

**WFA Committee Teleconference  
Record of Decisions – Thursday, May 10, 2012**

**In Attendance:** Don Love – Chair, Yvan Theuvette, Keith Hillier, Kim Coles, Charlotte Bastien and Tom Heckbert

Item	OPI	Due Date
<b>Selection for Retention and Layoff (SERLO)</b> - Keith informed the committee that Area Directors (AD's) met with CSA's last week (May 3 <sup>rd</sup> ) to inform them about SERLO process and provide the e-version of SERLO. They also discussed with the CSA's that they would have to identify the language of their choice and accommodations needs prior to May 18, 2012.	Don Love/ Keith Hillier	May 3, 2012
<b>CSA Mailbox.</b> A GroupWise mailbox currently being developed for CSA's to access. This mailbox is intended to provide information to CSA's regarding WFA, SERLO and Q&A's from employees and UVAE. No names will be associated with the Q&A's as VAC wants employees to freely ask questions on the WFA/SERLO process. An e-mail will be sent to all CSA's advising them when intranet site is available and UVAE will receive notification when this has been completed.	Keith Hillier	On going
<b>Manager Consultations</b> - The committee expressed concerns that employees must consult with managers on WFA situations. Many employees are getting the wrong information from outside sources which they do not confirm with their manager. It was decided that both VAC and UVAE would strongly encourage employees to talk to their managers and HR advisors about WFA/SERLO or other situations that the employee may have questions about.	All	On going
<b>Q's and A's</b> - Currently there are over 100 questions that have been submitted. It was agreed upon by the committee that Q&A's would be shared with UVAE prior to being published for the CSA. As questions are answered they will be published and not held until all questions are answered.	Don Love/ Keith Hillier	On going
<b>WFA Employee Briefings</b> - Kim informed the committee that she is currently holding conference calls with the local presidents from each region. She did report to the committee that -employees are very frustrated with the process, they feel that their questions about WFA and SERLO have not been answered adequately and will require more detailed answer prior to assessments and that WFA briefings were not consistent from one location to another. Keith stated that with the CSA mailbox and further information provided will help to get the answers they require and provide consistent information and clarifications. A summary of the issues and concerns will be provided for discussion at the Next WFA Committee meeting.	Kim Coles	May 31 <sup>st</sup> (tentative date)
<b>SERLO Assessment Tool</b> – Charlotte advised the committee that the SERLO assessment tool was almost complete. Information sessions will be held to assist CSA to prepare prior to the assessment.	Charlotte Bastien	On going
<b>Working group developing assessment tools</b> – Chantal Picard, RDCS Ontario/Quebec Lina Matos, RDCS, Western Region Paul Brown, Area Director, Atlantic Carol Comeau, HR HO Charlotte Bastien	Charlotte Bastien	On going

<p><b>Assessment Boards</b> - The proposal is to have three English assessment boards and one French assessment board to cover all the offices. The assessment board will be comprised of at least 3 members: President: Regional Director of Client Services/or an Area Director, a Client Service Team Manager and a HR advisor. When determining the membership of the boards, care must be taken to ensure that the board is representative of Canadian Society. Charlotte also informed the committee that prior to the end of June and assessments will be completed only once for CSA's.</p>	Charlotte Bastien	On going
<p><b>Are Retiring Employees Required to Participate Assessment Process</b> - If CSA wish to be exempted from participating in the Selection for Retention Process, they must confirm a departure date prior to October 31, 2013 by a letter of retirement/resignation this letter must be received by management before the commencement of the SERLO process.</p>	Charlotte Bastien	Complete
<p><b>Employee Pool or Ranking</b> - This is a complex issue as each area will require a different approach depending on the WFA situation and decisions will have to be made based on current and future needs of the organization.</p>	Charlotte Bastien	On going
<p><b>Refusal of Assessment Process</b> - If an employee refuses to participate in the assessment process what steps will be taken by management. Upon employee refusal the employee forfeits the right to the assessment process and management must decide how to proceed with the required assessment. The assessment process could become a paper exercise and may include: work samples, reference checks and appraisals. The committee decided that this was not in the best interest of the employee, VAC and UVAE will work together to ensure employees are informed that it may be in their best interest to participate in the assessment process.</p>	All	On going Guidance developed by HR has been issued to SD managers
<p><b>Education Requirements Case Mangers (CM's)</b> – Kim put forth a question on education requirements for CM's. Would there be a change to CM education requirement to accommodate the level of education required for CSA's? Keith advised that this was not being looked at by VAC at this time but may change in the future.</p>	Keith Hillier	Complete
<p><b>Job Sharing</b> – Kim asked if job sharing would reduce the requirement for FTE reductions and stated that employees are just looking for alternatives. For example if two employees proposed to management they would share 50/50 one position would this eliminate one employee losing their job. Don will present this question to HR management for discussion and guidance.</p>	Don Love/Keith Hillier	May 31 <sup>st</sup> (tentative date)
<p><b>CSA Target Reduction</b> – The target reduction for the CSA positions is 75 FTEs. Charlotte stated that CSA retirements from last FY that were part of the Transformation targets would be included in the CSA reduction target which will reduce from 75. (Don will clarify). Keith brought to the attention of the committee that the CSA reduction number has been reduced to 63 and that number may reduce more by confirmed retirements. Acting assignments and term are being examined. Yvan asked if the 75 FTE reduction number was an estimate and if the number of CSA continue decline will the target of 75 FTE's remain and if so will FTE's come from another area?</p>	Keith Hillier	On going
<p><b>Security of Information</b> – Reminder for VAC Managers, Supervisors and UVAE representatives that care must be taken with information provided to them prior to employees being notified.</p>	All	On going

<b>Next Meeting</b> – The next meeting will occur sometime the last week of May date to be determined up availability of committee members.	All	TBD
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Chairman: Don Love, DG HR Date

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Co Chairman: Yvan Theuvette, UVAE Pres Date