

Employee Management Advisory Committee
October 5, 2005

In Attendance:

Brian Randall, AUPE Subsidiary 005 Representative (Co-chair)
Diane Dunn, Sustainable Resource Development HR (Co-chair)
Jean Easton, Sustainable Resource Development HR
Chris Twaits, Sustainable Resource Development HR
Doug Slatnik, Sustainable Resource Development, FWD
Tom Archibald, Sustainable Resource Development, FPD
Val Hoover, Sustainable Resource Development, PLFD
Byron Kessler, Sustainable Resource Development, FPD
Jason Hanson, Sustainable Resource Development, FWD
Dave Hanna, Community Development, Parks & Protected Areas

1. Review of November 28, 2004 Minutes

- a. Room and Board for Firefighters – agenda item
- b. Supplemental Code of Conduct & Ethics – OK
- c. PREP Sub 5 Update
 - i. Implementation was June 1, 2005, jobs rolled over to the new plan.
 - ii. Evaluation of 700 + positions to be completed in the new year
 - iii. Job descriptions were requested and most have been received.
 - iv. Land use jobs will be reviewed in Sub 5.
 - v. Radio Operators and Seasonal Dispatcher jobs will move to Sub 1.
- d. Learning Account – OK
- e. Indemnity Protection for Parks – Outstanding issue – Community Development has not made a final decision on how to deal with this issue, (i.e. Will they follow SRD's process).
- f. Union addressed their concern regarding the representation of staff from HR, Community Development.

2. Peace Officers Memorial

- a. Union has decided to participate yearly in the Ottawa and local Peace Officers Memorial.
- b. This year 2 officers were sent to Ottawa (Union paid expenses – Employer granted time off)
- c. Mike will prepare proposed guidelines for the employer to review. Issues: Will the Employer support attendance? How will the costs be split between the union and employer? Will the employer sanction a dress uniform?

3. Update - Trucks (Health & Wellness Initiative)

- a. An action plan has been approved addressing the office ergonomics
- b. Vehicle ergonomics is also in the action plan however not as far along as office.

4. **Room & Board Update** – Not a lot of feedback received from new staff, some still from previous staff.
5. **Tower Issues** – Some lookout staff do not have all the equipment & supplies listed on inventory list. Lookout staff should contact their supervisor if supplies are required.
6. **Use of Government Email for Union Business on Government's website:**
 - a. Acceptable Use – To distribute information regarding joint union/management initiatives or other union information with prior permission.
 - b. Unacceptable Use – to use the system without permission to distribute information or union business or to undertake personal lobbying.
 - c. Employees should obtain management approval to use the Internet for union business.
7. **Mileage Rates – changes effective October 1, 2005 were discussed:**
 - a. Business km rates increased to 43 cents per km
 - b. Private use rates increased to 14 cents per km
 - c. Daily Car Allowance increased to \$8.75
 - d. Adverse driving conditions allowance to \$7.30
8. **New Staff Hires in Fish & Wildlife:**
 - a. New conditions of employment introduced to have staff live within 10 km of their office.
 - b. Reason for implementation is to ensure all staff can respond to call-outs, due to response time issues.
9. **PL&FD** – Staff are required to use their personal vehicle to go to the compound to pick up a government vehicle when their place of work is provincial building in Grande Prairie. Department will review question raised as to whether mileage is applicable.
10. **Change of shifts to 10/4 in FPD** - will be reviewing the feasibility of changing shift schedules for permanent employees to 10 days on/4 days off in the spring. A Letter of Understanding will be discussed with the union
11. Committee members agreed that terms of reference, timing, format of meetings are still on track.

Prepared by: Chris Twaits
December 23, 2005