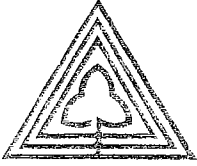


MEMORANDUM

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 – June 25, 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.

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AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

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 #115

Date: Thursday June 25, 2004
Location: OPSEU Regional Office, 31 Wellesley Street East
For OPSEU: Sandra Noad, Jagdish Gheewala, Sandra Edwards, Tony Morabito, and Roxanne Barnes (OPSEU staff)
For the Employer: Brenda McCauley, Nick Paul, Dennis Helm, and Neil Campbell
Regrets: Marjorie Wilcox, Dorothy Mahoney, and Pat Schillemore

NOTE: MERC meeting minutes are also available electronically at <http://intra.moh.gov.on.ca/>
Click on "Human Resources" Intranet, on "For staff", and then on "Employer/Employee Relations"

Business Arising and Standing Items

MERC General

1. Previous Minutes: April 2004

April minutes were amended and signed.

The union suggested that a new format be developed for the minutes since they had recently become aware that the tabular format created a barrier for reading. Management agreed to work with the union to introduce a new format.

HOSPITALS:

2. Provincial Psychiatric Hospitals (PPH) – Update

Management reported that there were no announcements. Human resources negotiations have not commenced.

Status: Management to update and disclose as appropriate.

REGISTRATION & CLAIMS and PROGRAMS

Nothing was carried forward from the April meeting

EMERGENCY HEALTH SERVICES

3. Job descriptions

Management reported that the CO2 position description with HR for review. It was noted that the settlement of the OLRB complaint included an undertaking that new class standards would be developed for communication officer classifications, including air ambulance by October 31, 2004.

The union said that it was important for management to proceed quickly with the development of a position description for the CO3 since such a description should inform the development of the standard.

Status: Management to update.

4. Mandatory hours for part-time

Management reported that a proposed policy under review by EHS senior management. If approved, implementation would not be until mid-July.

Status: Management to update.

5. Replacement of absent Communication Officer 3s

The union has not had the opportunity to discuss specific examples with EHS senior management but will do so at the earliest opportunity.

Status: Branch and OPSEU representative to discuss and return to MERC only if necessary.

6. Status of Judson Street Stores

It was disclosed earlier that the focus for Judson Street would be contract management, so the work will need to be reorganized. Management still working on details of the new configuration. Surplus notices have not been issued.

Status: Management to update.

7. Status of Niagara RFP

Details of performance agreement with the successful proponent are being worked out.

Status: Remove from the agenda.

8. Ergonomic at dispatcher work stations

The union is concerned about the height of the backs of the new chairs. They have concerns about the how training on the use of the chairs is being conducted. The union is particularly concerned that employees are being required to sign a form to indicate that they have been trained. Apparently, a member was told that refusal to sign would be an act of insubordination.

Status: Branch and OPSEU representative to discuss and return to MERC only if necessary.

LABORATORY SERVICES

Nothing carried forward from the April meeting.

MINISTRY WIDE ISSUES

9. Workplace stress: Employee Assistance Program (EAP)

Management reviewed EAP usage statistics.

Status: Remove from the agenda but management to disclose when a decision is made about what organization will be the future EAP provider.

10. Lateral transfers

Management advised that the draft procedures were not yet finalized for comments. The union said that it was important to clarify procedures to ensure fairness of application.

Status: Management to update.

11. Ontarians with Disabilities Act implementation

The ministry is updating its plan. The coordinator will be invited to the meeting.

Status: Management to update.

12. Ergonomic Information

The Ergonomic Handbook developed by Ministry of Community and social services (MCSS) will be posted on the MOHLTC website.

Status: Remove from the agenda.

13. List of unclassified employees

There was a discussion about how a list might be organized.

Status: Management to update.

14. Human Services Cluster Information & Information Technology (I&IT) review

An update had been provided to the union on June 1st. No additional information is available at this time.

Status: Management to update and disclose as appropriate.

15. Transfer of work to the Ministry of Children's Services (MCYS)

There was no new information. HR is now being provided by MCYS.

Status: Remove from the agenda.

16. Employee Relations Committee (ERC) training material

The parties agreed to defer this item until the August meeting.

Status: For joint discussion.

17. Ideas campaign

Management gave a brief overview of the process of the campaign. The first wave of ministry Ideas were sent to OPSEU on May 12th. A further wave will be sent in the next several weeks.

Status: Management to update.

18. Attendance Support Program

Management indicated that the union's concerns had been communicated to Human Resource Strategies (HRS) in response to a request from HRS for comments on the program. The union asked to be informed of the results of any review of the program.

Status: Remove from the agenda.

REDEPLOYMENT:

19. Surplus – Update

Management provided the required reports.

New Issues:

HOSPITALS

20. Late Pay for member on LTIP rehabilitation

The union expressed concern about a member from a divested hospital who continues on LTIP and is participating in rehabilitative employment. Apparently, the earnings from rehabilitative employment are frequently late.

Status: Management to update.

REGISTRATION & CLAIMS and PROGRAMS

21. Compressed Work Week (CWW) request: Sudbury Office Community Health and OPSEU Local 628

Local management has denied the request for a CWW because of difficulties finding replacements and because the role of regional offices is under review. The union asked that the request be reconsidered, noting that the London office has had a CWW and that the Sudbury request pre-dated the current review of the role of regional offices.

Status: Management to update.

22. Long term care offices

Considerable concern has been expressed about the status of regional offices. Management said that no decision had been made about the future of regional offices.

The union was given the slide presentation used by the Deputy in his meetings across the province and the listing of major transformational projects.

Status: Management to update and to disclose as appropriate.

23. The time taken to fill vacancies

The union expressed concern about the time it takes to fill vacant positions in the Registration and Claims Branch (RCB). It was agreed that the union would discuss this concern with RCB management. Management noted that the corporate "hiring freeze" continued in effect but the ministry was reviewing its processes.

Status: Branch and OPSEU representative to discuss.

24. Registration and Claims Branch (RCB) use of ad hoc employees

The parties agreed that this issue would be discussed between the union and RCB management.

Status: Branch and OPSEU representative to discuss.

25. Ontario Works

Management provided the union with statistics on Ontario Works (OW) placements and shared a copy of the procedures followed at MOHLTC. It noted that every new placement opportunity was sent to OPSEU for review.

The union raised concerns about the how OW placements were being used in the EHS branch at 5700 Yonge Street. The parties agreed that the concern would be referred back to the LERC for identification of specifics and further discussion.

Status: Branch and OPSEU representative to discuss and return to MERC only if necessary.

26. RFI for the production of drivers' licenses and health cards.

The union noted that it had members associated with the production of cards and asked to be given disclosure of any decision that might affect the employment security of its members

Status: Management to update and disclose as appropriate.

EMERGENCY HEALTH SERVICES

27. Cambridge CACC waiver for declining of overtime

The concern raised by the union has been address by the withdrawal of the waiver form.

Status: Remove from the agenda.

28. Time off to attend awards ceremony

The union is asking that attendance at an EHS awards ceremony by an award recipient be paid time.

Status: Management to update.

29. Central Ambulance Communication Centre (CACC) footwear policy

The union is asking that CACC employees not be required to wear protective footwear.

Status: Management to update.

30. Training issues at the Oshawa CACC

The union has a number of concerns about training at Oshawa, which it has been unable to resolve locally. It was agreed that these concerns would be discussed with EHS management before the August meeting of the MERC.

Status: Branch and OPSEU representative to discuss and return to MERC only if necessary.

31. Use of the Communications Officer 1 pay range

The union expressed concern about delay in training new employees and the use of a Communications Officer 1 classification. It said that the CO1 was to be used as a rate only for employees not fully trained and the time receiving the rate should be limited.

Status: Management to update.

32. Apparent conflict between provincial directives and local insert from regional manager concerning standby vehicles

The union raised concern about a procedure introduced on June 18, 2004 at the Oshawa CACC. Management questioned whether this matter belonged at the MERC. The union suggested that it was an employee relations' issue because an employee might be caught between conflicting instructions. It was agreed to refer this concern to EHS management.

Status: Branch and OPSEU representative to discuss and return to MERC only if necessary.

LABORATORY SERVICES

33. Respiratory Protection Policy: Personal information form

The union is concerned that the questions being asked are overly intrusive and might be used in a manner prejudicial to an employee. Management explained that the occupation health nurse received the forms. The only information management will receive is whether the employee will have trouble wearing the N9 facemask.

The union will identify the questions raising concerns and management will ask the medical consultant whether such questions are necessary.

Status: Branch and OPSEU representative to discuss and return to MERC only if necessary.

34. Public Health Laboratories

The letter sent by OPSEU to the deputy minister was discussed. Management said no decision has been made about the status of any public health agency. Management added that if work were transferred from the public service then the language of the collective agreement concerning such transfers would be triggered. The union said very forcefully that it believed that public health laboratory work should be performed by public servants, not only for the benefit of the employees but also for the safety of the public.

Status: Management to update and disclose as appropriate.

MINISTRY WIDE ISSUES

35. Request for organization charts

Management provided the union with an organization chart dated June 2004.

Status: Remove from the agenda.

36. Grievance Administration Project

The union expressed their concern that not enough grievances are being resolved at Stage 2. It noted that a subcommittee of CERC has developed a process and joint training for committees to deal grievances in an effective and expeditious manner. A pilot project has been initiated at MAG and the parties are discussing another project at MTO. The union recommended that the ministry and OPSEU participate in a project. The union suggested that a guest from OPSEU be invited to discuss the project.

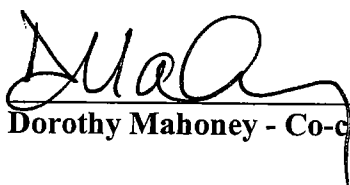
Status: Management to update.

37. Emergency Management

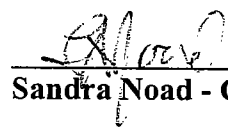
Management updated the union on the request for volunteers to staff a response center in the event of an emergency.

Status: Management to update.

Approved:



Dorothy Mahoney - Co-chair



Sandra Noad - 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:
Address:

Home #:
Work #:

