

MEMORANDUM

OPSEU TO:



SEFPO

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

All Presidents with members in the Ministry of Health and Long-Term Care

All Stewards in the Ministry of Health and Long-Term Care

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: June 7, 2004

**SUBJECT: The Ministry of Health and Long-Term Care ERC Minutes
December 11, 2003**

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:

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Leah Casselman
President

/cf
att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Sector Supervisor/Negotiator

**MINISTRY OF HEALTH and LONG-TERM CARE
EMPLOYEE/EMPLOYER RELATIONS COMMITTEE (MERC)
MEETING MINUTES #112**

Date: Thursday 11 December, 2003
 Location: 5700 Yonge Street
 For OPSEU: Sandra Noad, Sandra Edwards, Tony Morabito, Jagdish Gheewala, Pat Schillemore (OPSEU staff)
 For the Employer: Marjorie Wilcox, Brenda McCauley, Neil Campbell
 Regrets: Nick Paul, Fred Rusk, Dorothy Mahoney, Dennis Helm

NOTE: MERC meeting minutes are also available electronically on the Ministry intranet webpage:
<http://intra.moh.gov.on.ca/>
 click on "Human Resources" intranet
 click on <http://hrb.moh.gov.on.ca/>
 click on "For staff", then click on "7. Employer/Employee Relations"

ISSUE	DISCUSSION	ACTION REQUIRED
MERC General 1. Minutes	The June and September minutes were signed. P. Schillemore and N. Campbell to finalize the October minutes.	Finalize October. Draft December.
<u>HOSPITALS</u> 2. Provincial Psychiatric Hospitals (PPH)	Management reported that there was no new information about divestments.	Ministry update
3. Bed Closures	There has been no announcement concerning bed closures. The Government is committed to releasing task force reports. OPSEU requested copies of reports when released and suggested that the reports be posted electronically. OPSEU advised that there are local discussions underway regarding staffing capacity at North Bay PPH.	Disclose decisions.
3. RPNs required to take medication course	Management underlined that the Ministry expects staff to take advantage of the opportunity however, special cases are being managed locally.	Remove from the agenda
<u>REGISTRATION AND CLAIMS AND OTHER PROGRAMS</u> 4. Update of customer service representative PD	The RCB has some but not all results of the classification review. (There were 8 specs reviewed affecting 600 staff). There will be a communication to affected staff early in 2004.	Ministry update

ISSUE	DISCUSSION	ACTION REQUIRED
EMERGENCY HEALTH		
5. Part-time contracts.	Management is continuing its review of the union's concern.	Ministry update
6. Update IBI Report	EHS expects to be filling positions early in 2004. All but one of the CACCs will receive additional CO2s.	Ministry update
7. Job descriptions	Review of CO2 and CO3 job specifications has been delayed. The new target date is mid January. There will not be a team leader position description, since it is not a recognized position within EHS.	Ministry update
8. Operation of EHS LERC	<p>Windsor CACC was previously unable to schedule meeting due to lack of union representation. New local union representation elected effective November 19. LERC meeting will commence at 10am, Dec 11th.</p> <p>Oshawa CACC LERC meeting scheduled for November 25th cancelled as two of the three OPSEU LERC members resigned. The local union has advised that they will be holding an early election to replace the members.</p> <p>MATC LERC meeting scheduled for November 9th cancelled. Management and the OPSEU rep confirmed on December 11th that there were no outstanding issues within the unit that had not been dealt with due to the cancellation. The manager will propose dates for 2004.</p> <p>The Union proposed creating LERC Terms of Reference for the CACCs. Management suggested the parties consider this following the review planned for June.</p>	To be brought forward for June
9. Mandatory hours	Management is reviewing the current standards and expects to communicate the results by mid February.	Ministry update
10. Replacement of absent CO3s	<p>The Union believes that CO3s should always be replaced, not just when deemed appropriate. The union suggested that whenever a CO3 books off that a backfill list be used to find a replacement.</p> <p>The union asked whether managers were aware of the Branch policy concerning replacement. Management confirmed that managers had been told and undertook to give a further reminder.</p>	Remove from the agenda
11. Ergonomics at dispatcher work stations	EHS has received the findings of the external review consultants and is reviewing options to address the recommendations. The review focused on workstation configuration. Chairs were found to be a common complaint. Management stressed that individual accommodation needs will be considered on a case by case basis.	Ministry update
Issues with respect to new GMCP and ARIS II hardware and software	<p>Management said employees may escalate specific concerns regarding the new technology through:</p> <ol style="list-style-type: none"> 1) CACC managers meet regularly with the implementation project teams. 2) The Local User Group subcommittee of the CACC advisory committee should be informed of any concerns regarding ARISII implementation. The subcommittee includes a local system administrator who receives specific training 6 months prior to implementation. 3) CACC Technical officers are available to assist with local issues related to ARISII or GMCP. 	
12. Closure of Judson Street	Notice has <u>not</u> been given to employees. Following a November 26 th stage 2 hearing, the grievance in	Ministry up date

ISSUE	DISCUSSION	ACTION REQUIRED
	abeyance until further information is received.	
13. Niagara RFP	No announcements have been made.	Ministry update
LABORATORY SERVICES	Issues are being followed up locally. Union will arrange with Branch to have staff representative at next meeting.	To be followed up locally.
14. Unfair treatment D.A.S.H		
15. Holiday pay	A memo will be sent clarifying entitlement as 2 times for each hour worked plus the <u>choice</u> of day in lieu or pay for the day.	Remove from agenda
MINISTRY WIDE ISSUES		
16. Joint Training	The joint workshop confirmed for December 12 th .	Remove from agenda
17. WDHP training	Managers were reminded of the availability of WDHP training through SSB in a letter from the HR Director concerning IT and WDHP. Copy of the letter provided to the union. The Union pointed out that some examples in the Ministry's material, previously provided to the Union, does not communicate the intention with sufficient clarity, for example, a person does not have to be a member of a visible minority to be offended by an inappropriate comment related to race.	Remove from agenda
18. Work place stress: EAP	Ministry is reviewing what information can be released while protecting employee confidentiality.	Ministry update
19. Lateral transfers	The ministry has commenced review of its practice. Union input will be requested. OPSEU favours a centralized administrative process like that used at MNR.	Ministry update
20. ODA implementation	OPSEU asks that the responsible person in the ministry be invited to the February meeting of MERC	Ministry update
21. Surplus – Update	The ministry provided the required reports.	
22. Ergonomic Handbook	The Ministry will respond to the Union's proposal to do a joint communiqué on the Ergonomic Handbook.	<i>Ministry update</i>
New Issues		
23. Operation of Local 468 LERC	There are indications of problems with the operation of this LERC. Both parties indicated that it was important to get local consultation back on track and discussed what might be done for this LERC. The union said that it had a more general concern that management LERC representatives did not have sufficient authority to fix problems.	Joint update
24. Steward participation at Med/Arb	This issue has been raised in Kingston and more recently at the 5700 Yonge Street LERC. The Union stated that this would be a benefit to both parties.	Ministry update
25. List of unclassified employees	OPSEU indicated that CBS is providing their MERC with a regular update on the use of unclassified employees and asked that a similar report be provided by MOHLTC. Management undertook to review the request.	Ministry update
26. Information to new employees (Art. 5)	The Local 468 president indicates that information about the union is sometimes not being provided to new employees. This concern is being investigated locally.	Remove from agenda
27. Notification of successful candidate.	Kingston had an agreement that the union will be notified of the successful applicant to an OPSEU job posting. The union is seeking a commitment that this information will be provided on an on-going basis.	Ministry update

ISSUE	DISCUSSION	ACTION REQUIRED
	The ministry will review the union's request.	
28. Human Services Cluster I&IT Review	The review had been disclosed to the union. The union asks that this be a standing item on the MERC agenda until the review is completed.	Ministry update
29. Transfer of MOHLTC work to the Ministry of Children's Services	At the time of the meeting decisions had not been made concerning the transfer of any OPSEU represented work. The Ministry will keep the union informed.	Ministry update
30. Tier 2 divestments	The union is concerned that discussion are taking place between North Bay General Hospital and North East Mental Health concerning the ultimate disposition of work which is currently performed by OPSEU represented employees at North Bay PPH. The union is discussing this with North Bay PPH management.	
31. Judson Stores - LERC referral 1. Early Closings 2. Meal Allowance	The Union asked the Ministry to ensure that offsite offices are informed of early closings, (eg. Snow days and Christmas Eve) at the same time as other Ministry offices. The Ministry undertook to rectify this. The Union asked why there has been a change in practice requiring receipts for meal allowances. The Ministry explained there is a requirement to substantiate expenses within the Policy guidelines. The Union asked how and when the change was communicated to employees and stated that the union should have been notified when there is a change during the collective agreement.	Remove from agenda Ministry to provide a copy of employee communication
32. Whitby Psych -ACT	Management explained that these employees were put into positions without a competition as a result of a reclassification. Management is looking into the situation. The Union requested further information and documentation on what has taken place in this area.	Ministry update.
33. Long Term Care	The Union asked if its members would be affected by a transfer of responsibility for long term care facility inspection from long term care to public health. The Union also stated that problems in Long Term Care could be fixed more easily if inspection work was included in the OPS.	Ministry update

2004 meeting dates (from 10:00 a.m. to 3:00 p.m.): February 11: TBD, OPSEU; April 21: Queenston Room; June 24: TBD, OPSEU; August 20: Queenston Room; October 20: OPSEU; November 14: Queenston


Anthony Morabito for the Union

Feb. 16/04
Date


Dorothy Mahoney for the Employer

Feb 16/04
Date

OPSEU



SEFPO

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"/> | 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 #:

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

