting that is over 6 years. Arlene will call Donna to discuss this situation.

Action: Arlene

Arlene noted that the PM-05 process has been screened and it is estimated that the pool will be established by the end of April

Mary-Lynne spoke on the upcoming PM-01 internal/external competitive process.

- There has been 2 casual PM-05's hired to run the PM-01 process and there will be offers made to those in the PM-04 pool to aid in the process.
- There will be consultation with the union prior to the posting of the competition.
- The PSC will be assisting with the testing and assessment
- Tentative completion date of May 28, 2010

There was discussion on the current active PM-01 pools and if they would still be used once the new PM-01 pool is created for the Maritimes. It was noted that the *Public Service Employment Act*, (PSEA) does not require that pools are used in the order they are created but it was mentioned that hiring managers are able to use a valid pool that is best inline with the position being filled.

Donna asked if those employees who are currently in a valid PM-01 pool could be placed in the upcoming PM-01 pool without competing. It was decided that this question will be raised at the HR Working Group.

Action: Mary-Lynne

The question was raised regarding internal and external pools, and which pool takes precedent. Although the *Public Service Employment Act*, (PSEA) does not require the department to use internal pools first, the department does give internal pools precedent. Donna noted that retirees are often brought back to the department to work as casual employees. She stated that this practice is not acceptable and suggested that hiring managers should fill vacant positions with employees from valid pools and/or new casual workers to aid the entry level workers in gaining and building competencies.

Arlene noted that HR plans are currently being developed and these plans may help hiring managers use less casual employees as they may be able to plan staffing and may not rely on casual staffing. Arlene also noted that there will be times when casual hiring is the best solution when staffing a vacant position.

Consultation Protocol regarding the notification of the Local Union when an offer is being made was discussed. This will be raised at VMIRC.

Action: Arlene

Reference Checks – Action item from previous minutes

This item was discussed during the Review of the Action Items from November 25, 2009.

PPS update

Mary-Lynne provided an update on PPS. She noted that the EI backlog has been cleaned out in NB, and targets are being met and/or surpassed. There is a lot of training occurring, in areas such as: National Workload System, Level II revised training, Appeal writing, and Team Leader workshop.

Mary-Lynne noted that the union will be briefed in the beginning of the new fiscal year on the National Workload System. She also spoke on the pilot within the region at the Maritime Spike Center.

Mary-Lynne spoke on the realignment of Level I teams and the first virtual team that has been established. Also mentioned was the successful candidate for the Team Leader position advertised through a call letter on the Public Service staffing website.

It was also noted that term extension letters went out this week and acting notifications will go out this week. The STTM Grant for Lobster License Harvesters program will finish March 31st, 2010 and the term employees working with the project will be finished.

Update on Maritime UMCC

Arlene reviewed the agenda for the upcoming MUMCC meeting. Arlene also discussed the potential formation of a new maritime UMCC structure.

OHS – Regional Committee

Arlene spoke on the potential of having a new Regional OHS committee that would be inline with Service Canada's Maritime region structure. This topic is on the agenda for the next MUMCC meeting, Arlene will share outcome.

Action: Arlene

Storm line business cards

This item was discussed during Review of the Action Items from November 25, 2009.

Accommodations

Heather Jackson provided an update on the accommodations at the Montague CPC, Sherwood, and O'Leary offices. The CPC qualified for Action Plan money to allow for a refit which include new panels, work surfaces, and removal of old filing system. The

work will be completed by April or May. This refit will allow for 8 -10 additional work stations.

The Sherwood office has had additional work stations set up because Halifax has surplus panels and work surfaces. These additional work stations are not currently allotted to be used but will be available if/when the need arises.

In the O'Leary office there will be modifications made to the office to allow for more front end space. Modifications are set to be completed by the end of March.

Updates:

- **HR Working Group**

Arlene provided an update on the HR Working Group. The HRWG has:

- Developed a proposed Maritime Approach to HR planning and resourcing and presented to MEC.
- Provided workshops with managers
- Planed to consult with CEIU NVP's on March 12 during a special consultation meeting. All feedback with be consolidated and used to further inform next steps and development of a transition plan to the new model, and

- **OL Working Group**

Heather MacIntosh provided an overview of the OL working group. She stated the goal of the working group will be to identify opportunities to overcome challenges to strengthen OL in the Maritime Region. As well the work group will make recommendations to the Maritime Executive Committee reflecting the values of client service, language of work, continuous learning, access, fairness, transparency and affordability.

She spoke on each of the key deliverables and provided a summary how each will be achieved and reviewed the recommendations that will be provided to the MEC. These recommendations will include:

- Solutions, best practices and activities required to meet our obligations under the sections of the OLA relating to language of work and active offer including administrative arrangements
- Approaches to raise level of awareness and educate employees regarding bilingualism as a competency
- Language training – access, opportunities, innovative approaches for employees who occupy bilingual positions as well as for developmental and succession management purposes
- Approaches to ensure access to operational training in both official languages

- Identify emerging business requirements that pertain to current HR policies and procedures and OLA such as staffing of bilingual positions and identifying appropriate linguistic profiles with links to Human Resource Planning
- Translation services (internal and external) – access, cost and service standards
- Union Consultation – throughout the advancement of this work, union colleagues will be engaged and consulted at key points in the life of the project.

Next Meeting

The next meeting is scheduled for May 27, 2010 in Summerside.

Arlene van Diepen
Executive Director, Citizen Services

Donna MacDonald
National Vice President
CEIU