

MEMORANDUM

Ontario Public Service
Employees Union

OPSEU



SEFPO

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

TO: All Presidents with members in Ministry of Community Safety and Correctional Services

All Stewards in the Ministry of Community Safety and Correctional Services

FROM: Terry Baxter, OPS Supervisor

DATE: June 28, 2004

SUBJECT: **Ministry of Community Safety and Correctional Services
ERC Minutes – April 22, 2004**

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 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

/cf

att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING
MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES

Thursday, April 22, 2004
 2301 Haines Rd, Mississauga

FOR THE MINISTRY

Mr. Mickey Stephenson, (Co-Chair)
 Ms. Sari Albert
 Ms. Christina Danylchenko
 Ms. Anna Fernandes
 Mr. Nick Antoncic
 Mr. Kevin A. Wilson
 Ms. Erin Denike (guest)
 Ms. Jan Jeffrey (guest)
 Ms. Linda Knight (guest)

FOR THE UNION

Mr. Barry Scanlon, (Co-Chair)
 Mr. Dave Graves
 Mr. Gord Longhi
 Mr. Len Mason
 Ms. Sandra Harper

ITEM #	ITEM	DISCUSSION	RESOLVED/ACTION
1	Systemic Change Program presentation (by Jan Jeffrey)	The Employer provided an update to the Union on the program. The parties discussed when the MERC will assume the Systemic Change Committee's responsibilities – timeframes yet to be determined.	The Employer will ask Janet Gauthier to attend the next meeting to provide an update on the Women's Committee.
2	ILO/RLO positions (P&P)	The Union requested information about a pilot project where some duties of ILO's have been shifted to OAG11's (Board Case Officers). The Union's position is that the pilot should be terminated. The Union also raised an issue regarding two individuals in Moosonee performing probationary duties without the requisite qualifications.	The Employer will provide the OAG11 job spec to the Union. The Employer will respond accordingly regarding the pilot project issue within 2 weeks of the meeting. The Employer will look into the Moosonee issue and respond accordingly.

MBP

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3	Disclosure	<p>The Union expressed concern about not receiving information as to when the transition meetings for YJS were taking place.</p> <p>The Union requested information regarding a possible review of the ILO/RLO positions and any other management committees, which may have an impact on bargaining unit members.</p>	<p>The Employer to respond regarding the ILO/RLO positions.</p> <p>The Co-chairs will make a list of the subcommittees of MERC that are in place currently.</p>
4	Hiring Practices Review (P&P)	<p>The Union suggested that there are flawed competitions occurring where the process is not transparent. The staff cannot review documents from the competition file, and there are inconsistencies across the province in templates used.</p>	<p>The Employer will ask the Manager of Corrections HR to attend the next meeting for a further discussion.</p>
5	Workload Committee (P&P)	<p>The Union suggested that some P&P offices are not having staff meetings and others are not including a discussion on workload distribution. Union suggested that the Employer issue a memo to the field regarding staff meetings.</p>	<p>The Union will advise the Employer of the sites where meetings are not occurring. The Employer will look into the matter further and respond accordingly.</p>
6	Employment Accommodations (P&P)	<p>The Union inquired about accommodation cases in four P&P offices where it is the Union's position that obstacles to accommodation need to be addressed.</p>	<p>The Employer will look into the matter further and respond accordingly.</p>

MAP

ITEM #	ITEM	DISCUSSION	RESOLVED/ACTION
7	Update on Closures/transitions	<p>The Employer advised the Union of the following anticipated closures/transitions:</p> <ul style="list-style-type: none"> o Phase 2 – ongoing o TYAC – June 30//04 o Toronto Jail – no change o North Bay Jail – no change o Thunder Bay Jail – no change o Brockville Jail – no change, upon completion of remand unit (Phase 2) o Brantford Jail – no change o Brockville Jail and Quinte DC YO Units – decommissioned April 1, staff have made elections 	No action required.
8	Former Pembroke Jail	<p>Union raised concerns that inmates were brought into the Pembroke Jail by the municipality immediately following the Ministry's decommissioning of the institution. The Union feels that MAG has taken over Corrections work and downloaded it to the municipality and they will be consulting with their legal counsel regarding this issue.</p> <p>Management responded that the Ministry no longer operates the Pembroke Jail and once the decommissioning process is complete the building reverts back to MBS and may be reassigned for use by other government ministry/agencies. It is the Employers understanding that, as part of the current courthouse construction occurring around the old Pembroke Jail, the Ministry of the Attorney</p>	No action required.

MSP

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		General is looking at a retrofit to include court prisoner holding cells.	
9	24 Hours/Day Clock Rounds	The Union advised a memo sent out by an institution refers to ADI changes which have impact for all institutions.	Union to provide further information. Employer to look into the matter further.
10	CISD and Other Support for Staff	The Union suggested the parties discuss formal support for staff who have been victimized at work (e.g. assault).	Further discussion to take place at next meeting.
11	Joint Accommodation Pilot Project	The Union suggested a specific site for a pilot project to review accommodations.	Employer to respond if site is appropriate.
12	Stage 2 Improvement Project	The Employer advised the workshops have concluded and were well received with high attendance. Full update to be provided to MERC in near future. The Union also attended a number of workshops, which were well received. Locals are seeing positive changes in the stage 2 processes.	No action required.
13	MCYS Issues	The Union advised that their current MERC and Health & Safety members would continue to represent MCYS staff until further notice. The Employer advised it is currently reviewing its committee structure.	Further discussion to take place when necessary.
14	Unclassified Scheduling	The Union advised that unclassified officers with limited availability are being preferentially scheduled over unclassified officers who are available 24/7.	The Employer will look into the matter further and respond accordingly.
15	Recruitment and Training	The Union suggested the parties jointly review the recruitment and training/orientation for improvement. The Employer advised it welcomes recommendations from the Union.	The Employer will set up a meeting to receive the Union's suggestions.
16	Suicide Prevention	The Employer disclosed statistics of training	No action required.

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	Training	provided up until March 2004.	
17	Collaborative Evaluation Process	The Employer disclosed the Aggregate Report 2 (lessons learned).	No action required.
18	North Bay Jail Labour Relations Training	The Union and the Employer provided a 2 day joint training session on labour relations in February 2004. The local parties held their first meeting without the MERC support team. Feedback has been positive.	MERC Co-chairs to attend the next local meeting. No further action required.
19	Youth Worker OIC	The Union requested access to the Youth Worker classification Order in Council.	The Employer to respond as to where the Union can access the OIC.
20	CWW's while Staff on Training	The Employer provided notice that, effective September 1, 2004, it will be consistently placing P&P staff on an administrative schedule when they attend training (e.g. Bell Cairn) that lasts 5 days or longer. This notice will ensure the LERCs receive this information and, if necessary, allow the local parties to amend CWW agreements.	The parties will discuss travel time for P&P staff at the next meeting.
21	Remands at SLVCTC	The Union suggested that Nurses are doing CO work in supervising inmates at SLVCTC. Issue raised at LERC. Employer advised inmates are being brought in who require psychiatric intervention remand or otherwise.	Union pursuing complaint at Transition.

MSP

Next Meeting: June 17, 2004 in Kingston (room to be determined)

Barry Hench
FOR THE UNION

June 7, 2004
DATE

Michael Stephenson
FOR THE EMPLOYER

June 17, 2004
DATE



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:

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

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

