

**OPSEU**



**SEFPO**

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

## MEMORANDUM

**TO:** All Local Presidents and Stewards with Members  
in Management Board Secretariat

**FROM:** Cameron Walker, Supervisor, Contract Enforcement

**DATE:** March 4, 2004

**RE:** **MANAGEMENT BOARD SECRETARIAT  
MERC MEETING MINUTES  
MAY 6, AND DECEMBER 2, 2003**

---

Attached for your information, please find 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 to the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence etc.)

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

100 Lesmill Road,  
Toronto, Ontario  
M3B 3P8  
e-mail: [opseu@opseu.org](mailto:opseu@opseu.org)  
[www.opseu.org](http://www.opseu.org)

100 chemin Lesmill,  
Toronto, Ontario  
M3B 3P8

courrier électronique  
[opseu@opseu.org](mailto:opseu@opseu.org)  
[www.opseu.org](http://www.opseu.org)

Tel: (416) 443-8888

Fax: (416) 443-9670

Ontario:

free: 1-800-268-7376

TDD:

(416) 443-9898

or

1-800-663-1070

AUTHORIZED FOR DISTRIBUTION: IN SOLIDARITY,

Leah Casselman  
President

Cameron Walker  
Supervisor, Contract Enforcement

Attach.  
/rl

cc: MERC Chairs  
Ministry ERC

**MANAGEMENT BOARD SECRETARIAT  
MINISTRY EMPLOYEE RELATIONS COMMITTEE  
TUESDAY, MAY 6, 2003, HUMBER ROOM, MACDONALD BLOCK**

**PRESENT:**

**Management**  
Leslie Nanos  
Paul Thomas  
Chris McAlpine  
Michael Villeneuve (Resource)

**Union (OPSEU)**  
James Cushing - Chair  
Gary Patterson  
Cheryl Rhodes

**SUPPORT:**

Jasmine Kanga

Sandra Harper

ITEM	DISCUSSION	ACTION
<b>2.0 Acceptance of Minutes</b>	January 7, 2003 minutes were signed and distributed	
<b>2.1 Standing Items</b>  <b>a. Active Surplus</b>  <b>b. VEO</b>  <b>c. Temporary Assignments</b>  <b>d. Vacancy Reports</b>  <b>e. Ontario Works</b>  <b>f. Employee Moves</b>  <b>g. Notifications</b>	Report Not Available  Will follow-up and send report if available  Not provided –Looking into whether an accurate report can be generated  Not provided –Looking into whether an accurate report can be generated  List provided  Listed in Notifications  <ul style="list-style-type: none"> <li>• January 13, 2003 – Information Protection Centre, OCCIO switching to 24 hour/7 day operation</li> <li>• January 21, 2003 – FSDB, SSB moves within the GTA</li> <li>• February 3, 2003 – Memo from Tony Dean – Moment of Silence</li> <li>• February 6, 2003 – Provided copy of MBS Human Resources Plan</li> <li>• March 12, 2003 – SSB move with 40 kms in Sault Ste Marie</li> <li>• March 13, 2003 – FSDB, SSB GTA consolidation within 40 kms</li> <li>• March 21, 2003 – DM Letter to all staff regarding new IT Banner</li> <li>• March 25, 2003 – Positions moved from SSB to Ministry of Finance</li> <li>• March 31, 2003 – SARS information to All MBS Staff</li> <li>• March 31, 2003 – SARS information to All MBS Staff</li> </ul>	

	<ul style="list-style-type: none"> <li>• April 3, 2003 – Security Check Information to go to Impacted Staff</li> <li>• April 17, 2003 – 3 positions moving from 790 Bay to 180 Duncan, FSDB, SSB</li> <li>• April 17, 2003 – OPSEU Schedule Change for Staff, Customer Relations Branch, SSB</li> <li>• April 30, 2003 – FSDB, SSB relocation of employee</li> </ul>	
<b>2.2 MBS Business Arising</b>  <b>a. LERCs</b>	<p>180 Duncan Mill LERC set-up and first meeting held.</p> <p>700 University LERC is currently being set-up.</p> <p>Downsview LERC to be established.</p> <p>OPSEU suggested that, where possible, management have representation from the various branches at that specific location.</p> <p>OPSEU requested that the MERC consider preparing joint training for new LERC members.</p>	<p>Management will follow-up</p> <p>OPSEU will share with Management the joint training information.</p>
<b>b. SSB Consolidation</b>	No new information or development regarding Phase 2 consolidations	Updates will be made when available.
<b>c. Current Org Charts</b>	Management did not have organizational charts to share at this time	Management will share when available
<b>d. Agency/Fee for Service</b>	OPSEU request a detailed report of temporary agency or fee for service usage. Management indicated that this issue is currently in Litigation. Disclosures have already made as ordered.	
<b>2.3 New Business</b>  <b>a. Employee Relocation – SSB</b>	An employee who was identified during the Phase 1 relocations has returned from LTIP and is now required to make her decision regarding relocation. OPSEU would request that though the relocation policy has now changed, this employee be extended the benefit of the original relocation policy as employee was notified prior to the change.	Management will follow-up.
<b>b. New Procurement Directives</b>	OPSEU asked for clarification when New Procurement Directives would be coming out. Management clarified the Directives went out April 25, 2003.	
<b>c. Pay and Benefits Positions</b>	OPSEU wanted to know when Pay & Benefits would be running competitions for vacancies that have been created through the Phase 1 relocations. Management indicated that SSB is currently reviewing its	

<p>d. OCCIO – Max Plus Merit Payment</p> <p>e. Performance Development &amp; Appraisal Plans</p> <p>f. SERV Surplusing</p> <p>g. SARS</p> <p>h. WDHP</p>	<p>business needs/requirements.</p> <p>Management confirmed that the individuals whose names were provided by OPSEU as not having received their max plus merit, have now had the merits approved for 2002/2003.</p> <p>OPSEU's position that it is the manager's responsibility to complete the Performance Development Plan and Appraisal Plan.</p> <p>Five OPSEU staff were surplused in March 2003. OPSEU would like confirmation of the status of these individuals.</p> <p>Management provided copies of information that has been sent to staff regarding SARS. Management also shared an MBS Article regarding SSB Contact Centre staff who assisted Toronto Public Health over the April long-weekend.</p> <p>OPSEU stated their position that staff should be granted Special and Compassionate Leave vs. using sick leave or other attendance credits when quarantined. OPSEU believes this issue has been raised at CERC as well.</p> <p>In addition, OPSEU requested that staff who have been quarantined should not have those days (i.e. 10 days) counted against them in relation to the Attendance Support Program. Management reiterated that the program is intended to be supportive not punitive. OPSEU requested that if this issue is not resolved Corporately that MBS as a ministry make their own determination.</p> <p>Management raised concerns that complaints are being filed under the WDHP Policy, through the local union representative, that are not in relation to the policy/prohibited grounds. Such complaints undermine the intent of the policy. These issues should be resolved through other avenues. OPSEU suggested that WDHP training be incorporated into the proposed LERC joint training.</p>	<p>Management will follow-up and confirm. Completed.</p> <p>Resolved Corporately.</p>
<p>2.4 Next Meeting</p>	<p>Canceling June 3, 2003. Proceeding with July meeting.</p>	

  
 Union Co-Chair

  
 Management Co-Chair

**MANAGEMENT BOARD SECRETARIAT  
 MINISTRY EMPLOYEE RELATIONS COMMITTEE  
 TUESDAY, DECEMBER 2, 2003, HUMBER ROOM, MACDONALD BLOCK**

**PRESENT:**           **Management**  
 Leslie Nanos - Chair  
 Paul Thomas  
 Chris McAlpine  
 Michael Villeneuve (Resource)

**Union (OPSEU)**  
 James Cushing  
 Gary Patterson  
 Cheryl Rhodes

**SUPPORT:**           Omatty Ahamad

Sandra Harper

ITEM	DISCUSSION	ACTION
<b>2.0 Acceptance of Minutes</b>	November 4, 2003 minutes were signed and distributed	
<b>2.1 Standing Items</b>		
a. <b>Active Surplus</b>	Report not available. No JESS Committee meeting.	OPSEU to follow up.
b. <b>VEO</b>	MBS will provide before next meeting.	
c. <b>Temporary Assignments</b>	Kate Johnstone, Workforce Planning Analyst advised committee members that WIN cannot produce an accurate report. MBS will not be providing this report. Both parties agreed to take this off the agenda.	
d. <b>Vacancy Reports</b>	Kate Johnstone informed the committee that WIN tracks the position as multi- incumbent and that WIN has no way of tracking only funded vacancies which leads to an inaccurate report. OPSEU requested a copy of the report.	MBS to provide report at future meeting.
e. <b>Ontario Works</b>	List provided	
f. <b>Employee Moves</b>	No moves	

<p><b>g. Notifications</b></p>	<ul style="list-style-type: none"> <li>• November 12, 2003 – OPS Hiring Freeze</li> <li>• November 18, 2003 – MERC meeting schedule for 2004</li> </ul>	
<p><b>2.2 MBS Business Arising</b></p> <p><b>a. LERCs</b></p>	<p>Oshawa LERC – Management in the process of identifying committee representative and hope to commence LERC in the new year.</p> <p>Local 579 LERC (790 Bay, 77 Grenville, 25 Grosvenor) – LERC will commence in the new year.</p> <p>56 Wellesley LERC – Discussions are taking place at the local level to possibly consolidate this new LERC with the one at 700 University</p> <p>700 University LERC – Meetings are already in progress and the terms of reference have already been signed</p> <p>Downsview LERC – Management and OPSEU still in the process of identifying representatives.</p> <p>LERC Training – Joint training curriculum being developed jointly.</p>	<p>Management to follow up</p> <p>Management to follow up</p>
<p><b>b. SSB Consolidation</b></p>	<p>No new developments</p>	
<p><b>2.3 New Business</b></p> <p><b>a. SSB Hiring Committee</b></p>	<p>The Employer explained that the role of the SSB RMC (Resource Management Committee) was to deal with resource planning and make recommendations to SMC regarding all vacancies including unclassified contracts.</p>	
<p><b>b. Current Org Charts</b></p>	<p>OCCIO is currently updating their organizational charts to reflect the changes. Management to provide charts to OPSEU when changes completed.</p>	<p>Management to provide chart when available.</p>
<p><b>c. Security Checks – iSERV, Downsview</b></p>	<p>OPSEU requested that management look into complaints regarding managers who are requesting security checks going beyond the requirement, including fingerprinting, financial and bank account checks.</p>	<p>Management to follow up. Completed – Issue has been resolved.</p>

<p><b>d. Health &amp; Safety - Downsview</b></p>	<p>OPSEU raised concerns that the red line coverage at this location for the holidays would be one person, and therefore there would be a health and safety concern in the event of an accident. OPSEU would like this resolved before the holidays.</p>	
<p><b>e. SIN numbers in WIN</b></p>	<p>OPSEU requested that management in conjunction with the Benefits Carriers look into the possibility of using WIN ID instead of SIN numbers in documents/information related to benefits. The Employer explained that this was not possible as the Insurance Companies require SIN as the cross-reference number for accuracy.</p>	
<p><b>2.4 Next Meeting</b></p>	<p>OPSEU requested that MERC Meetings be held at 10:00 am and that the Employer and OPSEU alternate between locations at OPSEU headquarters and Queens Park. The Meeting is scheduled for February 3, 2004.</p>	



Union Co-Chair



Management Co-Chair



**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)                                 |                          |                                 |

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 #:

