

HRPOL

Chapter 12: Employee Management Relations Committees

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APPLICATION

12.1 This policy applies to all NPF employees.

APPROVAL AUTHORITY

Chief Executive Officer (CEO) or delegate

OPI

Chief Human Resources Officer (CHRO)

ENQUIRIES

12.2 All enquiries on the interpretation and application of this policy are to be directed to the HRM or RMHR and when required, forwarded to the OPI.

POLICY PURPOSE

12.3 The objective of this policy is to establish a framework to facilitate harmonious relations between management and employees through the discussion and resolution of work-related issues at the most appropriate level and in the quickest time possible.

GENERAL POLICY

- 12.4 At the national level, there is a National Labour-Management Relations Committee (NLMRC) that includes representatives of the United Food & Commercial Workers International Union and the Public Service Alliance of Canada. A copy of the NLMRC's Terms of Reference is enclosed at Annex A.
- 12.5 HRMs at all Bases, Wings and Units must establish local Employee-Management Relations Committees (EMRCs). At locations having both unionized and non-unionized employees, separate or joint EMRCs may be established.
- 12.6 At locations in which employees are represented by unions, the requirements for EMRCs are contained within the collective agreement.
- 12.7 EMRCs have no authority to amend the provisions of collective agreements or other policies and regulations affecting employees' terms and conditions of employment.
- 12.8 EMRCs have both management and employee representatives. Management representatives should include the Base or Wing Commander (BComd / WComd) or Unit Commanding Officer (CO) or delegate, the local HRM and representatives of the Divisions. Employee representatives should include members of the Divisions, as selected by employees, and the Union, if applicable.

- 12.9 The Chair rotates between management and employee representatives, as decided by the EMRC. Management normally provides secretarial services for preparing agendas, as well as for recording and distributing minutes of meetings to committee members for posting on employee bulletin boards. Copies of EMRC minutes must also be submitted to the Director of Labour Relations and Compensation.
- 12.10 Meetings should be held quarterly, or as agreed to by the EMRC. Additional meetings may be called at other times as mutually agreed by management and employee representatives.

AUTHORITIES

- 12.11 The levels of accountability are as follows:
- a. All managers and employees are accountable for creating a harmonious work environment.
 - b. HRMs are responsible to establish local EMRCs.
 - c. RMHR are responsible for carrying out compliance reviews with the HRM to ensure proper application of the policy.

ANNEXES AND APPENDICES

- 12.12 The attachments listed below are part of the present policy:
- Annex A : National Labour-Management Relations Committee Terms of Reference

ANNEX 12-A

NATIONAL LABOUR-MANAGEMENT RELATIONS COMMITTEE - TERMS OF REFERENCE

INTRODUCTION

- A.1 The National Labour-Management Relations Committee (NLMRC) is the principal forum for joint labour-management consultation on national human resources matters and labour relations issues. The purpose of this committee is to foster and maintain effective, efficient and harmonious working relationships between senior management and bargaining agents and improve working conditions, efficiency and morale, by exchanging information and obtaining views and advice on workplace issues, in order to address national labour-management issues on an ongoing basis and to facilitate their resolution. The NLMRC functions in a consultative capacity only. It does not in any way restrict or amend either management's or the bargaining agents' legal rights, authority, or obligations, as established by the *Public Service Labour Relations Act* (PSLRA) or applicable collective agreements.

ROLE AND MANDATE OF THE NLMRC

- A.2 The role of the NLMRC is:
- a. to provide an opportunity for management and bargaining agent representatives to exchange information, ideas, opinions and advice on policies, programs, procedures, strategic or operational issues, or other matters or actions which may affect unionized employees or the relationship between management and the bargaining agents;
 - b. to provide a forum for the bargaining agents to provide input into the formulation of NPF's policies and to participate in the implementation of such policies, as appropriate
 - c. to discuss and address issues of a national concern or systemic issues with a view to resolving such issues in a mutually agreeable and productive manner wherever possible; and
 - d. to provide a forum to develop and discuss potential methods of maintaining, encouraging, and developing positive and harmonious working relationships between NPF and its bargaining agents at all levels.
- A.3 Almost all workplace issues can be the subject of consultation at the NLMRC. However committee members have no authority to reach agreements which are beyond their level of responsibility or authority.

COMPOSITION OF NLMRC

- A.4 The NLMRC shall normally consist of twelve members; six management representatives, including the Chief Human Resources Officer (CHRO) and the Director HR Programs and Services (DHRPS), and six bargaining agent representatives selected by the United Food and Commercial Workers International Union (UFCW) and the Public Service Alliance of Canada (PSAC). Unless PSAC agrees otherwise, at least two bargaining agent members of the NLMRC will be PSAC representatives. The CHRO or his/her designate will be the management co-chair of the NLMRC and the bargaining agent representatives will select a union co-chair from amongst their NLMRC representatives. The DHRPS will perform the functions of the Executive Secretary. Management and the bargaining agent co-chairs may select alternate members to serve as replacements for members selected by them who are unable to perform their functions. Guests from either management or the unions can be invited to attend NLMRC meetings and/or to discuss specific agenda items or predetermined

topics, as agreed upon by both co-chairs. Provided that representation from both management and the bargaining agents is reasonably balanced, the size of the NLMRC may vary by mutual agreement of the co-chairs in order to ensure the effectiveness of the meetings.

- A.5 Working Group(s) may be formed from time to time, as required, to research specific topics, to exchange information, opinions or advice on specific issues, to facilitate the implementation of policies or objectives or as otherwise delegated jointly by the co-chairs. The group(s) shall be responsible to the NLMRC for the performance of such tasks as may be delegated by the committee.

MEETINGS

- A.6 The NLMRC will meet at least twice a year, and more often as may be required to discuss or resolve urgent matters or to address other special circumstances which require the attention or input of the NLMRC members. The NLMRC members will be provided as much reasonable advance notice of meetings as possible, to allow them to make necessary work and travel arrangements.
- A.7 The NLMRC will establish its own rules of procedure and determines the dates, times, places and frequency of meetings. The NLMRC may also utilize other mediums, such as e-mail, to raise concerns, exchange information, opinions or advice in between formal meetings.
- A.8 The NLMRC will attempt to resolve matters by arriving at a consensus; however as the NLMRC does not make decisions by voting, there is no requirement for a quorum during meetings.

AGENDA AND MINUTES

- A.9 The co-chairpersons jointly develop the agenda items for the meetings. They will also determine what background, advance or supporting materials will be required for each item. Management and bargaining agent representatives shall be responsible for providing potential agenda items to the co-chairs, with any relevant background information, in sufficient time to permit the agenda to be finalized and distributed at least one week prior to the meeting. The Executive Secretary prepares the agendas and distributes them, along with any background, advance or supporting materials, to the members at least seven days prior to the meeting. Provided that there is sufficient time and with the approval of both co-chairs, items not included in the agenda may be discussed during the "round table".
- A.10 The Executive Secretary prepares the minutes and sends draft copies to all members for comments and approval as soon as possible after the meeting, and whenever possible, within thirty days of the meeting. The NLMRC members have thirty days to review the minutes and provide any comments. The co-chairpersons will then finalize, approve, sign, translate and publish the minutes.
- A.11 A copy of the minutes will be kept by the Executive Secretary of the NLMRC for a period of two years.
- A.12 Both co-chairs of NLMRC sign these terms of reference prior to distribution.

AMENDMENTS

- A.13 These terms of reference may be amended by consensus of the NLMRC members.