

MEMORANDUM

TO: All Presidents with members in the Ministry of Attorney General
All Stewards in the Ministry of Attorney General

FROM: Brian Gould, OPS Supervisor

DATE: July 6, 2009

SUBJECT: Ministry of Attorney General ERC
Minutes – September 30, 2008

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.

Please use the 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.).

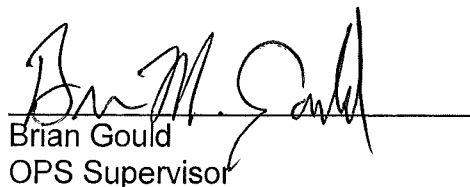
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

MERC MINUTES

Ministry of the Attorney General

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING (MERC)

September 30, 2008

10:30 p.m. – 2:30 p.m.

720 Bay Street, MAG HR Branch
Toronto, Ontario

CHAIR: MANAGEMENT

For the Union

Julie Weber (Co-Chair), OPSEU Local 228
David Senik, Family Justice Services Division
Paul Myers, OPSEU Local 526
Judith Marion (OPSEU Job Security)

Regrets: Karen Pashleigh, Director, Strategic Business Unit
Rosalie Reis, Manager, Legal Services Division
Brenda Clapp, OPSEU local 710

Recorder: Rosaline Bkila, CER, MGCS

Guests: Warren "Smokey" Thomas, President, OPSEU
Beverly Leonard, CSMD
Jim Jurens, OPSEU Local 526
Meredith Brown, Project Director

For the Ministry

Valerie Neville (Co-Chair), CSMD
Shaun Joy, Court Services Division



Agenda Item	Issue	Follow-Up/Action
STANDING ITEMS:		
Conversion	<u>Article 31A.15 – Conversion of Unclassified Positions to Classified Positions</u> Report provided to the Union.	

MAG Update

Courts Services Division

Court Interpreters

Ministry advised that the Request for Proposal (RFP) process is complete. A vendor has been selected to provide interpreter training and testing. Disclosure was made corporately, and an e-mail went out to staff shortly after. Ministry will be testing levels of accreditation and skills for all current and future interpreters. Actual testing will not commence before Spring 2009; however, there is a commitment that all existing interpreters will be tested.

The designated email address is:

MAG.InterpreterServices@ontario.ca

and the link to the website itself is:

<http://www.attorneygeneral.jus.gov.on.ca/english/courts/interpreters/>

Family Justice Services Division

The investigation regarding the incident involving a public guardian is ongoing. OPGT has increased funding to ensure proper controls are in place regarding finances. Ministry stated that the office is increasing staff and will provide an update on the number of OPSEU positions, related to the increased funding and implementation of enhanced financial controls that will be undergoing recruitment.

The office of the Assistant Deputy Attorney General is currently undergoing reorganization.

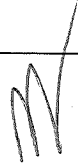
Legal Services Division

Ministry to provide Union with update once available.

Vacancy Reports


Report provided to the Union. Ministry advised that recruitment is now centralized through the Ministry of Government Services (MGS). Therefore, the Ministry will have to obtain information regarding vacancies through the recruitment centre. The Ministry will work with the recruitment centre to work out a process to address such Ministry specific issues.



<p>Enforcement Program</p>	<p>An Enforcement Program committee member attended to provide an update on the Memorandum of Agreement reached by the parties regarding an Ontario Labour Relations Board appeal filed by the Union. The MOA provided for a pilot project for the provision of handcuffs to Enforcement Officers in pilot sites across the province. At a June 2008 meeting between the union and the employer, Enforcement Officers involved in the pilot projects put forward submissions. MAG has assessed the pilot project and the Enforcement Officers' submissions and has decided to implement handcuffs as personal protective equipment for MAG Enforcement Officers. The Ministry and the Union will be meeting on October 7, 2008, at which time terms of settlement will be reviewed and a handcuff implementation strategy will be discussed. It is MAG's intent to incorporate the training required for handcuffs into refresher training sessions, which would translate into a province-wide implementation for Enforcement Officers by March 31st, 2009 and implementation for management delegates completed on or before July 1, 2009. MAG wants to ensure standard policies for Enforcement Officers across the province. Uniforms are essential to the professionalism and Health and Safety of EOs across the province.</p> <p>A representative expressed thanks to MAG on behalf of the EOs for recognizing their and professionalism, and for revising the protective equipment policy. Both Parties felt this has been a positive decision for the EOs and this matter is an example of the of good labour relations and open dialogue between the Employer and the Union.</p> <p>Furthermore, the Ministry advised that Defensive Tactics training was held in September 2008 and that another session is scheduled for November/December 2008 to keep in line with policy. Refresher training referred to above will be scheduled in January 2009. It is anticipated that the schedule will have all EOs attending the refresher training between January – March 2009, and all management delegates completing their training before July 1, 2009.</p> <p>MAG has adopted a uniform replacement policy for EOs. The policy will be posted and accessible to all MAG staff on October 1, 2008 when the CSD Intranet site is updated.</p>	
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Local Employee Relations Committees	Ministry advised that labour/employee relations have been centralized through MGS. As such, Ministry will need to obtain a listing of LERCs across the province from MGS.	Ministry to provide listing of LERCs
Joint Health and Safety Committees	Ministry advised that health and safety has been centralized through MGS. As such, Ministry will need to obtain a listing of JHSCs across the province from MGS.	Ministry to provide listing of JHSCs
Workload issues – Brampton	Ministry advised that competitions are being held for Client Services Representatives and Group leader positions. Local management is still engaged with the LERCs to ensure that these issues are addressed on a regular basis. The Union advised that the family lines require additional help and there has been no increase to the complement. Ministry stated that workload issues need to be addressed locally.	
Employee Engagement Action Plan	<p>Ministry advised that MAG had sent out communication to all staff to solicit volunteers for the Employee Engagement focus groups. The communications indicated that MAG was seeking approximately 10 volunteers for each of the 3 focus groups, with representation from all divisions and employment groups. This communication was distributed through an e-mail tree as well as a manager's memo follow-up and a posting on MAGnet. Employees were asked to secure their manager's approval and submit an application form indicating their interest.</p> <p>Union advised that they had not heard about this initiative. Union has requested that MERC members sit on working groups.</p>	Ministry to look into Union request to have MERC members attend working group meeting and to provide Union with list of working group members.
Terms of Reference – MERC/LERCs	Ministry provided edits to the Union.	Ministry to make additional change and send revised version to the Union to review.
REPORT BACK ITEMS:		

Ministry Emergency Management Preparedness Plan presentation	Deferred to next meeting.	Ministry to get presentation materials from Emergency Management and provide to Union before next meeting. Ministry to speak to Emergency Management regarding plans and communications in place regarding MAG employees who work in buildings not owned by MAG.
Sudbury – Work of Client Service Representatives – downloaded onto Courtroom Clerks	Ministry advised that the issues were discussed at LERC with employee. Two different sites have two different policies. There is an agreement that policies will continue but management will assess if there is a possibility for one consistent practice for both locations	Remove from agenda

<p>Ministry's Court Reporting Review</p>	<p>The employer provided an update on the Court Reporting Review, and spoke to the Digital Recording Devices (DRD) items raised. MGS will be engaging in discussions with the Union regarding the labour relations components of project. There will be an ongoing process to arrange for discussions between the Union and MGS. Information will be provided to the Union on an ongoing basis through these meetings. The employer informed the Union that the Minister has been briefed on the Review.</p> <p>114 DRDs were introduced into courtrooms during phase 1. There is a commitment to ensure that DRDs are phased into all courtrooms in the province. This will be an ongoing project that will span over a period of time. Currently refining the RFP for the procurement process. Ergonomics and training are a key part of the planning process for the next steps. Committed to working with vendors to ensure training and ergonomic concerns are addressed appropriately.</p> <p>It is anticipated that this project will take 3-4 years, and the Employer is committed to completing the review and ensuring consistency in court reporting across the province. The Ministry is enthusiastic about changes and believes the changes will be positive for staff and assist in improving the technology used and services provided to the public.</p> <p>The Union inquired if there would be a change in tariff rates. The employer indicated that they would be proposing changes in the tariff if there was a change in the model so as not to impact the market.</p> <p>The Union inquired if there would be staffing impacts. The Employer could not confirm, but indicated there would be work for everyone.</p>	
<p>Request for Information-Technology and Equipment in courts</p>	<p>Deferred to next meeting.</p>	

Results Based Planning	Ministry advised that disclosure is done centrally and there is approval for an increase in 120 (Please Clarify) FTEs for the Ministry due to various initiatives and changes in workload that have taken place over the past fiscal year.	
Welland Court-Seniority for Court Reporters	Ministry advised that CSD dates have been changed for staff members.	Remove from agenda.
Notification letters to new employees, to inform person of their Local President	Ministry is working with the Recruitment Centres to come up with a standardized process. Union to raise this issue with CERC.	
Aboriginal Recruitment Pilot Project	Ministry advised that the pilot is going well and moving ahead. Three First Nations people have been hired to Unclassified positions and they are going through the training process. There were a significant number of applications and new approaches to recruitment have been developed.	

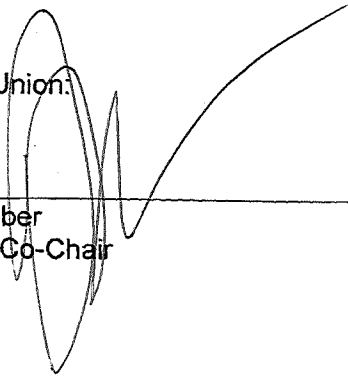


<p>Request for lateral transfer/accommodation</p>	<p>Ministry stated that the process for lateral transfers has been centralized through MGS to standardize the process.</p> <p>Union raised concerns as to the fact that they were not consulted regarding the new forms and documentation requirements. Ministry will be working with MGS to address Ministry specific issues regarding lateral transfers. However, the lateral transfer process and criteria have not changed, and the Parties negotiated this process. The Ministry must follow the process that has been decided upon i.e. must be same position, same list of duties.</p> <p>Union objected to the requirement of the employee to have to provide a job specification with their lateral transfer requests.</p>	
<p>Court services Division, Central West Memorandum regarding training</p>	<p>Ministry stated that a letter from the Director of court operations, Central West, was distributed to staff as a part of the Central West Region approach to engage staff in learning and development and to provide them with an update on training within the region.</p> <p>Following the Integrated Labour Relations Strategy implementation, the Central West Region is using this forum to assist court support staff, who will now be performing duties that support the overall administration of the courts.</p>	<p>Remove from the agenda</p>
<p>Full time classified Interpreter</p>	<p>Issue has been resolved locally.</p>	<p>Remove from agenda</p>
<p>Bargaining Materials In the Workplace and use of OPSEU Website In The Workplace</p>	<p>Deferred to next meeting.</p>	

HR Priorities 2005 - 2008, Report of Progress: Executive Summary	HR transformation is a priority to ensure one Human Resources approach for all of the OPS. The Centres of Excellence are performing and corporate disclosure has been made to the Union.	To be standing item. Provide information as updates come up.
Security Review at 720 Bay	Security Awareness training will be provided by the OPP and Facilities Management Branch on September 30 – October 3, 2008 for 720 Bay Street employees.	Ministry to provide materials to the Union. Remove from agenda.
CSD Client Satisfaction Survey 2008	Analysis is still pending. An update should be available for the next meeting.	Ministry to report back
Use of Agency Staff referral from 330 / 393 University Ave LERC	Employer is not using agency / temporary staff and doesn't anticipate future use.	Remove from agenda
NEW BUSINESS:		
Meal Allowance	The Union requested an electronic version of the employer's OPS Travel, Meal and Hospitality Expenses Directive.	Ministry to send Union Travel, Meal and Hospitality Expenses Directive electronically. Remove from agenda
Performance Reviews	Union advised that staff in certain locations have indicated they would like Performance review meetings. Management has advised that the employer is discussing performance reviews at the regional level. Ministry advised that Employer is working on standardizing the performance review process for the whole province.	Ministry to report back on issue once additional information has been obtained.

Resumes and Cover Letters At OPGT Toronto	Union advised that the Employer provided staff with a course on resume and cover letter writing. Staff advised that the course provided information that was inconsistent with the feedback they received during the OPS recruitment process. Staff were instructed to revise resumes and cover letters before they would be accepted.	Ministry to report back on issue once additional information has been obtained.
Woodstock Court Services Specialist advertised as Reporter	As recruitment is now centralized, there are some issues regarding the process for the posting of Flexible Part-time positions. Ministry will work with recruitment centres to address FPT specific issues. Union advised that there is also a discrepancy in the hours of work posted for this particular vacancy.	Ministry to report back on issue once additional information has been obtained regarding the hours of work for this position.
Legislative Council Office Amalgamation	Union advised that 2 staff members were told by local management that their job descriptions would be changing and that the MERC members agreed to this change. Union stated that it cannot recall these discussions.	Ministry to report back on issue once additional information has been obtained.
Discussions regarding labour relations in MAG	Parties discussed that there have been a number of labour relations successes over the past few years, and that both are committed to working together to improve labour relations in the Ministry. Management and Union also mutually agreed that the importance of trust in the workplace should not be underestimated and that working together can result in issues being resolved in an efficient and effective manner. In the interest of building relationships and improving communications, the parties discussed the possibility of jointly developing and delivering training to managers and staff in the Ministry. It was agreed that the Ministry MERC would review existing material, including from other ministries, with the view to developing training for LERCs across the province focussed on building relationships, working well together, and resolving issues locally in the absence of grievances.	

For the Union:

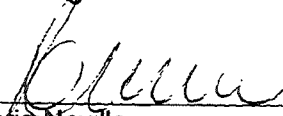


Julie Weber
OPSEU Co-Chair

Date:

JUL 03 2009

For Management:



Valerie Neville
Management Co-Chair

Date:

June 29/09