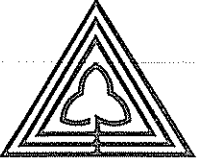


# MEMORANDUM

Ontario Public Service  
Employees Union

**OPSEU**



**SEFPO**

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

TO: ALL OPS LOCAL PRESIDENTS  
MERC TEAMS

FROM: Cameron Walker  
Supervisor, Contract Enforcement

DATE: May 9, 2003

RE: **Central Employee Relations Committee Meeting  
Minutes – January 23, 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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Leah Casselman  
President

IN SOLIDARITY,

Cameron Walker  
Supervisor, Contract Enforcement

LC/ms  
att.

C: Executive Board Members  
Administrators  
CERC Team  
Sandra Harper  
Cameron Walker  
Job Security Department

## MINUTES

### CENTRAL EMPLOYEE RELATIONS COMMITTEE

January 23, 2003  
9:30 a.m. – 12:30 p.m.  
MacDonald Block, M2-59

**Attending For the Union:** Marg Simmons, Co-Chair  
Kathleen Demareski  
Steve Nield  
Judith Marion

**Attending For the Employer:** Janis Bartley, Co-Chair  
Ed Farragher  
Renee Reddick  
Peter Jenkins  
Charlotte Willson

**Regrets:** Elizabeth McKnight

**Guests:** Sharon Amin, Benefits Policy  
Carmen Penn, Shared Services Bureau

#### PRELIMINARY BUSINESS:

##### 1. Moment of Silence

A moment of silence was observed in honour of the four public servants from the Ministry of Natural Resources who lost their lives on Tuesday January 21, 2003.

#### BUSINESS ARISING:

##### 1. Minutes

The parties discussed outstanding meeting minutes.

**Action:** The parties will finalize outstanding minutes before the next meeting.

##### 2. Seasonal Seniority List - Ministry of Education, Robarts School, London

The Union requested a seasonal seniority list for Robarts School in London.

**Action:** The Employer will ask MEDU about the seasonal seniority list for Robarts School and will advise the Union accordingly.

### **3. Grievance Administration Project (GAP) Update**

The parties discussed the status of the GAP and the subcommittee established to develop a pilot project on alternative dispute resolution.

**Action:** None required.

### **4. LERC – 400 University**

The Employer has recommended to the Ministry of Citizenship that a LERC be established at 400 University.

**Action:** The parties agreed to remove this item from the agenda.

### **5. Status MERX #66363 (Program Evaluation)**

The Employer advised that a list of vendors of record is being prepared. To date, 53 firms have signed-off on the requirements and six more are in the process of sign-off.

**Action:** None required.

### **6. Travel Accident Insurance Claim**

The Union requested that the Employer both provide it with an updated policy and investigate what the CERC can do to resolve an outstanding claim. The Employer advised that travel accident insurance is not a negotiated or self-funded benefit, and as such, the Employer has no decision-making ability in this matter.

**Action:** The Employer will provide the Union with a copy of the current policy and investigate what action, if any, it and/or the CERC can take to help expeditiously resolve this matter.

### **7. Enhanced Recruitment Initiative**

The Union advised that the Union's contact person will remain as is for the Enhanced Recruitment Initiative. The Employer invited the Union to submit any suggestions it has for improving the success of this initiative.

**Action:** None required.

## **NEW BUSINESS:**

### **1. Service Counters – Employees' Security**

The Union asked about the existence and status of a corporate review of employee security at Service Counters. The Employer provided the Union with a copy of a memorandum issued jointly by the Ministry of Finance (MOF) Health and Safety Advisory Committee Co-Chairs to all MOF Local Joint Health and Safety Committee Co-chairs entitled "Safety and Security Assessment Update".

**Action:** The Employer is to investigate the existence and status of an employee security review and advise the Union accordingly.

### **2. Employee Pay Stub Envelope**

The Union requested that the Employer place a "return to sender if undeliverable within 10 days" marking on all mailed pay stubs.

**Action:** The Employer will look into this matter and advise the Union accordingly.

### **3. Attendance Support Thresholds for 2003**

The Employer provided the Injury, Illness and Employment Accommodation Attendance Support Program thresholds for 2003. The Employer also stated that thresholds are expected to be shared with MERC's by the end of January, 2003.

**Action:** None required.

### **4. Employee Assistance Program (EAP)**

The Union asked if there is a corporate initiative to negotiate an OPS wide EAP. The Employer advised that it has no specific knowledge of such an initiative, but that it anticipates the program evaluation to capture the EAP in the future.

The Union expressed a number of concerns with the management of some EAPs. Specifically, the Union is concerned with fee-for-service arrangements whereby prior to supplying a requested service, an EAP provider seeks confirmation from the Employer that it will be compensated for providing the requested service. The Union expressed its belief that such an arrangement compromises employee confidentiality and deters some individuals from accessing the EAP.

The Union also raised concerns regarding the variety of EAP services provided by different Ministries throughout the OPS.

**Action:** The Employer will investigate if such an initiative is being contemplated corporately and will report back to the Union.

## **5. Workplace Discrimination and Harassment Prevention (WDHP) Training**

The Union requested that the Employer provide all employees with training on the appropriate use of Information Technology (IT) vis-à-vis WDHP training. The Employer advised that the IT policy states that government resources are not to be used for non-business purposes. Regarding WDHP training, the Employer echoed the Union's sentiments that such training is beneficial. The Employer indicated that it will take the Union's suggestion under advisement.

**Action:** None required.

## **6. Wage Overpayment**

The Union cited an example whereby one of its members had a wage overpayment recouped in one lump sum, and asked if a policy exists on wage overpayment and the recovery of monies. The Employer will verify if a policy regarding wage repayment exists.

**Action:** The Employer to report back to the Union.

## **7. Annual Ministry of Labour Decertification Information**

The Employer explained that it has a statutory obligation to distribute the Ministry of Labour's (MOL) decertification information once in each calendar year. The Employer indicated that this information will be communicated in January of each year.

**Action:** None required.

## **8. Joint Training for CERC and MERC**

Consistent with the GAP recommendation, the Employer asked if the Union is interested in participating in joint Union-Management training on interest-based approaches to dispute resolution. The Employer also indicated that this training may serve as a pilot for joint MERC training.

**Action:** The Union is to advise Management if it wishes to participate in joint CERC training.

## **9. French Language Services**

The Union asked if the Employer would be interested in cost-sharing the publication of the OPSEU Collective Agreement in French. The Employer advised that the Ontario Public Service is officially a unilingual organization, and that as such, could not agree to publish the Collective Agreement in French.

**Action:** None required.

**10. 2003 Meeting Dates**

The parties agreed on the following 2003 CERC meeting dates:

- February 13 (100 Lesmill Road)
- March 5
- April 2
- May 7
- June 4
- July 2
- August 6
- September 3
- October 1
- November 5
- December 3

All meetings will commence at 10:00 a.m.

For the Union: Mary Anninos

Date: May 7/03

For the Employer: Bartley

Date: May 7, 2003