

**MEMORANDUM**

**OPSEU**



**SEFPO**

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

**TO:** All Presidents with members in the Ministry of Education  
All Stewards in the Ministry of Education

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

**DATE:** November 2, 2004

**SUBJECT:** **Ministry of Education  
ERC Minutes – May 28, 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.**

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Leah Casselman  
President

/ms  
att.

cc: MERC Chairs  
Ministry ERC

Terry Baxter  
OPS Supervisor/Negotiator

**MINISTRY OF EDUCATION**

**Ministry Employee Relations Committee**

May 28, 2004  
Room 1952, Mowat Block  
11:00 a.m. – 1:00 p.m.

**For the Employer:**

Kim Bellissimo, Co-Chair\*  
David Doherty  
Deborah Metrakos  
Meredith Sandles

**For the Union:**

Alicia Czekierda, Co-Chair  
Bob Belontz

Regrets: Paul DeSadaleer  
Bob Greer  
Stephen George

\* chaired the meeting

**PRELIMINARY ISSUES:**

- Agenda reviewed and approved. Minutes of February 24, 2004 meeting approved and signed by the Co-Chairs.

**BUSINESS ARISING**

**1. Management Representation**

Management confirmed that Paul DeSadaleer, Director, Field Services Branch has joined the MERC. Management conveyed his regrets for being unable to attend this meeting.

**2. WDHP Update**

Management confirmed that mandatory training will be held on June 29<sup>th</sup> for all managers/principals in Provincial Schools, pending confirmation of the availability of a facilitator. Management emphasised that this exceeds the commitment made at the last meeting to roll-out training to managers at W. Ross Macdonald School by the end of this school year.

The Union expressed dissatisfaction that training was not being rolled out to W. Ross Macdonald staff. It relied on the commitment recorded in the February 24, 2004 minutes, that:

*WDHP training will commence at W. Ross MacDonald School this academic year, with training to follow at other Provincial and Demonstration schools.*

It argued that this commitment required that all management and staff at W. Ross MacDonald receive training before the end of the school year.

Management took the position that it committed only to commence training at W. Ross MacDonald within the school year – it did not commit to complete the training at any school within that time period. Management acknowledged that there might have been a misunderstanding regarding the commitment. It felt, however, that training all managers before the end of this school year would result in a more effective rollout to staff across the province. Management committed to provide training to staff at all provincial schools before the end of the 2004/2005 school year.

**Action:** *Training will be provided to all managers/principals in Provincial Schools by the end of this school year. W. Ross Macdonald School staff will be trained starting in September 2004 either on PD Days or during staff orientation. Training will then be rolled out to staff in other schools and be completed by the end of the 2004/2005 school year.*

### **3. Computer Access at Provincial Schools**

Management reported that all staff in Provincial Schools have computer access except for maintenance and cleaning staff at E.C. Drury School. Management will install a computer kiosk for staff to use.

The Union expressed concern regarding computer literacy among some staff. Management indicated that managers will be instructed to send out a communication to staff advising where shared computers are located, instructions for obtaining user accounts, and where to obtain assistance.

**Action:** *A computer kiosk will be installed at E.C. Drury for the use of maintenance and cleaning staff. Managers will send out a communication to staff regarding the location of computers, obtaining access and contacts for assistance.*

### **4. OPS Ideas Campaign**

Management advised that Cabinet Office has sent ministry specific ideas to individual ministries for review. The Ministry Co-ordinator, Penny Lawler, distributed ideas to specific branches. The ideas have been reviewed and sent back to Ms. Lawler.

The Union inquired as to whether any ideas from the campaign were used in the provincial budget. Management indicated that information from the Ideas Campaign might have influenced the drafting of the budget, but that no specific initiative was based solely on an idea received through the campaign.

The Union also inquired as to whether the Human Resources Branch will be sending out Q's and A's on the implications of the budget to staff, regarding the health premium, eye exams, and

other benefits related issues. Management indicated that it expected that Management Board Secretariat will issue Q's and A's OPS-wide, but that the Human Resources Branch would not receive any advance information on how these changes will impact staff.

**Action:** *Management will provide an update at the next meeting.*

## **5. Security Cameras in Schools**

The Union provided a copy of the news article referenced in the last meeting. A copy of the Privacy Commissioner's report referenced in the article was distributed.

Management indicated that there are cameras in some Provincial Schools for protection against intruders, theft and vandalism and that cameras have been present in the schools for upwards of 10 years. There are 48 active cameras in W. Ross Macdonald School, mostly in the sports complex. Three of the cameras at W. Ross Macdonald School are at school entrances and are monitored by the receptionist. Tapes are reviewed only if an incident occurs and are reused at least every 30 days. The Maintenance Unit is responsible for the security camera system. Management indicated that there are also cameras in the sports complexes in Milton and Belleville.

Management has reviewed the Privacy Commissioner's Report and several school board policies on security cameras and determined the practice in Provincial Schools follows the recommended practices contained in these documents.

The Union indicated that there have been several incidents in the parking lots of schools involving Ministry and staff vehicles. The Union requested that cameras be installed in parking lots to deter vandalism and theft.

**Action:** *Management will explore the possibility of installing security cameras in parking lots of Provincial Schools and report back at the next meeting.*

## **6. Disclosure Meetings**

Management informed the Union that queries with former management MERC members indicate that past practice has been to provide disclosure to the MERC Co-Chair. In some cases, disclosure might be provided to all the union-side MERC members.

Management advised that a new directive on disclosure has been received from MBS, advising that disclosure is to be provided to the OPSEU Job Security Officer. Management indicated that if Stephen George is unavailable, disclosure will be provided to an alternate, as he designates, failing which disclosure will be made to the MERC Co-Chair.

## **7. OPS Spirit**

Management advised that MBS has confirmed that Ministry employees volunteering at the Habitat for Humanity building projects this summer will not be covered by WSIB. If staff are

injured, they will be entitled to apply for STSP and LTIP benefits. See attached email by K. Bellisimo, sent to MERC Co-chair.

## **STANDING ITEMS**

### **1. Seniority Lists, True Vacancy Report, Unclassified Contracts:**

The seniority, true vacancy, and unclassified contract reports were distributed at the meeting.

Management indicated that the unclassified contract report has been modified to provide greater clarity regarding start dates. The "Job Entry Date" reflects the first date on which the individual held a job that is the same classification as their current position. The "Position Start Date" reflects the start date of the individual's current position. Management encouraged the Union to bring forward specific issues with the data in the reports. Management also offered to provide electronic copies of the reports in the future.

**Action:** *The Union will report back to the next MERC on specific problems with report data. The Union will also advise management whether or not they would like electronic copies before the next meeting.*

### **2. Provincial Schools Governance**

Management advised that there is nothing new to report on this item.

### **3. Term Classified Appointments**

Management advised that there is nothing new to report on this item.

### **4. Field Services Branch – Use of Secondees**

Management advised that there is nothing new to report on this item. The Union requested that this remain a standing item.

### **5. OAG Learning Strategies Update**

Management advised that the OAG Learning Strategies project is continuing to grow. The pilot Community of Practice (COP) in the GTA will now expand to Thunder Bay, Guelph and Hamilton. Several members of the GTA COP attended a conference in recognition of Administrative Professionals week.

Management advised that future initiatives may include career development workshops and short-term job shadowing arrangements. Management confirmed that the communities of practice are a new initiative and are not related to inter-ministerial committees such as ISDC (Interministerial Staff Development Committee). Management also clarified that the purpose of these groups is to share information and create networks among the OAG community.

The Union expressed appreciation for the work done to share the Munch n' Movies initiative with staff in London. The Union indicated that the sessions have been well attended and feedback has been positive.

#### **6. SSB – Seasonal Employee Benefits**

Management recognized that there have been issues with deactivating and reactivating benefits for seasonal staff. Management indicated that SSB and MBS have been working with the carrier to improve the process and minimize impact on staff. The Ministry will continue to support the process and provide a list of names to SSB.

#### **7. Library Technician Vacancy**

Management indicated that this vacancy at E.C. Drury School will be posted the first week of June. The classification and seasonal status of the position remain unchanged.

**Action:** *Remove from standing items*

#### **8. Council of Directors of Education**

Management advised there is nothing new to report on this item.

#### **9. Ontarians with Disabilities Act Compliance**

Management provided a copy of the report to the Union on March 10, 2004.

Management advised that the Ministry is now engaged in planning activity regarding implementation of the recommendations of the report, including developing training. It advised that more specific information will be provided at the MERC table when it is available.

#### **10. Criminal Reference Checks Update**

Management advised the development of a policy designed to mirror Regulation 521 of the Safe Schools Act is now underway. The policy has been drafted and the communication plan is being prepared.

The Union inquired as to who drafted the policy and whether there would be an opportunity for collaboration. Management indicated that Provincial Schools Branch and other branches within the Ministry developed the policy. Management Board Secretariat is conducting a review of the draft policy and will provide comments, but approval is required only at the ministry level. Management reiterated that the development of this policy is driven by Regulation 521 and will only apply to Provincial Schools' staff.

## 11. Results-Based Planning

Management indicated that results-based planning ties into the initiatives announced in the budget. Management advised that prior to implementation of these initiatives disclosure will be provided to the Union as set out in the Interim Disclosure Directive.

### NEW BUSINESS

#### 1. Hiring Freeze Update

Management advised that the hiring freeze is still ongoing.

#### 2. Program Development Review Update

Management advised that "Results-Based Planning" has superseded "Program Development Review".

#### 3. Training Initiatives for Managers

Management advised that the Ministry is taking steps to increase managers' awareness of labour relations issues and provide them with tools to deal with issues "in house". The Human Resources Branch has developed and delivered two Labour Relations Essentials learning sessions for managers covering: conversions, schedule 6 overtime, bargaining unit integrity, building a positive labour relations climate, delegation of authority, termination of unclassified contracts and workplace accommodation. Management advised that the sessions were well received and well attended by managers. Management invited the Union to propose topics for future sessions.

The Union inquired as to whether non-managers could attend the sessions. Management acknowledged the request, but advised that these sessions are for managers only.

Meeting adjourned.

For the Union: A. Gekinda Date: Sept. 28/04

For the Employer: Kim Bellusano Date: Sept 28/04

Next meeting: September 28, 9:30 a.m. - noon



# 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"/> | Contract Interpretation         |
| <input type="checkbox"/> | Enforcing the Contract                                   |                          |                                 |
| <input type="checkbox"/> | Health and Safety  |                          |                                 |
| <input type="checkbox"/> | 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:

**Local ERC Member Contact**

Name:

Home #:

Address:

Work #:

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

