

**Minutes**  
**Union Management Consultation Committee (PEI)**  
**September 30, 2010**  
**O’Leary, PEI**

**Present:** Arlene van Diepen, (Chair), Charlene Arsenault, Laurie Bowers, Mary-Lynne Bruvels, Bob Charlton, James Johnston, Anu Leesti (*by phone*), Donna MacDonald, Lisa Parent, Ross Tanner.

**Regrets:** Craig Abbott, Rob Cameron, Mike Dixon, Heather Jackson, Ellen MacDonald, Deborah MacMurdo, Patsy Sanderson, Elaine Young-Platt.

**1. Welcome and Review and approval of the Agenda**

The agenda was approved.

**2. Review and Approval of the Action Items from May 27<sup>th</sup>, 2010 Meeting**

The minutes were reviewed and the following was noted:

a) Reference checks and conflict of interest - Karen Taylor is out of the office, and will provide an update on this when she returns. When we receive a response from her, it will be put in the minutes.

b) Staffing - Anu noted that she will e-mail the list of staffing competitions. She said that these reports are under review; they were produced at AUMCC, and can be distributed. Donna has a document of processes that are under way, and of staffing actions over 12 and over 24 (from VMIRC). She will follow up with Michael Hunt regarding staffing actions for terms. Mary-Lynne provided an update on the PM-02 acting discussed at the last meeting; this is being actively worked on. If there is a resolution before the Atlantic meeting next week, Mary-Lynne or Arlene will call Donna

Action: Donna / Mary-Lynne / Arlene

c) Staff support from HR – Mary-Lynne noted that there were Comp & Ben sessions held for staff involved in layoffs. Donna felt this support came too late, and that information should be made available to employees earlier.

d) Board Prep – There is nothing new to report on this; it is still on the table, but HRC hasn’t gotten to that stage yet. Donna stated that this should be a priority; the issue has been at this table for 2 years. There had once been documents on how to complete boards, do applications, etc (“surviving boards”). Anu noted that this information is still available; she will ask that it be updated and shared. She will also ask Michael to send this info out to Managers so they can either send out to employees or let them know it’s there. James noted that he will also bring this issue to the HR Working Group and HRC.

Action: Anu / James

e) Organization Chart for the Atlantic – The org charts are still evolving. Donna noted that they don't go down far enough; they only go as far as the manager level. Of the 39 positions listed on the PPS org chart, only 3 are from PEI. Ross pointed out that for grievances, he needs to have an org chart that shows to whom people report to. Mary-Lynne will follow up on this and provide an org chart.

Action: Mary-Lynne

f) OHS Regional Committee – There is a meeting next week with the NVPs for the region, and the establishment of an Atlantic Regional Policy Health & Safety Committee will be discussed again.

g) Air Quality in Summerside – Heather sent an e-mail on this to Arlene; since June 2010, Admin has been working with the office and the issue is resolved as far as we are aware. Charlene said that the last 1.5 weeks has been quite warm; Arlene suggested that they keep putting tickets in on this so that the TL and Manager can then follow up on it.

h) Inclement Weather – This document has been revised with a regional approach regarding office closures. Arlene will send this out to Managers next week to review with their staff. Each office will need to establish local procedures.

Action: Arlene

### **3. Overview of the Atlantic Integrated Business Plan**

Arlene provided an overview to the group:

- Pleasure Craft will be removed as a service offering.
- The org charts for the Atlantic Region are coming along.
- A strategic review is being held this year, and this will be reflected in the 2011 budget.
- Some Team Leaders are doing the SLMEDP, an 18 month program that involves 1 week in-class, followed by an online learning component, and then another 1 week session in-class. Arlene noted that this is the Leadership component of the Service Excellence Program.
- Arlene noted that PLAs are very much to the forefront at the moment. Donna wondered if there was a database that keeps track of the interests that employees identify in their learning plans. Anu will check with the Service Canada College to see if such a database is on the way, or if there is a way of capturing this information. This relates to CFOB and the Treasury Board Policy on Internal Control; we need to pose this question to Debbie.

Action: Anu

- We will be having an Employment Equity strategy in the region; Jim Woods will be the Champion.
- Anu addressed Second Language Evaluations. She said that employees don't get tested if they are staying in the same position, but if they are in a competition, or if they're acting for more than 4 months, and their SLE results are more than 5 years old, they have to re-test. For appointment processes, employees need valid SLE results in order to qualify. Arlene noted that employees in bilingual positions

whose SLE are no longer valid would get priority for training. Anu added that employees are responsible to maintain language levels.

- Mary-Lynne commented on the EI One Strategy. She said the vision is one national workload. We currently have a regional workload.

#### **4. Staffing Update**

There is a chart listing the processes that are underway; Anu can send this electronically to Patsy to be sent out to the entire group tomorrow. Casual hires are not on this list, as they don't go to VMIRC. When we hire casuals, we send an e-mail out to the local NVP. No full list of casuals goes out. We will BF this item to the next meeting.

Action: Anu / Patsy

#### **5. Christmas Leave**

Mary-Lynne noted that a call would be going out next week regarding fall/Christmas leave. The plan is the same as always: 70/30. We need to know how NL approached it, and will look at if there is a need to adjust this ratio. It is possible the ratio may be applied more stringently, depending on what the workload looks like and what days of the week Christmas/New Years fall on. If the ratio is to be anything other than 70/30, Mary-Lynne will notify Donna asap. It was noted that the ratio is 80/20 in other regions.

#### **6. Overtime on Saturday**

Mary-Lynne stated that we do not have Saturday OT for a number of reasons: 1) we like staff to have time off, so we plan OT during weekdays, 2) there is a cost associated with OT worked on weekends, as we also have to pay employees a commuting allowance on the weekends, and 3) Saturday OT involves additional overhead costs (ie. HVAC, lighting, etc.) Mary-Lynne noted that this is an Atlantic issue, and OT has to be offered equitably. Anu added that it can't be managed on an office by office basis. Mary-Lynne noted that there is always going to be OT in processing; we can't eliminate it, because we can't predict it, however, there has been a lot less OT worked in recent years. Ross wondered why weekend travel time had never been discussed before; Mary-Lynne noted that there was a grievance with Jurisprudence and that's why this has come up.

#### **7. Bathroom at CPC**

Ross noted that there had been 9 recorded instances with the washrooms so far this year, and 2 more last week. The septic has been flushed twice this year, to no avail, and the plumbers say the toilets are simply worn out. This is an ongoing flow problem. Arlene had been informed that this was a ventilation issue; in April 2008, the landlord increased ventilation circulation capacity, and there hasn't been that particular complaint since then. Donna questioned whether the sanitation directives included contingency procedures for when washrooms don't work. Arlene stated that there are some

stipulations in the document regarding office closures for when there is no water; she will talk to Heather on this, as we may need to revise the document for when there is no washroom. Ross will follow through on this with the OHS committee. Arlene suggested that Ross go through the escalation procedures with Christian. Donna will send Arlene the link to the sanitation directive.

Action: Arlene / Donna

### **8. Update AUMCC**

Donna noted the next AUMCC meeting is next Tuesday. Arlene said that at the last AUMCC meeting, the talk was of having AUMCC clusters, then locals. We wouldn't see any change in the province of PEI. Arlene asked if it was necessary for more local structures, or if it was okay to leave as it currently is. Everyone agreed things should be left as is; if we can't resolve it at this level, it goes up to Atlantic. Arlene will report this back to Mike Alexander.

Action: Arlene

### **9. Business Lines Update: PPS-EI, PPS-CPP, Integrity, LMSDP & CSB**

Integrity – James stated that National Services is now grouped in with Integrity. Integrity and BE are both Atlantic, and BE provides for the entire branch. It is an activity-based structure; investigators report through TLs and Managers to 1 person. The workload is to be combined into one; details are being worked on. There will be consultations with Managers and TLs, but he was not sure what format these consultations would take. Donna asked if we could have a PSAC representative from each area involved in these consultations; James agreed.

LMSDP – Bob noted that the structure is still not set up; they are waiting for approval from Ottawa. We still retain senior managers, and each is still responsible for their own province. Each province is different and will set its own priorities and policies. LMSDP is still pretty much the same, it's just small; there are only about 10 people left here.

CSB – Arlene noted that it is very busy on the front end; particularly busy service offerings are SIN, Passport, and EI. We have identified issues, and are working with colleagues in PPS to rectify some problems. There is some new business on the horizon, but nothing is confirmed yet.

PPS – Mary-Lynne said that the Atlantic Structure is evolving; Doug Johnson sent out the most recent org chart. The Spike centers are closing today, and winter workload hiring is almost done. Regarding Imaging, we are waiting for feedback on band width. Also, security access for staff will be slightly different than what has been in place. There may be different levels of access. In the Call Centers, there will be an employer contact center; all ROEs will be central in NB. The Atlantic EI BE staff met Sept 14-15 in Moncton. There is also a new General Delivery EI mailbox for all staff. There is a Share Point mailbox pilot being reviewed to allow for implementation in early October. Finally, on Dec 1<sup>st</sup>, processing staff will be receiving training on CPP-CPPD.

## **10. PM-02 Personnel Selection Poster (Sept. 23/10)**

Ross noted that there are a lot of people upset about this competition, wondering why they have to prove themselves over and over again. Arlene said that it is the employee's responsibility to provide education info, etc. Donne wondered if this could be saved electronically on a database; Anu noted that physical paper files are required for audits and that everything has to be in them. Arlene stated that we have an Atlantic structure, and that we need an Atlantic pool. Mary-Lynne added that NL is in the middle of its own PM-02 process, so they aren't in on this one. Arlene noted that we are looking into a mechanism to show when competencies are met. We are having this process because some pools are depleted, and we need to anticipate staffing needs; this is not about not valuing staff, it is about trying to be fair and transparent. Anu added that now that we are an Atlantic region, we can't go back to old pools at the same level and appoint one person with a different standard than someone else in another part of the region. Donna wondered if the PM-02 pool for adjudicators / integrity are Maritime or NS/PEI; Anu noted that it all shows on the chart of processes.

## **11. ROUND TABLE**

- Arlene reminded everyone that the Fall Frolic will be held November 4<sup>th</sup> to honour retirees from the last year. It will be held at the Dutch Inn. There are 8 retirees this year. If anyone from the union would like to participate, let Arlene know.
- Donna said that the Treasury Board negotiations are ongoing, and they are still at the table. The Treasury Board wants an offer by tomorrow, and they want it signed off by Dec 1<sup>st</sup>. The information will be on the PSCA website.
- Laurie mentioned the Incentive Awards, monetary awards for good ideas to save taxpayers money. This information is also on the website.
- Ross mentioned a rumour he'd heard about EI premiums not going up as much as anticipated. He also mentioned that from the Spike units, the only extensions were for bilingual employees; he wondered if this was going to happen more often now that we are Atlantic.
- Mary-Lynne responded, saying that for winter workload hiring, we had more vacancies in bilingual positions, so we are just keeping those positions filled. She noted there were both bilingual and English offers. For the English offers, we had people in pools, so we didn't need to deploy from the Spike.
- James asked for everyone's support of the PEI GCWCC.
- Anu mentioned that the entire HR Atlantic staff will be in PEI Thanksgiving week at Stanley Bridge.

## **12. Next Meeting**

The next meeting will be held at the Charlottetown Management Centre (85 Fitzroy Street) on March 8, 2011.

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Arlene van Diepen  
Executive Director, Citizen Services

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Donna MacDonald  
National Vice-President  
CEIU

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