

Province of New Brunswick
and
The Professional Institute of the Public Service of Canada (PIPSC)
NB Agriculture, Veterinary, Engineering, Land Surveying and Architecture

PROVINCIAL LABOUR-MANAGEMENT CONSULTATION COMMITTEE MEETING

April 26, 2019 10:30 am - 12:00 pm

Boardroom 153

John Hugh Flemming Forestry Complex, 1350 Regent St, Fredericton, NB

In Attendance:

PNB (The Employer herein referred to as FTB for Finance and Treasury Board)

Nada Sarkis, Negotiator, FTB
Melanie Mullin, Classification Consultant, FTB
Leslie Hebb, Manager, FTB (DTI)
Sophie Cormier, Employee Relations, FTB
Greg Sweetland, Director, DAAF
Mélanie Roussel, Manager, FTB (ELG)
Stacey Chessie-Shepard FTB (ERD/ DAAF)

Invited Presenter: Myrna Belyea-Tracy, Director Employee Safety & Wellness, FTB

PIPSC (herein referred to as the Union)

Paul Hartigan, Union
Sheila MacLean, Eng
John Michael McPhee, Eng
Mike Pauley, Eng

Absent: Duncan Fraser, Carl Dingee (Due to Flooding on TCH)
Mike Cormier, Director, ELG
Duane Clowater, Director, DTI

Meeting Chaired by: Nada Sarkis
Note Taker: Sheila MacLean

#	Issue	Discussion	Action Required
1.	Approval of Agenda	added item 6.1 – Volunteer Day. Approved as revised.	
2.	Minutes Review – Oct. 31, 2018	Revised minutes reviewed. Agreed to remove names in Actions & all further minutes and DHR now to be referred to as FTB. Approved as amended.	Union to forward revised minutes to FTB for translation
3.	Old Business		
	Issues	Discussion	Action Required
3.1	4.5 People Strategy update	FTB advised that invited guest Fred Finn was unable to attend to provide an update on this initiative. To be added to next meeting agenda.	FTB to invite Fred Finn to next meeting
3.2	4.7 Winter Office Closure	Union advised they had no issues regarding winter reported however the spring flooding did not have a clear message (very confusing when read) and not everyone had access to government e-mail outside of work. Union advised employees were not sure who was deemed to be essential workers and that the Feds & DTI District 5 have a phone number to call and listen to recorded message on what to do. Union suggests review of process and identify who is essential workers. FTB agreed to look into what is current process and possible improvements.	FTB to follow up on current process and standardizing message
3.3	4.8 Translation & posting minutes	Translation agreed to be completed by FTB. Posting item still outstanding. FTB will meet with Union to view union website to get better understanding of where they could be posted.	FTB & Union to review posting ASAP
3.4	4.9 External Salary Review	FTB to look into this request. FTB inquired when Union would like to have info. Union advised by September if possible.	FTB to follow up
3.5	4.10 Update on Substance Use Guidelines (aka Substance Use in the Workplace Policy)	FTB not sure if action item related to privacy concerned noted last meeting was completed. Union reiterated that the issue is that the scope of safety sensitive positions is too broad (basically anyone with a driver's license). The Federal government identified the safety sensitive types of jobs that their testing would apply to. Union advised	FTB to take back privacy concerns and follow up with union before next meeting.

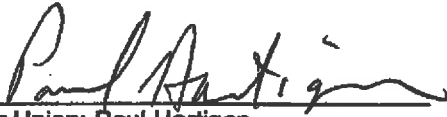
		also need definition of when to do testing and checklist for managers of what would be considered proper justification so all department's implement the same. FTB indicated this information was contained in the Substance Use in the Workplace Manager's Training (Webinar) and checklist is posted on the GNB Intranet site.	
3.6	4.12 PIPSC participation in informal/formal redress	Reviewed matter with new FTB chair so familiar with issue. Confirmed new Contact on FTB side for any issues arising.	FTB contact name confirmed
4.	New Business	Discussion	Action Required
4.1	Update on Violence & Harassment Policies	<p>Presenter advised that Policy AD 2913: Respectful Workplace (formerly Harassment in the Workplace) has been updated to include definitions of what a workplace is and includes more detail in the procedures sections.</p> <p>Regulation 2018-82, Violence in Workplace legislation under the <i>Occupational Health and Safety Act</i> now in effect as of April 1/19. NB was one of the last provinces to get this legislation. The new regulation requires all employers to: develop and implement a written code of practice (CoP), mandatory training on policy and on the Codes of Practice.</p> <p>The new policy AD 2708: Prevention of Workplace Violence has been approved and the policy and materials will be released shortly. Tools that have been developed are: e-learning training modules, violence risk assessment tool, fillable pdf CoP form and Violence Incident Report (pdf fillable or printable). Each Department's Senior leaders in conjunction with key personnel & safety reps will develop their own plan of how to implement. CoP for specific areas within Departments will be drafted and JHSC will be consulted for input. Each manager will be responsible to train staff on CoP. Departments will have to track their CoP and review/update annually.</p> <p>Union advised that in their experience with the Federal system that psychological harassment is the most challenging as it has the potential to fall under either harassment or violence. Union advised because the violence policy has mandatory investigation union recommends most of issues be pursued this way. Union advised that they had a case where it was filed under harassment but was dismissed with no investigation. Union had to grieve and when investigated it was found to have merit and measures were taken to correct. Union advised they do not want to have to use this same approach and encouraged FTB to ensure that policy includes at least some substantive investigation of issue before any dismissal.</p> <p>Union inquired as to how FTB plans to investigate violent incidents. FTB stated the investigator chosen will probably depend upon the issue raised. Investigation could be completed by safety personnel, internal incident investigator or an independent investigator.</p>	FTB to take back concerns
4.2	Update on Accommodation Policy	FTB advised that a Memorandum to Executive Council (MEC) to present a new Workplace Accommodation Policy is being finalized. Dedicated resources will be required to assist with return to work initiatives. FTB will be providing training on the new policy. Union welcomed the use of dedicated resources to assist injured/ill workers returning to work.	
4.3	Family Status	Union advised that there is no parental top up for natural Dads in current CA. Was asked for in last round of negotiations but only received top up for Adoption not natural Dads. Several union members wanted to take	FTB to take back concerns

		the leave but were unable because was financial prohibitive due to not receiving top up. Family status definition was added to the 2017 Human Rights Commission report & Act. Union wanted to make FTB aware of this issue and inconsistency.	
4.4.	Probationary Period on promotion	<p>Union advised that they understand the importance of a probationary period for new hires. However, the continual probation for long standing employees that are promoted where their work history is known & accessible is causing unnecessary stress and is adding to retention issues.</p> <p>The clear majority of promotions have never been questioned and if there is was an issue there are other means besides for this that are available to deal with problems. Union advised that the Federal government abolished this requirement 25 years ago without issue. Union stated that this would be a perfect candidate for inclusion in the new people strategy.</p>	FTB will bring this forward to staff working on the People Strategy
4.5	Performance Review Completion Rates	<p>Union inquired about 2017/18 completion rates. FTB advised:</p> <p>ELG – 100 % DTI – for Union Eng. only Buildings – 38% Operations – 50% Design – 81% Construction – 65% Properties – 67% VMA – 50% PDAM – 33% D1 - vacant D2 – N/A (no position) D3 – 100% D4 – n/a D5 – 100% D6 – 100% DAAF – 92% 2018/19 Performance reviews due by June 30/19</p>	
4.6	Designation Stats Eng- 2018	FTB advised that DTI and ELG will forward the latest stats by e-mail. ELG has one designation yearly. This year it was received in mid-January and approved in March. Designation starts in March until May.	FTB to forward latest stats ASAP
4.7	Collection of Overdue Accounts Update - Vets	FTB advised that the receivable accounts were well overdue and getting out of control. Committee was formed including Admin, Vets, ASL and Mgmt. to come up with a solution. The policy was updated, SOP was developed (ex: refuse service until paid, emergency then have to pay up front) and a communication plan was put in place to inform clients.	
5.1	New Policies	No new policies were identified other than those already discussed	
5.2	Staffing updates	<p>FTB advised of the following:</p> <p>DTI – send update by e-mail DAAF – vets fully staffed, pathologist position competition is closed, going to make offer soon. ELG – 1 vacancy, posting next week. Have some personnel on secondment and temp term replacements ERD - send update by e-mail</p>	FTB to forward latest stats ASAP
6.1	Volunteer Day	Union stated only non-bargaining are eligible for volunteer day. Union attempted to get this added to the last CA but was denied. Memo are coming out from Management encouraging employees to volunteer and	FTB to forward information regarding

		use leave. This is causing confusion and low morale with our membership as they are not eligible. FTB advised that there have been conversations regarding this matter and that it may be possible for bargaining members to use a volunteer day depending upon the activity. FTB will forward some criteria info regarding this matter.	volunteer day to Union ASAP
6.	Adjournment	Meeting was adjourned at 12:35 pm.	
7.	Next Meeting	Next meeting is tentatively scheduled for – TBD <i>UPDATE: October 23, 2019</i>	

Italic = Updates made since meeting occurred.

Signatures:



For Union: Paul Hartigan
Date: **AUG 19 2019**



For FTB: Nada Sarkis
Date: *Aug. 19. 2019*