

MINUTES  
UNION-MANAGEMENT CONSULTATION COMMITTEE  
November 5, 2008  
SCC, O'Leary, PEI

**Present:** Derek Gee (Chair), Donna MacDonald, Elaine Young, Bonita Taylor, Arlene VanDiepen, James Johnston, Mike Dixon, Jacinta Campbell, Craig Aabott, Mary Lynn Bruvels, Joanne MacDonald and Anu Leesti (Fredericton)

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

The agenda was approved with the following addition:

a) New Job Descriptions - Donna

**2. Operational Plan and HR Plan**

Arlene gave an overview of the operational plan. As of February 2008, the provinces of PEI and NS were consolidated into one region and work continues on that process. The Operational Plan was posted on our intranet site November 4, 2008. It includes the five priorities for the coming year. James gave an overview of Integrity Service priorities. Mary-Lynn discussed Processing and Payment Services. Arlene spoke on Citizen Services Branch and Strategic Service priorities. Jacinta provided information on Labour Market & Social Development priorities.

Arlene gave an overview of the HR plan. Priorities include official language strategy, employment equity, competency gaps, succession planning, retention, workplace/workforce well being and staffing. The plan provided an overview of some of the challenges facing the department as well as some of the plans to meet these challenges.

**3. LMDA/WFAC Update**

Derek advised the Transition Committee met twice and he is pleased with progress to date. He distributed an organizational chart of the transition working groups and advised that the province is aware of the timeframes and the amount of work that needs to be done for the transition to the province. He advised that communication will be sent out following each meeting.

Derek advised the Work Force Adjustment Committee met three times. The committee is co-chaired by Derek Gee and Donna MacDonald. The next meeting is scheduled for November 14, 2008. A selection process has been drafted and when finalized, Managers will discuss with staff. Once the post-LMDA model is finalized, Jacinta Campbell will visit each office to discuss. Managers and Directors will meet to select staff remaining with Canada and those who will receive an offer to the Province. Staff will be able to discuss the selection with managers, however, there will be no formal grievance or appeal process. The issue of geographic location of the positions was discussed. Derek advised that they will first establish a unit in Charlottetown and then they may look at alternative work arrangements for staff after the transfer has taken place. Some of the advantages and disadvantages of alternative arrangements were discussed.

#### **4. Montague Accommodations Update**

Arlene advised the move is scheduled for the weekend of December 12, 2008 with the new site opening to clients on December 15, 2008. She advised that the new welcome pods are Ergo-friendly so they will address concerns raised by CSAs. Arlene will check with Heather to ensure that the most Ergo-friendly design is being used. They are still awaiting final work on the move in Souris but are hoping to have it done by March 31, 2009

Action: Arlene

#### **5. Processing of Overtime Cheques**

Donna noted it is taking four or five weeks for employees to receive cheques for overtime worked. There are new procedures in place with Public Works and they now retain the cheques for a week. Ana will clarify if there is anything that can be done (ie faxing forms) to improve the speed of service.

Action: Anu

#### **6. Status of CS Group Bargaining**

Mike Dixon advised there has been an adjustment on some of the priorities in the bargaining process. The union believes Treasury Board is stalling. The new priorities include job security, training and career development. Mike indicated that all but one group in PIPs have been without a contract for approximately a year and will not be in a strike position for approximately another year.

#### **7. Outsourcing of IITB Functions**

Mike indicated he was asked to share concerns around possible outsourcing. Information on their intranet site indicates they are exploring all options regarding IITB services, better known as desktop support services. The scope has not been defined. He read part of an e-mail indicating a project will go ahead where options for service provision will be reviewed. Everyone around the table agreed that our IT people provide excellent service. Mike indicated there may be an e-mail campaign in support of PIPs members and they would appreciate support. Donna mentioned there is talk of electronic pay stubs and this could have a big impact of jobs for our workers.

#### **8. Ergo Coaches**

Arlene advised that two staff members have been certified as Ergo coaches and three more are being coached through the process by Geraldine Herrigan, Health Canada. A number of staff requested assessments but they have not been done yet. Donna stressed the need to have assessments done in a timely manner. There is a wait-list for Health Canada's full assessment so it is important to get coaches certified as quickly as possible. A question arose as to whether a Dr.'s note is required for the full ergonomic assessment. Anu will follow up with Health Canada and advise.

Action: Anu

## **9. Overtime Stats for Atlantic – How does PEI Compare**

Mary-Lynne advised that the CPC is down slightly on the amount of overtime they have used to date. They have only used approximately 63% of what they used at this point last year. She discussed the process around deciding what areas need overtime and how overtime priorities are set weekly. PEI does not normally cap overtime as is rare that uptake would exceed the amount they have to use.

## **10. Atlantic UMCC Meetings**

A question arose regarding minutes from the Atlantic UMCC and when the next meeting is scheduled. Derek will follow up on the minutes and setting the date for the next meeting.

Action: Derek

## **11. Staffing**

Derek advised there is no hiring freeze in place at the moment. Mike indicated that while there may not be a formal freeze in place, all staffing is being reviewed and some terms will not be extended in their current positions. Derek indicated in light of the current economic conditions anything is possible. However, there has not been a freeze put in place at this point.

Donna brought up the issue of recalling retirees. Management agreed that there has been a couple of recalls but these were done as we were entering a peak work period and they needed workers who were trained and productive as soon as they started. It was done to fill gaps and largely to support the current workers. Donna stressed the importance of having workers trained and in pools versus interrupting people's retirements. Derek agreed that while this is understandable in emergency situations, it is something that we do not want to see abused.

## **12. Job Descriptions**

Donna advised that the new job descriptions are coming out as they are finished. Job descriptions for program employees will not be issued at this time. Donna advised that CEIU expects a lot of grievances and that most will go right to third level. When job descriptions are sent out, information around grievances will be included.

Judy asked for information around how many employees remain long-term terms or seasonal employees. Management advised they made great progress in this area. There are very few long-term terms left and they are working on a plan with each one. Donna noted she used to get a staffing action report but has not received one for quite some time. She plans to request a new one.

Action: Donna

Bonita noted she tried to register for the "Career Bundling Workshop" the same day that the notification came out and was advised it was full. She asked if another one would be offered. Arlene advised these sessions were offered by the Interdepartmental Training Centre and may be offered again in the future.

There was another inquiry around JLP training. JLP offer training on things such as diversity and interpreting the collective agreement. Anu will follow up and provide more information.

Action: Anu

**12. Next Meeting**

The next meeting is tentatively scheduled for Wednesday, **January 14, 2009** at the Sherwood office.

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Derek Gee  
Regional Executive Head  
NNS-PEI Region

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Donna MacDonald  
National Vice-President  
CEIU