

ITEM	MINUTES - DISCUSSION	ACTION
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NATIONAL RESEARCH COUNCIL CANADA (NRC)

MINUTES OF THE 86th MEETING

OF THE

NRC – JOINT CONSULTATION COMMITTEE (JCC)

DATE: December 3, 2015
TIME: 9:30 PM
LOCATION: 2nd Floor Conference Room, Building M-58

IN ATTENDANCE

Chairperson:

Susan O'Donnell, Co-President, NRC RO/RCO Group, PIPSC

Representing NRC:

Roman Szumski, Vice-President, Life Sciences
Isabelle Gingras, Vice-President, HRB
Joe Grebenc, Acting Manager, Labour Relations and Pay and Benefits, HRB
Mireille Lycan, Labour Relations Officer, HRB

Representing Professional Institute of the Public Service of Canada (PIPSC):

Susan O'Donnell, President, NRC RO/RCO Group, PIPSC
Patricia Loder, President, Consultation Team, PIPSC (via teleconference)
Isabelle Leblanc, President, LS Group

Representing Research Council Employees' Association (RCEA):

Cathie Fraser, President, RCEA
Joan Van Den Bergh, Negotiator, RCEA
Marvin Zaluski, 1st Vice-President, RCEA
Michelle Lévesque, 2nd Vice-President, RCEA (via teleconference)

Guests:

Olivier Carré-Delisle, Director, Communications Branch
Marie-Eve Roy, Acting Director, Workplace Effectiveness, HRB
David Shane, Director Occupational Health and Safety, HRB
Marc Dabros, Director General, Information Technology Services

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86.1 Approval of Agenda **Responsible**

- The agenda was approved with the addition of the following items:
 - Use of NRC Premises (84.7)

86.2 Minutes of the 85th Meeting of the JCC
 The minutes were approved by the parties.

86.3	Follow-up Action Items of the 85 th Meeting	
84.8	<p>Career Support</p> <p>Following the teleconference between NRC and PIPSC on November 16, 2015, PIPSC representatives provided JCC members with a document entitled “A Call for Action”. The document highlights PIPSC’s perspective on the situation of research and the impact on NRC staff, major challenges related to this issue and a call for action. PIPSC representatives requested that the document be provided to managers of research across NRC and expressed their interest in engaging in a dialogue on the issue.</p> <p>RCEA representatives also expressed their concern on behalf of their members and asked that the discussion be continued at the next JCC meeting.</p> <p>In response to a request, PIPSC representatives agreed to forward the document electronically to Isabelle Gingras and to discuss the item further at the next JCC meeting.</p>	S. O’Donnell
81.8	<p>Implementation of Local Labour Management Consultation Committees (LLMCC)</p> <p>A draft joint message expressing the continued and shared commitment to fostering and supporting effective union-management consultation across NRC was provided to JCC members for final review. It was agreed that this correspondence would be sent to NRC employees in January in support of the two pilot projects to establish local labour management consultation committees at Royalmount in Montreal and at the Information and Communications</p>	

ITEM	MINUTES - DISCUSSION	ACTION
	<p>Technologies (ICT) Portfolio, nationally.</p> <p>PIPSC representatives advised that although they do not have a representative at the Royalmount site currently, they did not want this to delay the meetings. It was noted that there is a PIPSC representative for the ICT Portfolio who would participate along with Susan O'Donnell.</p> <p>RCEA questioned if the new acting General Manager (GM) at Human Health Therapeutics (HHT), who is located at Royalmount, was aware of the LLMCC pilot. Michelle Lévesque confirmed that she had spoken to the GM and he was aware of the initiative.</p> <p>PIPSC requested that consideration be given to including the Industrial Research Assistance Program (IRAP) as part of this pilot as this had proven to be challenging in the past.</p> <p>The bargaining agents agreed to take this issue offline at this time.</p>	PIPSC/RCEA
85.4	<p>Changes in National Institute for Nanotechnology (NINT)</p> <p>Further to previous consultation, it was noted that work continues on changes to National Institute for Nanotechnology (NINT).</p> <p>In this regard, Dan Wayner will be meeting with the bargaining agents in January 2016 to brief them on the upcoming changes.</p>	D. Wayner
85.8	<p>List of Grievance Officers</p> <p>The request to have the grievance step officers posted on the MyZone website is underway.</p> <p>NRC agreed to post a link to the NRC Grievance Policy which will include the identification of the grievance step officers.</p> <p>A copy of the policy will be sent to Pat Loder and Michelle Lévesque following the meeting.</p>	<p>M. Lycan</p> <p>M. Lycan</p>
Roundtable 85 th JCC	<p>Presidents to attend upcoming JCC meetings</p> <p>The bargaining agents expressed that they would like to see the NRC President attend an upcoming JCC meeting.</p> <p>NRC will explore the possibility of the NRC President attending an upcoming JCC meeting in 2016.</p> <p>PIPSC will explore the possibility of the PIPSC President</p>	M.Lycan

ITEM	MINUTES - DISCUSSION	ACTION
	attending an upcoming JCC meeting in 2016.	S. O'Donnell
	Business Arising	
83.5	<p>Termination Clearance Forms</p> <p>Reference was made to the process and the clearance certificate form that applies to employee terminations at NRC. Marc Dabros, Director General, Information Technology Services confirmed that the current practice is to suspend email accounts and recover NRC devices (laptop, blackberry etc.) for all employees on leave without pay for a period longer than three months.</p> <p>PIPSC representatives indicated that this approach is problematic for employees who prefer to maintain some linkage or communication with the organization during these absences including individuals on maternity or parental leave. It was suggested that this is common practice for researchers in some organizations, such as universities.</p> <p>It was noted that there is provision in the process for considering exemptions on a case-by-case basis with the support of the responsible manager. Requests should be forwarded by the responsible Director to Richard Laurin, Director, Client Services, for consideration. If approved, employees would retain access to NRC while away on an extended period of leave.</p> <p>PIPSC requested that the process be refined so that individuals planning to be on maternity or paternity leave would be able to make the request for exemption directly without the need to demonstrate support from the responsible manager.</p> <p>M. Dabros agreed to review, in consultation with the Human Resources Branch, PIPSC's request which would have the employees themselves requesting the exemption directly from the Director at IT.</p>	M. Dabros
86.4	<p>Storage of NRC emails</p> <p>The government-wide initiative to migrate all employees to canada.ca has experienced some issues and as a result this migration is on hold until the issues are addressed. It was noted that mailbox size in the future will be smaller.</p>	

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	<p>In response to concerns of the need for employees to have several computers for various needs and purposes, it was indicated that the intention is to try and consolidate access on one device (laptop). This possibility is being discussed.</p> <p>Pat Loder expressed appreciation for the efforts made to address IRAP applications.</p>	
86.5	<p>MyZone Intranet</p> <p>Olivier Carré-Delisle, Director, Central Services, Communications Branch, provided an overview of NRC's revised intranet site called MyZone including the benefits of the enhanced search function. He indicated that items on MyZone are reviewed every 6-12 months by content owners to ensure the validity of the data.</p> <p>In response to questions concerning the use of the events calendar for posting of training information, workshops or other major events, it was confirmed that this would be a good use of this feature. The goal is for MyZone to be seen as NRC's primary communication and network tool and for employees to log onto MyZone in the morning and prior to leaving for the day to remain updated on NRC news.</p> <p>PIPSC representatives expressed that they have received good feedback on MyZone.</p> <p>RCEA noted that they do not have access to MyZone as they do not have an NRC green laptop.</p> <p>NRC will follow-up on the question of unions' access to MyZone.</p>	M. Lycan/M. Dabros
86.6	<p>Media Relations</p> <p>In response to a number of general questions relating to media relations, Olivier Carré-Delisle clarified that there has been to date no changes to NRC's Media Relations policy under the new Government, however the Communications Branch would tweak NRC's media relations policy to align with the statement issued recently by the Minister of Innovation, Science and Economic Development. NRC employees are asked to contact Media Relations to ensure the validity of the media source as well as to track the requests received to ensure that all requests have been answered.</p> <p>PIPSC representatives indicated that they expect to be</p>	

ITEM	MINUTES - DISCUSSION	ACTION
	<p>consulted if a review of this policy was undertaken.</p> <p>PIPSC representatives inquired on the confidentiality of the online e-polling as users are now prompted to log-in to the site. Mr. Carré-Delisle assured members that the terms and conditions relating to MyZone have not changed and that the voting remains anonymous.</p>	
<p>82.8</p>	<p>Stress/Mental Health in the Workplace</p> <p>David Shane, Director, Occupational Health and Safety provided the members with an update on the subject of stress and mental health in the workplace. Over the past few months, NRC has been researching information and available training and tools on this topic.</p> <p>Mr. Shane indicated that NRC has identified useful information to improve general awareness of this issue through the Canadian Community Health Survey (CCHS) which contains four modules of key fundamentals and tools that can be utilized. Good information is available from the Mental Health Commission of Canada. Also good training is available through the Mental Health First Aid Program. Beyond this, NRC would consider bringing in experts to deal with situations where intervention is required. Assistance may also be available through the Employee Assistance Program.</p> <p>A discussion took place as to next steps including possible training. It was agreed that the topic will be brought to NCOSH to identify possible actions to be taken as well as reviewing ways to increase awareness of the issue and possible training.</p> <p>D. Shane committed to put this matter forward to NCOSH and to pursue training possibilities with the Manager, Learning and Development.</p>	<p>D. Shane</p>

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85.6	<p>Work Force Adjustment (WFA) Placements</p> <p>NRC representatives advised that the Espresso system which is used to manage staffing processes has been re-activated as of October 2015 eliminating the need to manage NRC competitions manually.</p> <p>Union representatives expressed concern that insufficient consideration is being given to the possibility of retraining of priority employees as well as some observed issues concerning the timing of the priority screening in some competitions where the employee is screened in as a priority but the competition incurs a delay. NRC explained that some competitions are delayed for reasons such as changes in work priorities, hiring manager's availability or changes in funding.</p> <p>In response to some concerns expressed with respect to the effectiveness of the NRC staffing priority system, the Program Coordinator has been in touch with HR Generalists, the Hiring Services Team (HST) and some hiring managers to establish the current state and usage of NRC's priority system. As a follow-up, NRC will provide training sessions to the central hiring team to ensure consistency in completing priority screening documentation and coaching to hiring managers to ensure effective consideration of priority candidates.</p> <p>NRC representatives will consider the request to identify one central contact for employees affected by Workforce Adjustments.</p> <p>The need to consider opportunities outside an affected employee's current portfolio was discussed and the need to identify and track skills and competencies to match up with employment opportunities across NRC. The identification of staffing requirements that prevent affected employees from being eligible for consideration was also raised particularly in the context of positions in IRAP.</p> <p>NRC representatives agreed to meet with RCEA representatives to discuss observations and concerns regarding consideration of priority candidates.</p>	M.E. Roy
86.7	<p>Career Path</p> <p>NRC representatives advised that the review of the RO/RCO promotion guidelines was proceeding and that the response rate was very good (approximately 60%) with the results of</p>	

ITEM	MINUTES - DISCUSSION	ACTION
	<p>the survey generally positive.</p> <p>Dan Wayner will be sending an email to employees providing an update on the project in the new year.</p> <p>RCEA representatives requested to see the final guidelines and expressed their interest in considering whether the promotion guidelines could be applied to groups other than the RO/RCO as there is concern over career paths and requirements for employees to be asked to do more.</p>	
86.8	<p>Installations of cameras at NRC</p> <p>RCEA representatives requested information related to the installation of cameras on NRC premises. NRC representatives advised that the cameras were installed for safety and security reasons. It was agreed that a series of questions prepared by RCEA representatives are to be directed to the Security Branch for response.</p> <p>The Security Branch will review the questions and provide answers directly to the RCEA representatives.</p>	M. Lycan
86.9	<p>New Government and NRC Direction</p> <p>RCEA representatives inquired as to whether NRC has received any new direction as a result of the recent change of Government.</p> <p>NRC representatives advised that the change was relatively recent; however initial impressions seemed to suggest continued support to the NRC direction.</p>	
86.10	<p>Grievance Procedures and Forms</p> <p>RCEA representatives observed varied levels of understanding with managers and HR Generalists regarding their role in the processing of employee grievances.</p> <p>NRC representatives committed to briefing HR Generalists on the grievance procedures during an upcoming Client Service meeting along with the suggestion that HR Generalists brief managers appropriately to avoid misunderstandings.</p>	J. Grebenc/ M.Lycan
86.11	<p>Parking at NRC</p> <p>RCEA representatives inquired as to whether there were any developments on the issue of pay parking at the Montreal Rd. campus.</p> <p>NRC representatives advised that regular market studies</p>	

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	may raise this issue; however there is nothing imminent relating to this matter at this time.	
	<p>Roundtable</p> <p>NRC representatives mentioned that the implementation of the new Phoenix pay system has been delayed until April 2016.</p> <p>RCEA representatives inquired as to whether NRC would provide local union stewards when a new employee is hired. NRC representatives suggested that this request should be discussed as part of the NRC Onboarding project.</p>	
	<p>Next Meeting</p> <p>The next JCC meeting is scheduled for 10 March 2016 with a proposed earlier start time of 9:00 a.m. The meeting will be chaired by NRC.</p>	
	Meeting adjourned at: 12:32 pm	