



Ontario

Ministry of the Attorney
General

Ministère du Procureur
général

Court Services Division
Corporate Planning Branch

Division des services aux tribunaux
Direction de la planification interne

Ontario Public Service Employees Union

OPSEU



SEFPO

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

MEMORANDUM

To: All Court Staff
Court Services Division

From: Ministry of the Attorney General
Ontario Public Service Employees Union
Management Board of Cabinet

Date: September 30, 2005

Subject: Workforce Revitalization Project
Appendix 25-Memorandum of Agreement

As a follow up to previous correspondence to you in September 2004 and March 2005, we are writing to you to provide an update on the Workforce Revitalization Project, which has now incorporated as a Memorandum of Agreement into the new Collective Agreement.

To begin, it is important to provide you with an overview of the work that still needs to be completed by the parties to prepare for province wide implementation of this important and innovative new workforce model. Through the accompanying FAQ (frequently asked questions) sheet we will also attempt to answer a number of common questions many of you have raised, as best we can at the present time.

As indicated in the Memorandum of Agreement, there are a small number of provisions in the Collective Agreement which require further discussion by the parties to determine their applicability to this new model. There are also a few broader issues to be resolved, including the completion and testing of new management systems and processes to support implementation, and the development of a rollout plan.

We have scheduled meeting dates through the months of September and October at this point. It is our collective intention to resolve these outstanding issues by the end of this calendar year and begin implementation early in the new year.

This is a large, complex initiative which requires careful planning to ensure it's successful implementation. We appreciate your patience and we will continue to keep you informed of our progress.

Should you have any questions in the interim, we encourage you to speak to your manager, your supervisor, your local union representative, Ministry Employee Relations Committee (MERC) Co-Chair Julie Weber or OPSEU Job Security Officer Pat Schillemore.

Original Signed _____

Mike Uhlmann, Manager of Workforce Planning
Court Services Division

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Pat Schillemore, OPSEU Job Security Officer

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Julie Weber, Co-Chair, MERC, Ministry of Attorney General

cc. Debra Paulseth, ADM, Court Services Division
Gayle Fisher, ADM, Employee Relations Division
Janis Bartley, Director, Employee Relations Division
Sandra Wain, Director, Corporate Planning Branch
Karen Pashleigh, Director, Human Resources Branch, MAG
Leah Casselman, President, OPSEU
Terry Baxter, Chief Negotiator, OPSEU
Members, MAG MERC

Top 10 FAQ's Workforce Revitalization Project

1. Will I be paid a set amount every 2 weeks for 26 pays according to the category I've been placed in?

A. Yes. One of the benefits of this new model is that you will receive a regular, consistent bi-weekly paycheck, prorated based on your annual hours of work category, regardless of whether you work more or less hours in a given pay period.

2. What happens if I do not work the total number of hours in my annual category? Is the money "clawed back" at the beginning of the next year?

A. The primary purpose and importance of the tracking and management systems currently under development is to ensure that ongoing hours of work can be regularly tracked and forecasted against remaining balances which allows for work scheduling adjustments as and when necessary through out the year. However, the parties still need to finalize how this scenario will be dealt with, in the unlikely event it does occur.

3. What happens if I have worked all of my hours by the middle of the year ? Will I then be "laid off"?

A. No, you will not be laid off as a result of working your total annual hours in less than 12 months. Once again our tracking and management systems are intended to avoid this scenario to the extent possible. However, if you do reach your annual total work hours early, you will still continue to receive a regular, bi-weekly pay cheque even if you are not scheduled to work for a period of time

4. How will the new insured benefits package work ? How are premiums paid ? Can I opt out of coverage ? Can I opt in at a later date ?

A. Generally speaking, benefits coverage and premium payments will work as they currently do for Regular Part-Time (RPT) classified staff, and those provisions of the Collective Agreement will apply, for the most part to the "Flexible Part-Time (FPT) classified model. Some benefits plans are optional, while others are mandatory. For example:

- Basic Life Insurance – mandatory and the employer pays 100% of premiums
- Supplementary Health and Hospital Insurance – Optional and the employer pays 40%, 50%, 60%, 70% or 80% of the premiums, which

ever is closest to the percentage that the employees hours bear to full time work, and the employee pays the balance of premiums. An employee who opts out initially, can apply to opt in once per year, in January.

- Dental Plan – Optional and same premium split as above. An employee who opts out of the dental plan initially can apply to opt in once per year, in January.

Full details of the benefits plans, options and start dates will be provided to you once all details are finalized. You can also reference Articles 64 to 69 of the Collective Agreement as a guide.

5. During the year leading up to ratification, I was a) on an extended absence due to illness, or b) temporarily working full time on a contract in another division. How will either of these effect my placement into a category ?

A. As set out in Section 3 of the Memorandum of Agreement in the new Collective Agreement - "Assignment to Annual Hours Categories", there are a number of factors to be taken into consideration in determining assignment to a category. The parties still need to discuss further the implications of extended leaves or assignments in unrelated positions.

6. Will management be able to continue to hire unclassified part-time court support staff.

A. There will continue to be a small pool of unclassified employees in these positions, specifically those that have historically, and will continue in the future to work less than 720 hours a year

7. How will the current 2 hour minimum reporting allowance for unclassified court support workers change under the FPT model ?

A. The same provisions have been included under Section 7 of the Memorandum of Agreement and employees will continue to be credited with the 2 hour minimums towards their annual total work hours .

8. Can I opt out of earning paid vacation and continue to receive pay in lieu? Can I opt back in at any time?

A. All classified employees earn paid vacation credits. There is no option for receiving pay in lieu. FPT positions will be covered under the current RPT vacation credit provisions of the Collective Agreement (Art. 72)

9. Will employment stability provisions apply to FPT employees ?

A. While job security / employment stability was and is a fundamental principle in moving to the FPT model, the parties still need to work out the processes that will apply to this unique model, and the applicability of article 62 and Appendix 9 remain to be discussed.

10. Can I get my 12 month (prior to ratification) work hours now ?

A. Due to the significant scope and size of data collection and analysis that will be required in determining individual placement into categories, we are not able to run extracts of individual work hours at this time. This will be a court site by court site review and analysis once we are closer to determining the rollout sequence for the province.