

**MEMORANDUM**

**OPSEU**



**SEFPO**

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

**TO:** All Presidents with members in the Ontario Human Rights  
Commission  
  
All Stewards in the Ontario Human Rights Commission  
  
**FROM:** Brian Gould, OPS Supervisor/Negotiator  
  
**DATE:** January 25, 2007  
  
**SUBJECT:** **Ontario Human Rights Commission  
ERC Minutes – January 17, 2007**

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 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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Brian Gould  
OPS Supervisor/Negotiator

## MINUTES

ONTARIO HUMAN RIGHTS COMMISSION

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING (MERC)

January 17, 2007, 9:30am to 12:30pm  
8<sup>th</sup> floor, 180 Dundas Street West, Toronto, Ontario

### **For the Union:**

Cheryl Gaster (Co-Chair)  
Ali Ahmad  
Geanine Sibblies  
Jessica Reynolds  
Jo-Anne St-Onge  
Judith Marion (OPSEU Job Security)

### **For the Ministry:**

Karen Pereira (Co-Chair)\*  
John Dorion (Recorder)  
Neil Edwards  
Nancy Austin  
Rose Tassone  
Kendra Schott (HR Resource)

### **Regrets:**

### **Guests:**

Barb Ross

\*Meeting chair

Date item tabled	Agenda Item	Follow up action
Oct. 12, 2006	<p><b>1. Adoption of MERC minutes</b></p> <p>Previous minutes to be adopted.</p>	<p>Management and Union will schedule time to discuss this issue. (Feb 2 and Jun 26)</p> <p>Co-chairs to meet separately to review the minutes.</p>
<b>New Items:</b>		
Jan 17, 07	<p><b>1. Issue raised by Union concerning handling of complaint</b></p> <p>Management to respond to individual employee directly.</p>	Item to be removed from Agenda
<b>Standing Items:</b>		

<p><b>Feb. 2, 06</b></p>	<p><b>1. OHRC Transition Status Update</b></p> <p>Bill 107 update provided. On December 22, 2006 portions of Bill 107 were passed, other parts yet to be proclaimed and no date set. HRTO has started the process of setting up but it will take time. Specific staff impacts and timing not yet clear.</p> <p>No start yet on functional analysis of positions at OHRC and we still have yet to see the HRTO plan. Assessment to start soon.</p> <p>Discussion of workload pressures with respect to transition. Employer confirmed that strategies are being used to attempt to achieve typical annual objectives. Stress on everyone resulting from Bill 107 is acknowledged. Managers are also looking at this in systemic way to see if there are solutions. If individuals are experiencing concerns over workload pressures they may speak with their manager who will work with the employee to try to find solutions.</p>	
<p><b>Oct. 12, 06</b></p>	<p><b>2. Strategic Planning</b></p> <p>Management provided updates to all staff. Scheduled meeting with Commissioners then SMC. More consultation to occur.</p>	<p>Mgt will look for analysis of the Bill as it relates to the Commission's mandate. Analysis of the mandate will be developed as part of strategic process and shared with staff.</p>
<p><b>Business arising from previous meetings:</b></p>		

<p><b>Dec 6, 2006</b></p>	<p><b>1. OAG 8 performing work of Team Lead</b></p> <p>Mgt reports the team lead position has been filled and staff are performing duties within their job descriptions. The Union raised concerns that staff will still be required to perform team lead duties while the new team lead familiarizes himself with the duties and clears the backlog.</p>	<p>Job description will be provided before the meeting.</p> <p>Manager, Director and Union to meet to try to resolve the issue.</p>
<p><b>Dec 6, 2006</b></p>	<p><b>2. Complaints from staff in investigation branch about requesting vacation time</b></p> <p>MERC had received complaints from investigation officers that their new manager was requiring them to 'make a case' for their vacation time prior to granting approval.</p> <p>Mgt. responded that vacation requests are considered on the basis of operational requirements. Director is ensuring consistency.</p>	
<p><b>Dec 6, 2006</b></p>	<p><b>3. Set up of Reasonable Efforts Committee</b></p> <p>Union requested a reasonable efforts committee be formed with a potential of merging transition and reasonable efforts committee. Mgt. agreed and the new committee will be known as the <b>MERC Transition Sub-Committee (MTSC)</b></p> <p>A general orientation meeting of the committee will be held on March 21 2007 at OHRC</p>	

<p><b>Dec 6, 2006</b></p>	<p><b>4. Job descriptions of OPSEU bargaining unit positions</b></p> <p>OPSEU had requested that management provide job descriptions for all OPSEU bargaining unit positions. Job descriptions, unclassified employees list and their start dates and seniority list were also requested</p>	<p>Mgt will provide job descriptions by January 31, 2007. Mgt will also provide a list of OHRC OPSEU unclassified positions and a seniority list of classified by January 19, 2007.</p> <p>Mgt will develop and provide a position tracking document with a targeted date of the first MTSC on March 21, 2007</p>
<p><b>Oct. 12, 06</b></p>	<p><b>5. Information Regarding Changes to the Investigator's Duties</b></p> <p>Mgt response is that there are no new duties, rather there will be a different focus placed on existing processes.</p> <p><b><u>New Complaint model shared by mgt.</u></b></p> <p>Mgt. has been looking at different models. The intent is to provide quicker service and more positive results. No new duties are being implemented. Mediators will continue to mediate, investigators will undertake their same duties, but with different timeframes. Quality of work standards remains unchanged. Process timelines have been tightened. New model is to be implemented February 12, 2007. Time will be provided for staff to provide input and Union will be advised of timing.</p> <p>With respect to existing vacancy in scheduling office, mgt advised that the status of the vacancy in the scheduling office will be considered in the resourcing of the new model.</p>	


Oct. 12, 06	<b>6. Clarification on New Travel Directive</b>	Remove from agenda
Feb. 2, 06	<b>7. Transition from LERC to MERC</b>  Management indicated that the MERC management representatives are being reviewed.	Management to determine MERC management representatives once MERC terms of reference are finalized.
Feb. 2, 06	<b>8. MERC Terms of Reference</b>  Mgt requested an extension.	Mgt to review and respond prior to May 16, 2007.
Feb. 2, 06	<b>9. MERC Referral Forms</b>	Remove from agenda
Feb. 2, 06	<b>10. Expression of Interest</b>  Union seeks response as to why scheduling staff was an external hire and why expression of interest was not opened to temporary staff.	Mgt. will investigate and respond by January 26, 2007.

<p><b>Feb. 2, 06</b></p>	<p><b>12. Research Conducted by Kirk Moss</b></p> <p>Formal Freedom of Information report requested by management.</p>	<p>Management to report results of FOI</p>
<p><b>Jun. 26, 06</b></p>	<p><b>13. Reception Area Concerns</b></p> <p>Mgt informed Union that Building management has allowed one door being propped open during business hours.</p> <p>Mgt will ask investigators to stagger start times. Mediation times are and will continue to be staggered.</p>	<p>Remove from Agenda</p>
<p><b>Jun. 26, 06</b></p>	<p><b>14. Ordering Supplies</b></p> <p>Mgt reports that Investigation's teleworkers order supplies through Sandi McKinnon and for the mediation teleworkers, Vincente Cabrera orders supplies</p>	<p>New process to be monitored and reported at next MERC. Managers will audit the process as well.</p>

	<p><b>Next MERC dates</b> Parties have finalized 3 dates for MERCs. Other dates to be kept on hold as emergency planning dates. Other dates to be kept on hold.</p> <p>May 16 – OPSEU September 19 – OHRC November 21 - OPSEU</p>	
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For the Union:

*Original signed by Cheryl Gaster*

  
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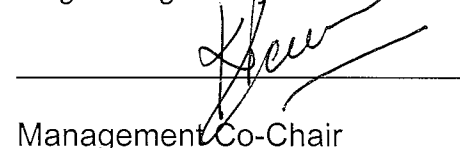
OPSEU Co-Chair

Date: January 17, 2007

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For Management:

*Original signed by Karen Pereira*

  
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Management Co-Chair

Date: January 17, 2007

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