

# CFIA - LOCAL UNION MANAGEMENT CONSULTATION COMMITTEE (LUMCC) PSAC MEETING

<b>Meeting Title:</b>	LUMCC - PSAC Meeting	<b>Time:</b>	9:00 am - 10:30 am
<b>Date:</b>	April 19, 2007	<b>Place:</b>	Garabaldi Room - 4321 Still Creek Drive

## PERSONS ATTENDING

<b>1</b>	Helen Van Vliet - PSAC Local President	<b>2</b>	Sharon Christie, Insp. Manager - Fraser West
<b>3</b>	Dr. Joe Beres, Insp. Manager - GVRD	<b>4</b>	Greig Beilhartz, Insp. Manager - Food Inspection
<b>5</b>	Andrea Dropko, Insp. Manager - Fraser East	<b>6</b>	Jennie Chu - PSAC Observer
<b>7</b>	Laura-Lea Madsen - Committee Secretary	<b>8</b>	Shannon Derksen - PSAC Observer

## PERSONS ABSENT

<b>1</b>	David Graham, Manager - Labs - comments provided in an e-mail in advance.	<b>2</b>	Terri Lee - PSAC Local VP
<b>3</b>	Jenny Marie Lomas - Health & Safety Officer	<b>4</b>	Stuart Coates - Chief Shop Steward
<b>5</b>	Karen Kesler - PSAC Treasurer		

## MEETING NOTES

- 1** Adoption of June 20, 2006 minutes. Will be posted on local's website.
- 2** Distribution of Previous CFIA-LUMCC PSAC meeting minutes as item #1 above; copies of Agenda items provided by union ; [Appendix 2] and website reference material. Request by Management for updated 2007 local exec contact info. [Action - send e-copy or check union bulletin board by lunchroom. Contact sheet forwarded to Manager's April 20, 2007, by Helen]  
AGENDA ITEMS:
- 3** Union Question: Written part of exam competitions have being conducted on Saturdays. Should this practice not be compensated for \$\$? Is this going to be a common practice & should this practice not be compensated financially?  
Manager's Response: No weekend competition at the labs - have not held selection processes outside of working hours as they do not have the same operational drives at play here.  
Manager's: These types of exams are done during busy times to not take away from workload and free up employees to help with workload. Only about 3 - 4 competitions have been done on days of rest. Overtime will not be offered. Manager's quoted Julie Burns HR as saying "no overtime and mileage will be given on day of rest, no provision in article 51 of contract". Though there is a difference when it comes to Meat Hygiene training phase 1 and 2 (barrier exam, not a competitive process - part of their job - required to advance to a working level - Yes, paid). Summer students were done on the weekend due to their class schedules. A CR facilitating exam was paid according to the contract.  
Union: The union doesn't want to see it become a standard practice using employees personal time for competitions as it interferes with employee's private time. The development of an employee is a benefit to both the Agency and the individual. Best to schedule during working day, stay longer, switch shifts for a competitive process if necessary, will canvass members.  
Manager's: Management will try and avoid at all costs. Some reasons for doing so are: to avoid people talking about the exam, less time to complete exam, get more people in to write at one time and fill the vacancies quicker.  
Could run one session at about 10:30 am - 12:30 pm and then again 2:30 - 4:30 pm in the afternoon to try and

work around those employees that work shift work. Union to canvas employees to see if this will work.

3a Union: Would like to see some education on how competitions work.

Manager's has forwarded this item to HR and there is no answer yet. Manager's opened up for discussion to and asked if there were specific questions at this time? For any specific competition there is a contact name provided. Union requested clarity on the marking process. How are the questions weighted? What does "sub-critical factor" mean?

Manager's asked what is the question - Is there an open process? There is a point rating beside each question. Manager's suggested that all competitors request a post-board.

Manager's: Read competition posters carefully. Sub-critical factor - employee must pass, if this portion fails, no more marking of exam. Generally personal suitability attributes cannot be taught eg: sub-critical factor "Dependability". There are generally several questions measuring the same factor which are averaged so if an individual fails one question they have not failed entirely.

Manager's: Critical sub-factors are marked first on the exam and no other factor can make up for critical sub-factors

Union: Employees would like to know when reading a competition poster, what does the following mean: screening criteria, sub-critical factor, how weighted, how marked, poster doesn't indicate how each question will be marked and how many marks?

Manager's: Merlin reference - Written and oral test examples. There are other methods of interviewing and testing that can be used as well eg. Write a letter which was used for one competition.

Union: Perhaps, a more transparent process for post boards would be helpful. Is one written?

Union: If the sub-critical factor questions were the first question on the exam, would the rest of the exam not be marked?

Manager's: Correct, it wouldn't be marked.

Union: If this is the marking process how could a person know where they went wrong and how can they improve and prepare for the next competition.

Manager's: Candidates exam will be marked up to and including a critical subfactor which is often 3/4 of the entire interview. Candidate can receive post board on that section.

Union: Validation and affirmation of individuals in the process. Some behaviors can be learned. Eg. One can improve their communication skills, instructing other. Recent group participation with ILP (Individual Learning Plan) in Programs where Jennifer Johnston, Learning Consultant from HR Calgary taught session. CFIA: a learning organization. Two basic goals for ILP include the learning needs of an individual to do the job well and career aspirations. ILP forms come in two-parts (Employee's investment and Employer's investment linked to business priorities). Is that something to think about when conducting post-board interviews?

Manager's: A skill that could be improved on could be identified on the ILP.

Manager's: Surprisingly, not everyone requests a post-board. Very few do.

Union: Not everyone knows about post-board opportunities.

Manager's: Usually offer post boards. Employees seem hesitant to ask.

Union: Are sub-critical factors randomly placed on exams?

Manager's: Can request that HR post definition of "Sub-critical factor" on Merlin site re :Competition info (Action for manager) A subcritical factor question can be placed anywhere the key is to recognize the question is a critical subfactor.

Union: If you were part of a selection process where you placed in a pool if you refused an assignment were you removed from the pool?

Manager's: Still waiting for HR clarification. If it was an assignment or term offer no, but if it was an indeterminate position once declined, will not go back to this person for same offer.

- Must pass critical sub-factor of exam, but not all exams will have a critical sub factors.
- Poster will explain what critical sub factors they are asking for.
- Exam will most likely always consist of a written, oral and references.
- Marks will never be on the poster only on the exam itself.
- Post board can only review what was marked (upto first critical sub factor that was failed).
- Management encourages a post board as, it is beneficial to the employee for development
- extra help / learning can be requested in performance review

Laura-Lea provided us with these important links:

**HR Information**

---

**HR Forms and etools:**

<http://merlin.inspection.gc.ca/english/hrrh/repdep/form/formse.asp>

**HR Links:**

<http://merlin.inspection.gc.ca/english/hrrh/repdep/site/linke.asp>

**Quick Links:**

<http://merlin/english/hrrh/toce.asp>

<a href="#">Collective agreements</a>	<a href="#">Employee Assistance Program</a>
<a href="#">Job Opportunities</a>	<a href="#">Leave / Sign-in</a>
<a href="#">New Employee Orientation</a>	<a href="#">Employee Self-Service</a>
<a href="#">Occupational Safety &amp; Health</a>	<a href="#">Official Languages Toolkits</a>
<a href="#">Training &amp; Development</a>	<a href="#">Union Websites</a>

**HR Policies:**

<http://merlin/english/hrrh/repdep/pol/pole.asp>

**How to read a job poster:**

<http://merlin.inspection.gc.ca/english/hrrh/emp/car/jobempe.asp#4a>

**Post-Selection Feedback or Post Board:**

<http://merlin.inspection.gc.ca/english/hrrh/repdep/def/discdivue.asp#4>

**Staffing Recourse Guidelines and Tools:**

<http://merlin.inspection.gc.ca/english/hrrh/repdep/def/phasee.asp>

**Learning, Career Development and Training:**

<http://merlin.inspection.gc.ca/english/hrrh/emp/car/trafore.asp>

**Campus Direct Learning:**

[http://www.campusdirect.gc.ca/a/a\\_e.as](http://www.campusdirect.gc.ca/a/a_e.as)

---

4 Manager's asked for priorities of agenda items due to time factor.

Union: Duty to accommodate - Policy review so common understanding of the 5 basic steps involved.  
Manager's sent out to management the DTA policy on assignments. What are responsibilities of Manager's?

Union: Example of a member using up all of their annual leave, sick leave, etc. while worrying at home and waiting for a response from management.

Understanding of steps:

(1) Go see doctor. Get medical assessment and report, clarify and confirm needs with manager.

(2) If necessary, management can instruct employee to go to a Health Canada and get a Medical this should be done ASAP. Management should then respond as quickly as possible by trying to find a new workplace for an employee.

Manager's: CFIA is working on steps as fast as they can, but are sometimes slowed down by not knowing employee's limitations, time factor (when employee can return), Dr's not submitting reports in a timely factor. Management understands that employees are at home worrying but from employer's perspective they need to backfill vacant positions, financial considerations, stress sometimes created for co-worker's with shortage. Management cannot consider a position for someone until we have all the info regarding their limitations.

Union: Is sick leave/annual leave used during this time, retro-active?

Manager's: No if it's not a WCB claim.

Manager's: Each case has it's own story. As a management team, some accommodations possible.

---

Time lag - communicate. Managers to encourage members / staff to have open communication.

Manager's:

- Roles & Responsibilities: Manager's aware, HR Division, Employee's Division
- CFIA workplace accommodation policy page 8
- Workplace Accommodation policy:  
<http://merlin.inspection.gc.ca/english/hrrh/repdep/pol/worktravepole.asp>
- CFIA's perspective is to backfill, move things along
- Once a decision has been made, leave is not able to be retroactive, not like WCB
- There is a team that processes employee's on the priority list. These are dealt with quickly.
- Encourage members to ask questions

---

5 Union: Terms - how many are there and what is happening to them? What is future for the terms.

Manager's: In one section we currently have 6 term employees in a total staff complement of 37 people. We have recently been able to proceed with 4 new term to indeterminate conversion within our EG group. Our intention over the coming fiscal year is to move forward with organizational consolidation which should result in further conversions, focusing as always on term employees with longer tenure. We expect that we will always have some term employees on strength to manage short term workload needs and projects for which there is not permanent funding. HR Area office (Calgary) reviews term status with RD's/IM's annually. Reports provided as to long term plans.

Manager's: All historic terms have been resolved. Only terms in her department are: maternity leave and seasonal, otherwise, no terms in her area, only true terms.

Manager's: 12 terms on his list: 2 PIPS, 10 PSAC

Manager's: Couple of maternity leaves, 3 or 4 assignments or long term leave, few EG01 when pass EG02

Manager's: 4 EG 01's but declined MPIP intro (EG 02), 2 maternity leave backfills, 2 Vets and 2 assignments  
Management doesn't feel it is an issue any longer.

Management doesn't like to have terms, as it is more paper work for them.

---

6 Union: Secondment and assignment agreements - make sure agreements are documented with copies to employees, Manager's and HR.

---

Manager's: Agreed

Manager's: Isn't this standard? Greig has a template

Reference: <http://merlin.inspection.gc.ca/english/hrrh/repdep/def/assigntemplate.asp>

Manager's: Always sign and accept assignment agreement prior to starting job. Employees - be aware of own benefits and know what the conditions are prior to accepting a secondment or assignment.

Assignment agreements as follows:

- When Manager's ask for volunteers there will not be an assignment agreement drafted
- Emergency situations, no assignment agreement drafted
- If at level, no assignment agreement drafted
- Drafted when there is a promotion
- Drafted when different budgets

Union: Members wanted to know if there were specific skills are required to be able to undertake a secondment or assignment agreement.

- Employees feel that Secondment and assignment agreements are not being distributed fairly.

Manager's: Management suggested that each employee if interested should speak with their own supervisors.

- If a Secondment or assignment agreements are under 4 months there is no poster.
- Over 4 month Secondments and assignment agreements, there needs to be a competition.
- Existing eligibility lists are sometimes used for secondments or assignments.
- If you are remotely interested, apply, it is good practice and experience, similar or lower positions can be filled from poster.

Union: Period of eligibility list valid?

Manager's: Eligibility list can be anywhere from 2 weeks to 2 years but can only be extended up to 2 years.

Manager's: Clarified the difference in how they are used.

If an employee is in a pool and is offered an indeterminate position, and they don't accept that position they will not be considered again. If they are offered a determinate position, or an indeterminate of lesser classification (ie. Offered an EG 03 indeterminate from an EG 04 pool) they are left on the list whether or not they accept, until either the pool expires or they have been offered an indeterminate position at the classification level of the pool.

Manager's: Suggested that the local executive request training from HR & Staffing to give a staffing session to it's members.

Action: to provide HR orientation of competition process to local executive but with management representation present so there is no misunderstanding.

Manager's: Management will try to have some discussion with an employee prior to an official offer so that they are not removed from the eligibility list.

Manager's: Once pool or eligibility lists are established there is a 2 week complaint period. With a pool, there may be an additional 2 week period for complaint, when a person is selected for a specific position, unless made known at time pool is established.

Union: Who is HR personnel responsible for area?

Manager's: Julie Burns/Coastal or Kae Andreas/Mainland Interior

---

7 Union: Education - How to acquire training from different sources types, how supervisors disseminate what is available.

Manager's: We try to circulate training opportunities as we become aware of them. In terms of alternatives to classroom training, the Individual Learning Plans have proven to be a good way to identify these kinds of things and all staff are encouraged to complete these.

Manager's: provided the 7 steps to training (attached)

- Learning, Career Development and Training on merlin:  
<http://merlin.inspection.gc.ca/english/hrrh/emp/car/trafore.asp>

Topics: Performance Review Feedback, Softskills, Campus Direct, National Training Initiatives (NTI), Individual Learning Plans (ILP), etc.

Manager's 2006 had received 18 out of 68 ILPs from his department.

Management encourages anyone that is interested in doing a learning plan to do the leg work, get prepared and discuss it with their supervisor

Manager's: All supervisor's including vets are all trained to do performance appraisals linking ILPs and

participated in Managing for Success as well as ILP. Manager's commented that Meat Hygiene's training program is well organized and laid out.

Manager's: Shared responsibilities between employer and employee re: ILP. Onus on Individuals to write one and review with their supervisors for further input / approval. New Staff will be made aware of ILPs during Orientation, etc.

- As well, you can do so in your performance review
- Campus direct also offers free training to employees: [http://www.campusdirect.gc.ca/a/a\\_e.asp](http://www.campusdirect.gc.ca/a/a_e.asp)
- Each employee should be getting or have an employee orientation during which time they should be made aware of ILP's and given the weblink info for the CFIA New Employee Orientation available through Campus Direct, if not ask supervisor.
- Management encourages all employees to have input into the annual call for technical training requirements for inclusion in the NTI (National Training Initiatives)

Union: Question on NTI's (Training Needs) work, when is planing for training done

Manager's: Provided a flowchart of Planning during the Year (attached appendix 3a &b). Deadlines for submissions.

- Comments - Library Resources - Dogwood Room - Softskills video, Pursuit of Excellence, programs
- Staff welcome to sign materials out. Please make use of learning materials.

Manager's: Comments on ILPs - Focus - Some all over the map - link to business priorities of Agency. eg. New Technology - Inspectors regularly inspecting retort pouches would have priority in training of pouch packaging offered at BCIT than another dept such as Fair Labelling.

8 Union "Withholding of a pay cheque". CFIA should develop a policy regarding this issue. An employee should be advised that they have monies which are outstanding to the agency and given options of how and when to pay it back it should not come as a surprise to them.

Manager's: Not that familiar with procedures for this kind of thing, but agree that it is best if surprises are kept to a minimum. I believe that there is a Treasury Board policy for these kinds of pay recovery scenarios ( See: [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_11A/7-1\\_e.asp#1%20Purpose](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_11A/7-1_e.asp#1%20Purpose)), and that there are some provisions for requests to spread out repayments, depending on the nature of the repayment (although I am not sure at what level the authority lies to approve such requests). I see on the TB website that it says this policy is currently under review and it would likely be best to have someone from Compensation provide us the authoritative advice on this.

Union: cited one specific situation about person's direct deposit account - shortage in auto-deposit- creates hardship with surprises. [Background info: No policy in TB re: sick leave recovery. HR error on sick leave resulted in with holding of pay cheque]

Manager's: Emphasizes that employees pay attention to their pay cheques particularly in cases where tenure changed from full-time to part-time. Financial errors will result in having to pay the Agency back. Over payments are forced to be recovered.

Manager's: Case by case, each case different.

9 Parked items: Competitions (Agenda Item #1) - Helen returned to topic of competitions in situations where an applicant has been reviewed by the same board 4 times.

Union Question - Wouldn't it be beneficial to combine parts of competitions from different divisions e.g. the personal ability sections to save time since they would be measuring similar parameters? How long should inspectors be sitting on Selection Boards?

Manager's: Response - Current EG5 competition - Joint effort by Manager's where the different Regions in BC would use the same eligibility list or pool.

Manager's: Co-workers should have a voice regarding whom they want to work with.

Manager's: Not always possible (as there are so many attributes that could be assessed) - depends on requirements and nature of position. Example - If job requires working with little supervision attributes such as dependability and initiative may be assessed as a priority, or in positions with reception, customer service might be assessed as a priority.

Union: How long should an inspector be a selection board member?

Manager's: Consistency important to candidates interviewed - continuity of same board members marking the same Q's and A's for all candidates.

Union: Supervisors, Manager's and Inspectors have their own tasks and should not be conducting Competitions (Personnel Selection Processes).

	<p><u>Manager's</u>: Nominate Helen to move additional comments about Manager's expending insurmountable energy and time into Competitions onto the next level - Regional UMC.</p> <p><u>Manager's</u>: With the amount of succession planning, vacancies, network needs, no. of competitions filled by employees &amp; management, it is difficult to see standardized workload met.(i.e., less inspectors, Manager's, etc)</p>
10	<p><u>Manager's</u>: Question: Existing Western Area Union/Management Consultation Committees?</p> <p><u>Union</u>: Yes.</p> <p><u>Manager's</u>: Management strongly suggests that employees sit on a competition board for the experience, beneficial to the employees</p> <p><u>Union</u>: Suggested that we hire a HR team to run competitions to help with staff shortage and timeframe of a competition.</p> <p><u>Manager's</u>: Mentioned the Management team locally and in Western Area are looking at ways to streamline and be more effective with the amount of staffing activities required.</p>
11	<p>Manager's asked for next LUMCC meeting date - usually twice a year - Last week of September. Exact date to be announced. Meeting adjourned - 11:35 am.</p>

**SIGNATURES OF COMMITTEE**

Co-Chair:	
	Helen VanVliet
Co-Chair:	
	Greig Beilhartz