

RECORD OF DISCUSSION (ROD)
MATERIEL GROUP LABOUR MANAGEMENT COMMITTEE (GLMC)
6 June 2018

Co-Chairs:	Mr. Patrick Finn Mr. Francis Vaillancourt	ADM (Mat) IBEW 2228
Secretary:	Ms. Melissa Murray	ADM (Mat)/DMGMC/TMT
Members:	MGen Paul Ormsby Ms. Caroline Belley Cmdre Christopher Earl Mr. Ernesto De Melo for Mr. Shawn Myers Col Darryl Taylor for Col Nancy Tremblay BGen Allan Benson Ms. Keri-Lee Doré for Mr. Terry Wood Mr. Geoff Simpson Mr. Craig Miller for Mr. Richard Steele Ms. Joanne Lostracco for Ms. Jennifer Hubbard Mr. John Eng for Ms. Lynn Mayes Mr. Philippe Turcq	DCOS (Mat) DMGMC DGMEPM DGMSSC A/DGAEPM DGLPEM DGMPD (Air & Land) DGMPD (Sea) DG Proc Svcs DGIIP PIPSC UNDE
Observers:	CPO1 Brian Schwenker Mr. Michel Allard Mr. Mathieu Lessard Ms. Louise Currier Mr. Samuel Roy Mr. Sylvain Perreault Ms. Sandra Martin	ADM (Mat)/GCWO UNDE IBEW 2228 ADM (HR-Civ)/AWA ADM (HR-Civ)/SBP ADM (HR-Civ)/CSO ADM (HR-Civ)/SBP
Regrets:	Ms. Lynn Mayes Mr. Jerry Ryan Mr. Des Rogers Mr. Richard Cashin	PIPSC FGDTLC (E) FGDTLC (W) FGDCA

ITEMS	DISCUSSION / DECISION(S)	ACTION(S)
I	Opening Remarks Mr. Finn welcomed participants and gave an overview of the upcoming presentations. He asked if anyone would like to add an item to the agenda; there was a nil response. Mr. Francis Vaillancourt welcomed members, presenters, and observers. Attendee Introductions.	N/A
II	December 6, 2017 ROD – Review & Update of Outstanding Action Items The meeting agenda and minutes from the previous meeting were reviewed and approved. They have been signed by the Co-chairs. Reconstitution Update – 555 Boulevard de la Carrière At the last meeting, Mr. Vaillancourt mentioned that there seemed to be ongoing	

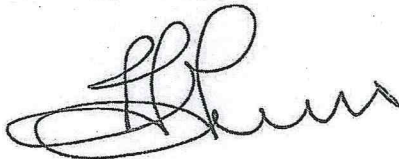
construction activity at the building and was wondering if anyone was privy to information regarding reconstruction or a construction contract status. MGen Ormsby provided an update to the group on this question stating that there was no construction activity ongoing at the building but there was some maintenance activity in progress to protect the building from the elements. He further mentioned that all staff moves had been completed, however, they are still keen to keep an acceptable level of co-habitation until the Mat Group is reformed into a pre-fire disposition. In this regard, an Accommodations Working Group has been created comprised of all DGs and various Directors. MGen Ormsby provided an update on the court case, stating that in May 2018, the Crown had lost its court case and was in the process of appealing that decision. The appeal will be held in August 2018. He explained that this could be a lengthy drawn-out process, because if the Crown wins the appeal, the owner would have the right to appeal that decision. Mr. Finn proposed that a Reconstitution Update be provided at each GLMC meeting until further notice. MGen Ormsby also provided an update on the Carling Campus moves stating that most of the Mat Group workforce would remain sited and only 106 employees would be moving from NDHQ to the Carling Campus. This group would involve the ADMO and the DCOS Division personnel. They have requested to be the last to relocate and the timelines discussed would be somewhere around Christmas 2018 to summer 2019. Supervisory Role of ENG-04 Ms. Caroline Belley stated the following: - An analysis was done throughout the Group to evaluate the situation; - 362 ENG-04 positions; approx. 30% are supervisors; - From a classification perspective, there are no issues with regards to having ENG-04s supervise employees in the higher levels of EG and EL groups; - Analysis concluded to no general concerns for the majority of the divisions; - Only one isolated case that is closely monitored and addressed by DGLEPM. Mr. Finn stated that the Group is fully engaged in resolving this issue and the management is committed to preparing ENG-04s for supervisory roles by ensuring they have the maturity, experience, and skills necessary to fulfil the requirements of the role. There is a high level of engagement by leadership and the focus is on structure and training. It is the intention to train 20-40 supervisors per year. He also requested that if the union members have people coming to them regarding such issues to please let management know. Mr. Vaillancourt stressed that within his group, the supervisory roles are clear, but that we should be aware that within other groups this may not be the case and contentious issues may arise, as was the isolated case within DGLEPM. BGen Benson mentioned that measures are being taken to ensure that ENG-04s have the necessary experience and training for supervisory roles, and to ensure that proper procedures are being followed so that employees at this level feel that they are being engaged. Multiple courses are available or supervisors like the ones	Reconstitution Update to be provided at subsequent GLMC meetings. <u>Action: DCOS</u>
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	available through CSPS but we will continue to look at other options to better support the new supervisors. 3rd Report to the Technical Committee for Psychological Health and Safety in the Workplace Ms. Caroline Belley explained that this item will not be addressed during the meeting as originally planned. Mr. Jerry Ryan was not available to provide the findings. UNDE Representation Mr. Turcq explained that there was no need to find a UNDE replacement as indicated in the last ROD because he would be continuing in this role and would always bring a Mat Group colleague with him to future GLMC meetings. Mr. Finn agreed with this approach, but restated the importance of focusing GLMC discussion on Mat Group issues. Alternative Work Arrangements (AWA) Brief Mr. Francis Vaillancourt had requested a presentation on this topic at the last GLMC meeting. A brief is scheduled in this meeting.	
III	Alternative Work Arrangements (AWA) Brief Ms. Louise Currier, HR Civ, delivered a presentation on the Department's Modernized AWA Program. The presentation included an explanation of the various modes of AWA, information on the revised guidance, the electronic form mandatory process, and the advisory team available to support managers and employees to optimize and manage AWAs where feasible. She explained how this Program is in keeping with the Department's Total Health Strategy. Although this program is not for every single job, it gives flexibility to the manager to explore possibilities. Mr. Vaillancourt raised the question about the approval process and the tracking of data. Ms. Currier said that the employee's manager is the person who determines the feasibility of the arrangement. Because the mandatory process is electronic, information on the number of applications, approvals, denials and reasons for a denial is tracked in the system. She also stated that they are constantly endeavouring to develop new tools and processes to help both management and employees make informed decisions and optimize the AWA process in a particular situation. Her group will continue to engage the unions and other stakeholders in consultations. <i>Note: For access to detailed information such as policy, tools, forms, or points of contact, please refer to the AWA website at: http://hrciv-rhciv.mil.ca/en/m-alternative-work-arrangements.page</i>	N/A
IV	MAT GROUP HR UPDATE 2017 Public Service Employee Survey (PSES) Results Mr. Samuel Roy provided a briefing on the Mat Group's 2017 PSES initial assessment. He highlighted the Mat Group's successes and areas of concern by	N/A

	Key People Management Themes as measured against the 2017 Departmental results. He also provided a brief overview of the Defence Workplace Well-being Survey and how it supplements the PSES results. Mr. Finn advised that the ADM(Mat) PSES Champion is MGen Ormsby. He mentioned the importance of the Defence Workplace Well-being Survey that will supplement the PSES and his commitment to support this initiative. MGen Ormsby said that once the L2 and L3 results have been analyzed and they have a clear understanding of employees' issues and concerns, that an Action Plan will be put in place. Tentative timeline is early summer. Mr. Vaillancourt noted the mil/civ integrated workforce and that a large portion of persons experiencing some sort of harassment had taken no action for a variety of reasons. MAT Group Phoenix Initiative Ms. Caroline Belley delivered a presentation on the activities that the Mat Group is undertaking to help employees resolve compensation issues and alleviate undue hardship on impacted employees. She mentioned that because the Phoenix outstanding pay issues were impacting employee morale and productivity and due to the difficulty in accessing compensation advisors that the Mat Group decided to launch a Mat Group Phoenix Tiger Team Initiative to better support its employees and managers. The mandate of the Team is to oversee the coordination of all activities stemming from the Phoenix Action Plan. The Tiger Team is responsible to ensure effective internal distribution of all pertinent information, and to analyze and prioritize their Phoenix cases. She also stated that Divisional statistics are tracked and reported to DMGMC on a monthly basis. Most critical Mat Group cases are escalated by DMGMC to the National DND level for resolution. During their review and analysis of compensation issues (data from February) they found that not all compensation issues were Phoenix related. <i>Note: Following the meeting on Wednesday, June 6, 2018, Ms. Caroline Belley provided attendees an email list of divisional points of contact for the Materiel Group Tiger Team, as requested by the union's representatives.</i>	Develop an action plan based on analysis of L2 and L3 PSES results. <u>Action: DCOS</u>
V	Discussion – Labour Relations The Labour Relations case from 202 Workshop was not discussed in detail, but a commitment was made for DGLEPM, 202 Workshop Commandant, and the union to further discuss in a separate meeting.	DGLEPM will initiate the discussion.
VI	Round Table Nil comments.	N/A
VII	Closing Remarks Mr. Finn reiterated his concern for Mat employees requesting that if the union becomes privy to the emergence of contentious issues, the leadership/DGs are keen to know about them so they can be addressed before things fester. Mr. Francis Vaillancourt thanked everyone for attending the meeting. Mr. Finn closed the meeting by wishing all participants a good summer.	N/A

	The tentative date for the next meeting is 5 December 2018 from 1030 hrs to 1200 hrs.	
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Reviewed and Approved by Co-Chairs:



Patrick Finn
ADM(MAT)



Francis Vaillancourt
IBEW 2228 Representative