

**MEMORANDUM**

**OPSEU**



**SEFPO**

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

**TO:** All Presidents with members in Management Board Secretariat  
All Stewards in Management Board Secretariat

**FROM:** Terry Baxter, OPS Supervisor/Negotiator

**DATE:** October 4, 2005

**SUBJECT:** **Ministry of Management Board Secretariat  
ERC Minutes – May 4, 2004**

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Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the our Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

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

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

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Leah Casselman  
President

/ms  
att.

cc: MERC Chairs  
Ministry ERC

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Terry Baxter  
OPS Supervisor/Negotiator

**MANAGEMENT BOARD SECRETARIAT  
MINISTRY EMPLOYEE RELATIONS COMMITTEE  
TUESDAY, MAY 4, 2004, OTTAWA ROOM, MACDONALD BLOCK**

<b>PRESENT:</b>	<b>Management</b> Leslie Nanos Paul Thomas Chris McAlpine Michael Villeneuve (Resource)	<b>Union (OPSEU)</b> James Cushing – Co-chair Gary Patterson Cheryl Rhodes
<b>SUPPORT:</b>	Rakhi Sunak	Sandra Harper

ITEM	DISCUSSION	
<b>4.0 Acceptance of Minutes</b>	March 2 <sup>nd</sup> and April 6 <sup>th</sup> , 2004 minutes reviewed and signed.	
<b>4.1 Standing Items</b>		
<b>a. VEO</b>	Currently no MBS staff on the VEO listing.	
<b>b. Vacancy Reports</b>	OPSEU raised concerns regarding MBS' vacancy management process. Management will not be providing regular vacancy reports at each MERC meeting. However, Management is willing to address any specific concerns.	
<b>c. Ontario Works</b>	List provided	
<b>d. Employee Moves</b>	Listed in notifications	
<b>f. Notifications</b>	<ul style="list-style-type: none"> <li>• April 13, 2004 – MBS Accessibility Plan</li> <li>• April 15, 2004 – PMED Administrative Support Review</li> </ul>	
<b>4.2 MBS Business Arising</b>		
<b>a. Strategic Procurement Branch Realignment</b>	The Director of the Strategic Procurement Branch, SSB addressed OPSEU's concerns regarding the recent realignment. She spoke to the evolution of the Branch's duties, which has resulted in management currently reviewing and updating job descriptions. Management committed to providing an update on next steps prior to roll out. Cross training opportunities are available. Interested employees should speak to their managers.	

<p><b>b. OPS Ideas Campaign</b></p> <p><b>c. LERC Training</b></p> <p><b>a. SSB Consolidation</b></p>	<p>Management provided OPSEU with an update on the status of the Campaign. MBS has received it's ideas, which are currently being reviewed. The MBS OPS Ideas Campaign Champion will attend the next meeting to provide the Union with an update.</p> <p>Management provided the Union with a revised proposal for the training. Management and OPSEU to meet in the near future to discuss the final details of the pilot training session to be implemented at the 700 University/56 Wellesley LERC.</p> <p>No update.</p>	<p>Completed – Meeting took place on May 21, 2004.</p>
<p><b>4.3 New Business</b></p> <p><b>a. TOPS Campaign (Tomorrow's Ontario Public Service)</b></p> <p><b>b. SSB – Job Descriptions</b></p> <p><b>c. MBS Classifications</b></p> <p><b>d. Vacancies and Work Volume</b></p>	<p>Management explained that TOPS is a Ministry of Labour driven initiative with a mandate to create a forum for young professionals in the OPS to connect and exchange ideas on how to continue to build and shape the OPS as an Institution. OPS staff of all ages can attend TOPS' events.</p> <p>OPSEU raised concerns that members' were not able to access their job descriptions and that job descriptions are not reflective of current duties. Management emphasized that staff should approach their manager when requesting a copy of their job description.</p> <p>OPSEU raised concerns regarding the disparity in job classifications for people doing the same work. Management noted their concerns.</p> <p>OPSEU stated that their member's are experiencing an increase in workload due to vacancies not being filled. Management noted their concerns.</p>	
<p><b>4.4 Next Meeting</b></p>	<p>Next meeting scheduled for June 1, 2004.</p>	

  
 Union Co-Chair

  
 Management Co-Chair

**Please use a Separate Form for Each Unresolved issue.**

- ✓ Please include the specific details about the issue.
- ✓ Provide any documentation that may assist the discussion at your Ministry Employee Relations Committee (MERC).

Is the issue related to (please ✓):

- Job Security and Article 20
- Reasonable Efforts - Divestment
- Employer's Corporate Initiative and work re-organization
- Enforcing the Contract
- Contract Interpretation
- Health and Safety
- Other: (please identify)

Statement of the Issue:

The Resolution sought by your Local Employee Relations Committee (LERC):

Date Issue was declared unresolved by your LERC:

Is the Relevant material attached?      Yes  No   
LERC Minutes dated: \_\_\_\_\_  
Correspondence. Please list: \_\_\_\_\_

<b><u>Local ERC Member Contact</u></b>	
Name:	Home #:
Address:	Work #:

FORWARD to: OPSEU Job Security Unit, 100 Lesmill, Toronto, Ontario M3B 2P8  
Fax: (416)448-7462





## ***FOR MERC ACTION***

Strategic Action from Local Employee Relations Committee  
(to be used when an issue is not resolved at LERC table)

Ministry:

Workplace Location:

Local #:

### **Please use a Separate Form for Each Unresolved issue.**

- ✓ Please include the specific details about the issue.
- ✓ Provide any documentation that may assist the discussion at your Ministry Employee Relations Committee (MERC).

Is the issue related to (please ✓):

- |                          |  |                          |                                 |
|--------------------------|--|--------------------------|---------------------------------|
| <input type="checkbox"/> | Job Security and Article 20                              | <input type="checkbox"/> | Reasonable Efforts - Divestment |
| <input type="checkbox"/> | Employer's Corporate Initiative and work re-organization | <input type="checkbox"/> |                                 |
| <input type="checkbox"/> | Enforcing the Contract                                   | <input type="checkbox"/> | Contract Interpretation         |
| <input type="checkbox"/> | Health and Safety  |                          |                                 |
| <input type="checkbox"/> | Other: (please identify)                                 |                          |                                 |

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