

OPSEU



SEFPO

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

MEMORANDUM

TO: All Presidents with members in the Ministry of Culture
All Stewards in the Ministry of Culture

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: October 18, 2004

SUBJECT: **Ministry of Culture
ERC Minutes – June 18, 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 performance measures for business planning, will be developed by a working team under the leadership of Derwin Mak. There will be an opportunity for staff to contribute to the development/refinement of performance measures.
- **Action required:** Management to provide an update.

d) WDHP Training for Managers and Staff on Use of IT (OSC Report back):

- Item referred to LERC at Ontario Science Centre and a meeting was held on April 5, 2004.
- There was discussion on how to make staff aware of WDHP issues related to information technology such as inclusion in orientation manual, through staff meetings, and on-line posting.
- **Action required:** Remove from agenda.

e) Orientation Package:

- Information on the Employee Assistance Program and WDHP will shortly be incorporated on the Ministry's orientation site that will coincide with the launch of the new HR website.
- **Action required:** Employer to update when EAP process/information and WDHP Training component have been included.

f) Employee Transition Report:

- Management confirmed with Stephen George (OPSEU Staff) that there are no surplus employees in MCL.
- **Action required:** Remove from agenda.

g) OPS Spirit Campaign:

- Corporate Spirit Team sought advice corporately and developed a waiver form for volunteers to sign if participating in the Habitat for Humanity Built in Ottawa.
- Waiver form indicates that it is voluntary work and outside the scope of one's duties as a Crown Employee.
- **Action required:** Remove from agenda.

h) OSC Organizational Charts:

- Organizational charts with OPSEU employees identified was circulated to the committee.
- **Action required:** Remove from agenda.

3. STANDING ITEMS

a) Ontarians with Disabilities Act and Accessibility Plan:

- The plan is scheduled for an upcoming M.E.C meeting.
- **Action required:** Employer to provide update after MEC meeting. Determine if first floor bathrooms are accessible.

4. NEW BUSINESS

a) Lunch n' Learn Sessions:

- The classification sessions offered to all staff arose from Ministry of Citizenship and Immigration MERC and were jointly developed by union and management.
- MCL MERC agreed that these employee sessions can be flexible with regard to the timing and having a session during lunch doesn't preclude one to take a lunch break.
- **Action required:** Remove from agenda.

b) LERC at Ontario Heritage Foundation:

- Management will provide a written response prior to next meeting re: the formation of a LERC.
- **Action required:** Management to respond within 6 weeks of this meeting & defer to next meeting.

c) LERC T.O.R for 400 University:

- The document is still in draft and is currently being reviewed.
- **Action required:** Send draft to LERC and MERC co-chairs for final review.

d) Report Back on Grievance:


- Currently making progress and Management will do a report back on vacant Heritage Operations positions when information is available.
- **Action required:** Management to do a report back within 60 days (August 16, 2004) re: status and option of hiring an unclassified contract.

e) West Nile Virus Program:

- Information was received from Cabinet Office and a memo, Qs and As and general information will be sent out to all staff within a week. The information has also been posted on the HR OpenWeb.
- Issues arising will be dealt with at the Joint Health and Safety Committee and management confirms that any incidents will be reported to that committee.
- **Action required:** Remove from agenda.

Next meeting: Friday September 10, 2004 at 9:30 a.m. to 12 noon; location. Note: teleconference for agenda setting is on Friday August 27, 2004 at 9:30 a.m.); Management is chairing.

For the Union:



Date:

A. 27/04

For Management:



Date:

Aug. 26/04



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"/> | |
| <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**

