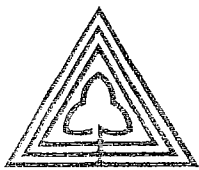


MEMORANDUM

OPSEU



SEFPO

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

TO: All Presidents with members in the Ministry of Health & Long-Term Care
All Stewards in the Ministry of Health & Long-Term Care

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: November 2, 2004

SUBJECT: **Ministry of Health & Long-Term Care
ERC Minutes – February 16, 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 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

/ms
att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor/Negotiator

**MINISTRY OF HEALTH and LONG-TERM CARE
EMPLOYEE/EMPLOYER RELATIONS COMMITTEE (MERC)
MEETING MINUTES #113**

Draft 3

Date: Monday February 16, 2004
Location: 31 Wellesley Street East
For OPSEU: Sandra Edwards, Tony Morabito, Jagdish Gheewala, Pat Schillernore (OPSEU staff)
For the Employer: Marjorie Wilcox, Brenda McCauley, Nick Paul, Dorothy Mahoney, Neil Campbell
Regrets: Sandra Noad, Fred Rusk, and 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 December minutes were signed.	Prepare February minutes.
<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 released task force reports December 12 th . OPSEU was provided with copies of reports. The reports were posted electronically. OPSEU expressed concerns about beds not being filled at North Bay PPH. This is being discussed locally.	Remove from the agenda
4. ACT nurses at Whitby PPH	Management reported that the competitions had been completed and the nurses acting in the position confirmed. OPSEU expressed concern that what may have occurred is that the positions of the nurses concerned were modified. Management agreed to report back to the OPSEU staff representative on the compensation treatment of the affected nurses.	Remove from the agenda
<u>REGISTRATION AND CLAIMS AND OTHER PROGRAMS</u> 5. Update of customer service representative PD	New position descriptions disclosed to the union and employees on January 21 st . Stage 2 hearings to be scheduled.	Remove from the agenda

ISSUE	DISCUSSION	ACTION REQUIRED
EMERGENCY HEALTH		
6. Part-time contracts.	The issue of 40 hour unclassified has been reviewed. It is the current plan of the Branch to retain the 40 hour unclassified contract to provide the flexibility that management requires to fill both temporary and permanent vacancies. To the extent that there are full-time classified positions approved to be filled these positions are being offered to eligible unclassified staff. The union expressed the concern that with a 40 hour contract and 12 hour shifts, unclassified employees would not reach the threshold for crediting of seniority.	Remove from the agenda Corporate issue referred to CERB
7. Update IBI Report	Management suggested that this item be renamed "CACC enhancements". [Tony/Sandra/Pat: are you agreeable to this change?] The CO2 competition has been posted and some CACCs have begun to hire.	Ministry update
8. Job descriptions	The revised job specifications have been provided to the Human Resources Branch for review. Preliminary feedback and a request for some additional information have been received from Human Resources Branch and the EHSBs working group will be responding to HRB by the end of February. OPSEU asked if MBS was aware that the descriptions were being revised. Management replied that the JSSC was aware but it did not know if other sections were aware.	Ministry update
9. Mandatory hours	Management reported that the draft policy is being circulated for approval by EHS management.	Ministry update
10. Replacement of absent CO3s	Management said that once the new employees are recruited and trained, it should be possible to backfill absent CO3s where appropriate. On December 19, 2003, management issued a Best Practice Guidelines to all CACC managers for the replacement of both CO2s and CO3s The union disagreed, saying that with staff shortages it was particularly critical to replace CO3s who were responding to calls. The union was critical that the replacement guidelines did not include hard standards.	Remove from the agenda Ministry update
11. Ergonomics at dispatcher work stations	A request to replace some of the dispatch furniture is currently making its way through the procurement process.	Ministry update
12. Closure of Judson Street	No additional information is available.	Ministry up date
13. Niagara RFP	No announcements have been made.	Ministry update
14. Meal Allowance	Management explained that the information was delivered to the different groups of staff at different times, dependent upon the timing of staff meetings. Common to all is the message that "effective immediately, all future expense claims must be supported by receipts." OPSEU expressed concern that the change in practice had not been disclosed to the union.	Remove from the agenda
LABORATORY SERVICES		
Unfair treatment D.A.S.H	Management has agreed and the union is arranging to have an OPSEU staff representative at a staff meeting.	Remove from agenda
MINISTRY WIDE ISSUES		
15. Work place stress: EAP	Ministry is reviewing what information can be released while protecting employee confidentiality. EAP usage is increasing gradually each quarter.	Ministry update
16. Lateral transfers	A meeting will be organized for the OPSEU staff representative and MERC co-chair to provide input to the MOHLTC lateral transfer procedures.	Ministry update

DM

DM

ISSUE	DISCUSSION	ACTION REQUIRED
17. ODA implementation	Due to the change in time for this month's meeting, the manager responsible for ODA was not able to attend. He has been invited to the April 21 meeting of MERC.	Ministry update
18. Ergonomic Handbook	The Ministry explained that it will be posting the Ergonomic Handbook developed by MCSS rather than the materials developed by OHCOW. A copy of the material was provided to the union.	Ministry update
19. Operation of the Local 468 LERC	Management reported that efforts are being made locally to restart meetings of the LERC.	Joint update
20. Stewart attendance at Stage 2 meetings	Management said that this seemed to be a problem specific to Kingston and suggested that there be more local discussion.	Remove from agenda
21. List of unclassified employees	Management is reviewing the union's request for a regular report on the use of unclassified employees.	Ministry update
22. Notification of the successful applicant	Management said that this seemed to be a problem specific to Kingston and suggested that there be more local discussion.	Remove from agenda
23. Human Services Cluster I&IT review	Management has no new information about the review.	Ministry update
24. Transfer of Work to the Ministry of Children's Services	The ministries have been meeting to identify staffing implications. The Integrated Services for Children Division which reported to both the Deputy Minister Health and Long Term Care and the Deputy Minister Community, Family and Children's Services will be affected but so also will areas of the MOHLTC.	Ministry update
25. Long term care facility inspections	Public service employees working out of the Long Term Care Facilities Branch of the Community Health Division inspect nursing homes. The number of inspection employees is to be increased.	Remove from agenda
26. Surplus – Update	The ministry provided the required reports.	Ministry update
New Issues		
EMERGENCY HEALTH 27. CWW Agreements	The parties discussed the process used in agreeing to new CWW agreements and the merits of a different length of rotation. Management will review the union's concerns and report back.	Ministry update
28. Security Cameras	The union expressed concern about the location of the monitors for the cameras at Oshawa. They suggested that monitors be located where all employees have access. Management will review the union's concerns and report back.	Ministry update
29. Request for data concerning CACC recruitment and retention	The union asked for data on how many new recruits have been hired and how many employees have left with this number broken down into trainees and experienced dispatchers full time and part time since October 31, 2001. Management responded that they would not be providing such data since it is not readily available.	Remove from agenda

ISSUE	DISCUSSION	ACTION REQUIRED
MINISTRY WIDE 30. ERC training material	The ministry thanked the union for bringing to its attention the ERC training developed jointly between OPSEU and the MCSS. The ministry has approached MCSS about distribution of the material to members of MOHLTC LERCs.	Ministry update
31. Ideas Campaign	Contributions continue to be rolled up. Some contributions are posted on the Ideas website.	Remove from agenda

There will also be an updating teleconference between the co-chairs on March 25.
 Next meeting is April 21 in the Queenston Room, 2nd floor Macdonald Block.

Approved:

Dorothy Mahoney Apr 20/04
 Dorothy Mahoney for the Employer Date

Anthony Morabito
 Anthony Morabito for the Union

April 20/04
 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"/> | 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

