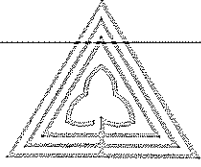


# MEMORANDUM

Ontario Public Service  
Employees Union

**OPSEU**



**SEFPO**

Syndicat des Employé-e-s  
de la Fonction Publique  
de l'Ontario

TO: ALL OPS Local Presidents, Executive Board Members,  
CERC Teams, MERC Teams

FROM: Roy Storey  
OPS Sector Supervisor

DATE: November 4, 2003

RE: **Central Employee Relations Committee Meeting  
Minutes – February 13, 2003**

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Attached, for your information, please find the minutes of the above captioned meeting(s).

Your making these available to the appropriate members in your workplace is appreciated.

You will also find attached a MERC referral form which should be used when referring unresolved local issues to the ministry level. We request that you provide the Job Security Group with all supporting documentation, (i.e. minutes, correspondence, etc.), with any referrals.

**PLEASE NOTE: THESE MINUTES WERE PREPARED BY THE EMPLOYER.**

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AUTHORIZED FOR DISTRIBUTION:

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c: Senior Staff  
Cameron Walker  
Job Security Department

IN SOLIDARITY,

  
Roy Storey  
OPS Sector Supervisor

**CENTRAL EMPLOYEE RELATIONS COMMITTEE (CERC) MEETING**

**February 13, 2003  
100 Lesmill Avenue, OPSEU Theatre**

**For the Union**

Marg Simmons, Co-Chair  
Kathleen Demareski  
Judith Marion

**Regrets**

Steve Nield

**For the Employer**

Janis Bartley, Co-Chair  
Peter Jenkins, MBS  
Renee Reddick, MBS  
Laural Thomson, MBS

**Regrets**

Elizabeth McKnight, MBS  
Ed Farragher, MOF

**Guests**

Charlotte Willson, MBS  
Joan Kruspe, MBS

**MINUTES:** The parties adopted the minutes of the CERC meeting of October 2002.

<b>DATE TABLED</b>	<b>BUSINESS ARISING</b>	<b>REFERRED TO</b>	<b>ACTION</b>
September 4, 2002	<b>WIN Data Extraction</b> The Employer advised the Union that seasonal seniority at the Robarts School in London is tracked by hours worked. The WIN system is not set up to track hours for seasonal seniority purposes. The Union indicated an interest in active surplus, vacancy & temporary assignment lists being shared at the MERC level. The Employer stated that the information disclosed at the MERC level was the prerogative of the individual ministry. The Union sought confirmation that every Ministry will have the ability to produce the requested lists.	<b>Employer</b>	The Employer will investigate the capacity of WIN to produce the requested lists at the Ministry level.

DATE TABLED	BUSINESS ARISING	REFERRED TO	ACTION
December 4, 2002	<p><b>Travel Accident Insurance</b> To avoid jeopardizing the carrier's competitive advantage, the Employer declined the Union's request for a copy of the current policy. The Employer agreed to provide information they could share with their members on entitlements.</p>	<b>Employer and Union</b>	A joint letter will be sent to the insurance carrier to encourage re-evaluation of the original decision for a specific case. The Employer will provide information regarding travel accident insurance.
January 23, 2003	<p><b>Government Information Centres and Other Service Counters</b> The union requested assurance that security risk assessments include the Government Information Centres and other service counters. The Employer agreed that Government Information Centres and other publicly accessible service counters should be specifically included in the threat assessment under the Emergency Management and Security Program.</p>	<b>Employer and Union</b>	A joint letter will be sent to Malcolm Smeaton (attached to minutes) recommending that Government Information Centres and other publicly accessible service counters be specifically included in the threat assessment under the Emergency Management and Security Program.
January 23, 2003	<p><b>Employee Pay Stub Envelopes</b> The Employer confirmed that it is the policy of Canada Post to return undeliverable mail to the originating Ministry after 10 days. If there is not return address on the pay envelope, and where the pay stub is distributed manually and specific problems arise, the problems should be addressed with the Ministry.</p>		No action is required.
January 23, 2003	<p><b>Employee Assistance Program (EAP)</b> The Union expressed concerns regarding the provision of EAPs and asked if a corporate initiative was being considered. The Employer confirmed that the EAP is being reviewed as part of program evaluation.</p>		No action is required.
January 23, 2003	<p><b>Workplace Discrimination and Harassment Program (WDHP) Training for OPS</b> The Union raised the issue of web based WDHP training. The Union requested that WDHP training be mandatory for</p>	<b>Employer</b>	The Employer will advise the training committee of the concerns raised at CERC.

DATE Tabled	BUSINESS ARISING	REFERRED TO	ACTION
January 23, 2003	all employees. <b>Wage Overpayment</b> The Employer confirmed a long-standing practice whereby each overpayment situation is assessed to ensure that the repayment schedule is reasonable. Each situation is assessed on a case-by-case basis rather than by an explicit policy.	<b>Employer</b>	The Employer will consult with Shared Services Bureau (SSB) to explore further the current policy.
	<b><u>NEW BUSINESS</u></b>		
February 13, 2003	<b>Emergency Management and Security Program</b> The Union expressed an interest in participating in consultations with the Employer, regarding safety and security in the OPS.	<b>Employer</b>	The Employer will advise the HR Strategies Branch so that a consultation meeting with OPSEU can be scheduled.
February 13, 2003	<b>Lowering of Flags</b> The Employer clarified the current Ontario Government Policy for half-masting flags. OPSEU proposed an amendment to the policy respecting the death of an OPS employee in the line of duty.	<b>Employer</b>	The Employer will investigate if the provincial level policy can be changed.
February 13, 2003	<b>National Day of Mourning – April 28<sup>th</sup>, 2003</b> The Employer confirmed that a notice will be sent to all government offices acknowledging the National Day of Mourning, April 28 <sup>th</sup> and that all flags will be flown at half mast, as is the custom.	<b>Employer</b>	The Employer will send notice.
February 13, 2003	<b>Quarterly Update on the Internship Program</b> The Employer provided the Union with the Quarterly Update on the Internship program.		No action is required.
February 13, 2003	<b>WIN</b> <b>(a) Codes</b> The Employer provided the Union with the local union codes for leaves that are not covered in the Collective Agreement. The Union asked for clarification regarding the Ministries' practices	<b>Employer</b>	The Employer will inquire about the Ministries' practices concerning local union leaves.

DATE TABLED	BUSINESS ARISING	REFERRED TO	ACTION
	concerning these leaves.  <b>(b) Itemized list of retro pay</b> The Union asked for clarification respecting the itemized accounting of retroactive pay for individuals. The Employer indicated that each request would be considered on a case-by-case basis.	<b>Employer</b>	The Employer will verify with SSB that each situation would be assessed on a case-by-case basis.
February 13, 2003	<b>Merit Increase</b> The Union asked if the 'Maximum Merit' increase was pensionable earnings. The Employer confirmed that the 'maximum merit' is pensionable earnings.		No action is required.
February 13, 2003	<b>I &amp; IT Survey Results</b> This item was deferred to the March 13, 2003 meeting.		
February 13, 2003	<b>II&amp;E</b> This item was deferred to a future meeting.		
February 13, 2003	<b>Integrated Justice Project</b> This item was deferred to the March 13, 2003 meeting.		
February 13, 2003	<b>Future Disclosure/Information Sessions</b> The Employer proposed alternative dates for Multi Bargaining Agent meetings in March and November. The Union stated that issues disclosed at multi-bargaining agent meetings may be discussed at subsequent CERC meetings.	<b>Union</b>	The Union will respond to the dates proposed by Management.
February 13, 2003	<b>Delegation of Authority</b> The Union requested clarification of the implementation dates for the Delegation of Authority Phase 1 and Phase 2 as disclosed at the January 24, 2003 Multi Bargaining Agent information session. The Employer indicated that these dates have not been determined.		No action is required.
February 13, 2003	<b>Relocation Expenses</b> The Union asked for clarification of the new relocation	<b>Employer</b>	The Employer will advise the Union accordingly.

DATE Tabled	BUSINESS ARISING	REFERRED TO	ACTION
February 13, 2003	expenses policy as it pertains to term classified employees and its implementation date. <b>MERX # 66363 (Program Evaluation)</b> The Union requested a list of the contractors that were successful in the awarding of the MERX #66363 contract.	<b>Employer</b>	The Employer will follow-up.
February 13, 2003	<b>Business Plans</b> The Employer provided the Union with the Ontario Government Business Plans for 2003.		No action is required.
February 13, 2003	<b>GO Jobs</b> The Employer disclosed plans to photograph consenting OPS employees while at work for posting on the Job Mart website.		No action is required.

For the Union: May Simmons

For the Employer: J. Bartley