

MEMORANDUM

OPSEU



SEFPO

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

TO: All Presidents with members in the Ministry of Community & Social Services, Ministry of Children & Youth Services

All Stewards in the Ministry of Community & Social Services, Ministry of Children & Youth Services

FROM: Terry Baxter, OPS Supervisor

DATE: April 22, 2004

SUBJECT: **Ministry of Community & Social Services
Ministry of Children & Youth Services
ERC Minutes – December 2, 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.

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AUTHORIZED FOR DISTRIBUTION:

Leah Casselman
President

/ms
att.

CC: MERC Chairs
Ministry ERC

IN SOLIDARITY,

Terry Baxter
OPS Supervisor/Negotiator

**MINISTRY OF COMMUNITY AND SOCIAL SERVICES
MINISTRY OF CHILDREN & YOUTH SERVICES
MINISTRY OF EMPLOYEE RELATIONS COMMITTEE (MERC)**

December 2, 2003 9:30 a.m. to 12:30 p.m.

In attendance:

Colette Kent (Chair)
Ernie Nelson (via teleconference)

Roxanne Barnes
Stephen George
David Chew
Ron Strong

Secretary: Kristina Uffe

Regrets: Sharon Van Son
Anne Stark

1. Review October Minutes

Minutes were reviewed.

2. ERC for St. Catharines

Union and Management agreed to refer this item to the LERC due to the time frames.

3. Systems Officers Grievance

The Union had asked why the grievance process for the Systems Officer positions is taking so long.

Management advised that there are two45rievances that have not yet had Stage 2 meetings. Attempts have been made to schedule these meetings but not dates are currently set. Management is following up on scheduling difficulties.

4. Joint System Subcommittee (JSSC) ODSP Positions

A settlement offer was made to the Union. The Union has requested further clarification and rationale for certain points presented by the Ministry.

5. Program Review Officer

This issue was referred to the ODSP Subcommittee and discussed there.

6. ERC Training

The Joint Union-Management ERC training team (Tony Magee and Pam Smith) gave a presentation on ERC training and the newly created guide; "Building Effective Employee Relations Committees: A Guide for Union & Management Members of ERCs". A draft of the guide was provided.

The guide is not intended to replace existing training efforts; it is an aid to the training. The demand for training is currently greater than the ability to provide the training; the guide is to be used in the interim between training.

Printing of the guide will be a joint effort. The Employer will supply the materials, OPSEU will do the printing. For the first run will be approximately 1000 copies. The parties are interested in getting the first run of printing started by the end of December or early January.

The Union suggested adding a section addressing the referral of issues from LERC to MERC.

Action: MERC members to review the guide and provide feedback by December 12th, 2003.

7. ODSP Subcommittee

The ODSP Co-Chairs provided an update on the status of the ODSP Subcommittee.

Sampling of issues and discussions:

- ODSP directives training – provided demonstration of computer based training to be rolled out in the regions.
- Ergonomic assessments have taken place in a number of regions. Looking at the technology and problems that arise from the repetitive nature of some work.
- Performance monitoring related to program review, compliance review.
- SDMT downtime

The last meeting of Joint Problem Solving Process to be held tomorrow. Looking at resolving outstanding grievances.

Management Co-Chair asked if there are any difficulties in placing issues at either the MERC or ODSP sub-committee. Generally speaking there aren't difficulties, but some disagreements have arisen. It was suggested that there should be a process such as with LERC to send issues up to MERC.

8. WIN

Management provided an update on the status of WIN.

When the new WIN system was brought online there were two main problems; the system was very slow and some employees accessed information of other employees. These problems led to the decision to shut the system down.

There were 17 instances, OPS wide, of users viewing information of other employees. Senior SSB officials contacted all individuals affected.

People are being paid and SSB is processing changes. Currently full function use is up for SSB staff and Human Resources Staff. Managers and Staff do not have access at this time. They believe that the Security issues have been resolved, but the program problems are being looked into. Extensive testing has been performed to ensure that this doesn't happen again.

9. ODA

Management advised that work on this issue has been completed, however, approval to distribute the report has not yet been received.

10. Children's Ministry

The Union requested information around how the Ministry of Children's Services will impact the Ministry of Community and Social Services. Specifically, the Union was interested in what the Ministry will absorb and what the restructure will look like.

At this time, Management has no more information than what was provided in the letter to staff and what is contained in the Ministry of Children's Services website.

No employees have yet been transferred to the new Ministry. Management does not have any information about the dates any transfers will occur.

Standing item at PMC. Will be discussion of mission statement at the next PMC.

Union advised that their minds have not been turned to the structure of MERC within the new Ministry. It may be an entirely different committee. Management has some confusion around who will represent which employees, specifically the employees in transition between ministries.

Management suggested that in the interim, have a joint MERC day where MCSS issues are dealt with in the morning, joint issues dealt with mid day and MCS issues in the afternoon.

Action: Union will take back the recommendation and inform Management on how the representation will be structured.

11. Suspension at Rideau Regional Centre

An employee at the Rideau Regional Centre has been off work for 100 days on suspension with pay. There are a number of employees at the Rideau Regional Centre who are currently suspended with pay. This issue was taken to the LERC. The local has informed that the

employee is being paid and therefore there isn't an issue of concern. The Union feels that investigations at this centre are taking too long and are dissatisfied with the Management's use of suspension with pay.

The Union requested that Management express, to the Managers, the Union's dissatisfaction with this process.

Management can convey the Union's dissatisfaction, but the HRB has no authority to direct the managers to change their practice. Management will confirm that this discussion has taken place, but cannot make further commitments at this time.

Action: Management will convey the Union's dissatisfaction to the Region and confirm this conversation has taken place.

12. Review of I & IT

The Union advised of their opposition to the use of external consultants for this review. The Union feels that the expertise to carry out this review exists within the organization and should be utilized.

Management stated that this issue is too large to be dealt with by internal staff.

The Union supports the review, but feels that hiring consultants is a waste of funds in light of the auditor's report. The Union feels that an analysis of the workforce should be undertaken to identify the expertise that exists inside the OPS before consultants are used. Further, the use of consultants has a negative impact on the unclassified staff by denying opportunities to convert because outside people are doing the work. In addition, the Union is concerned about how much information the consultants have access to and how much information they will be taking away with them.

Management will share this information internally, however, because this is an initiative that affects the cluster it is an issue that should be discussed at CERC.

Action: Will place this as a standing item on MERC agenda and Management will provide updates where available.

13. Attendance Rules at FRO

Union wanted to know if a formal review has begun.

Action: Management will follow-up before the next meeting.

14. Time allotted at Christmas Lunch at FRO

A Christmas Lunch is being held this week, the Union requested some leniency in the time allowed for lunch. The function is being held off-site requiring around 10 minutes of travel each

way. Party was staggered over 2 hours so that all staff could attend and coverage would be ensured. A request for some flexibility was denied. Staff were informed that any extra time taken for lunch would have to be made up. The party is not restricted to this office, other offices have agreed to provide extra time.

The Union also voiced some concerns about comments made by the Management Co-Chair of the FRO ERC. The Union would like an apology from the Management Co-Chair for inappropriate comments.

Action: Management will discuss with the local.

15. Status of Remediation at FRO

Basement space is finished, now moving files in. The 5th Floor will be started in January 2004, to be finished by June 2004. The 2nd Floor will be started in June 2004, to be finished by August 2004, then returned to MTO. The FRO floors are expected to be finished by June of 2004.

16. MERC Schedule 2004

Union requested changing dates to the 2nd Tuesday of every second month.

2004 dates:

- February 10th, 2004
- April 6th, 2004
- June 8th, 2004
- August 10th, 2004
- October 5th, 2004
- December 7th, 2004

Meetings to start at 10:30 a.m.

Next Meeting:


Date: February 3rd, 2004

Place: 24th Floor Boardroom, 2 Bloor Street West

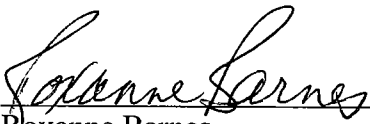
Time: 9:30am to 2:30pm

Ministry of Community and Social Services

MERC Minutes of December 2nd, 2003 approved on Feb 27th, 2004 by:



Colette Kent
Co-Chair, MERC
Human Resource Branch



Roxanne Barnes
Co-Chair, MERC
OPSEU

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"/> | |
| <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 #:

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

