

Appendix B

Memorandum of Understanding between the Treasury Board and the Public Service Alliance of Canada with respect to Child Care

Replaced with:

This Memorandum of Understanding is to give effect to the agreement reached between the Employer and Public Service Alliance of Canada regarding child care.

As a result of the work done by the Joint National Child Care Committee, the parties agree to establish an ongoing Child Care and Support Program. The Child Care and Support Program is established to continue the work of the Joint National Child Care Committee and will be given carriage of the Committee's recommendation in addition to other measures identified through further research and analysis and agreed to by the parties.

The Child Care and Support Program will:

- Be located within the National Joint Council;
- Be co-governed by Union and Employer representatives;
- Have a mandate that can evolve based on the needs of stakeholders within the federal public service;
- Perform its work neutrally and at arm's length;
- Have dedicated and long-term funding from the Treasury Board to finance the establishment and ongoing support of child care centres in the federal public service.

The parties agree to establish a formal governance structure that will include an Executive Board and an Advisory Board.

The Executive Board and the Advisory Board will be comprised of an equal number of Union and Employer representatives. The Executive Board is responsible for determining the number and the identity of their respective Advisory Board representatives.

The Executive Board shall approve the terms of reference of the Advisory Board by January 30, 2019. This date may be extended by mutual agreement of the Executive Board members. The Advisory Board terms of reference may be amended from time to time by mutual consent of the Executive Board members.

The ongoing responsibilities of the Child Care and Support Program includes:

- to research, discuss and identify measures to address child care and other work-life balance challenges of employees;
- establishing criteria for the establishment of workplace day care centres;
- identify sites for workplace child care centres;
- identifying opportunities for establishing workplace child care centres (including community partnerships) including opportunities that will come with the current expansion of licenced child care across the country;
- carrying out needs-assessments to determine priorities for the establishment of workplace child care centres;
- conducting a centralized detailed employee needs assessment survey by asking employees about their challenges as working parents and work-life needs. This could be done as part of the Public Service Employee Survey.

Federal public service workplace child care centres shall:

- Be established in partnership with not-for-profit licensed child care providers in accordance with provincial/territorial regulations governing child care centres, and that services be provided on a not-for-profit basis;
- Be staffed to offer support and services in either official language;
- Provide child care support and services to children with special needs, and to parents with disabilities;
- Consider the requirement to accommodate employees working shifts and/or irregular hours.

The Child Care and Support Program shall also:

- Develop a communication strategy including the production and distribution of fact sheets and other materials on what supports are available and where to get further information on programs and policies related to child care and work-family balance in the federal public service. As well, existing documentation or resources on what to look for and questions to ask when selecting a child care facility should be made available;
- Involve departmental human resources divisions to ensure that an information package on child care be given to new employees and when employees complete forms for maternity or parental leave;
- Provide guidance and best practices to departments to assist employees in obtaining information on child care options considering the needs of employees, including the needs of those who work irregular hours;

- Leverage partnerships with various networks and services (e.g. Employee Assistance Services) to implement information and referral services for child care tailored to the needs of Federal Public Service employees, including emergency child care;
- Establish an interdepartmental working parents networking group that would connect parents across the federal public service so they can share ideas and experiences, learn about parenting topics, and discuss child care needs and support in a safe environment. This could be done virtually through GCconnex;
- Leverage existing training, including through the Joint Learning Program, to make employees aware of what's available related to managing work-family balance;
- Promote a family-friendly culture by encouraging working parents to make use of existing benefits and ensuring that supervisors/managers understand the Employer's obligations with respect to these benefits.