

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 – November 6, 2008**

Attached, for your information, are the minutes of the above captioned meeting.

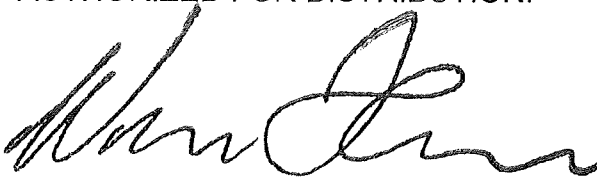
Please post or otherwise make them available to the members in your workplaces.

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.).

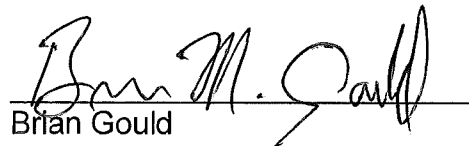
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor

/sc
att.

cc: MERC Chairs
Ministry ERC

MERC MINUTES

Ministry of the Attorney General

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING (MERC)

November 6, 2008

10:00 p.m. – 2:30 p.m.

720 Bay Street, MAG HR Branch
Toronto, Ontario

CHAIR: UNION

For the Union

Julie Weber (Co-Chair), OPSEU Local 228
Brenda Clapp, OPSEU Local 710

Judith Marion (OPSEU Job Security)

Regrets: Karen Pashleigh, Director, Strategic Business Unit

Recorder: Rosaline Bkila, CER, MGCS

Guests: Mark Langdon, Emergency Management
Paul Myers, OPSEU A / Staff representative

For the Ministry

Valerie Neville (Co-Chair), CSMD
David Senik, Family Justice Services Division
Shaun Joy, Court Services Division
Rosalie Reis, Manager, Legal Services Division



MAG Update

Courts Services Division

Court Interpreters

There is a new Ministry lead for the court interpreters project.

Family Justice Services Division

The investigation regarding the incident involving a public guardian is ongoing.

The reorganization of the Assistant Deputy Attorney General's (ADAG) office is close to completion. Disclosure will be provided at that time.

Ontario Public Guardian and Trustee disclosed its restructuring in July 2008. There are 60 new positions, 39 of which are new OPSEU positions. Disclosed on June 18. Recruitment for approx. 39 new OPSEU positions is underway. 11 competitions closed late October and other competitions are in process.

Resume and cover letter training issue - Ministry advised that local management engaged a consultant for all staff, and local managers received the same materials that were provided to staff. As all parties were aware of the contents of the consultations, there should not have been an issue with respect to resume and cover letter formatting.

Legal Services Division

The new ADAG has started and the division is recruiting for a number of legal directors. Recruitment is almost complete, division working quickly to minimize impact on staff

Staff from all levels attended 2nd annual legal services forum. Ministry addressed staff questions, discussed future plans of the division, and gathered feedback. Staff were encouraged ask questions and raise concerns.

Various training initiatives are underway: One-day conference over 2 day period was held for all staff, consisting of workshops and training for staff. Law clerk lunch and learn series offered training specific to law clerk duties. Sessions have been very successful, and have received good feedback. There will be planning for sessions next year.

Union to provide additional details about resume and cover letter writing incident.

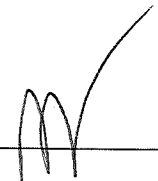
Ministry to provide chart on various Legal Services divisions.

Vacancy Reports		Ministry will coordinate with recruitment centre to provide report.
Enforcement Program	<p>Officer defensive tactics training will be held November 18-20, 2008 and this will be the final offering for 2008. Ministry will review the sessions in January 2009 and see if additional sessions are needed. Ministry is working on setting up refresher training to be provided to all existing Enforcement Officers by March 2009.</p> <p>A working group of OPSEU and Ministry representative has been set up to discuss the Enforcement officers handcuffs issue. They will be meeting later this month.</p> <p>Updated uniform policy has been posted on the CSD intranet site. Ministry provided a copy of the amendments to the policy to the Union.</p>	
Local Employee Relations Committees	Ministry is working on updating the LERC database to provide to the union.	Ministry to provide updated LERC chart.
Joint Health and Safety Committees	Ministry provided chart of JHSCs across the province.	
Workload issues	The Union advised the employer there are no changes at the Brampton Courthouse.	
Employee Engagement Action Plan	Union requested update on 2008 survey results.	Ministry to have representative attend next meeting
Terms of Reference – MERC/LERCs		Union to review and respond

HR Priorities 2005 - 2008, Report of Progress: Executive Summary	Corporate disclosure was made.	Ministry to provide corporate disclosure
REPORT BACK ITEMS:		
Ministry Emergency Management Preparedness Plan presentation	<p>The manager of Business Continuity and Emergency Management provided an update on the Ministry's two-year plan, business continuity planning, and pandemic planning. Status update is as follows:</p> <ul style="list-style-type: none"> - 2 year BC/EM action plan has been approved by Senior management committee - Business Continuity Planning Projects which include the integrated business continuity plan for court-based operations - Pandemic Planning- this includes the creation of an OPS Pandemic Planning Guide & Video, Ministry Pandemic Planning Awareness, and a review of OPS workplaces to ascertain what measures could be employed in Pandemic Planning. Corporate OPSEU has received disclosure on this piece. - Emergency Communications- new toll free emergency info-line for MAG staff, and an incident notification protocol. - OPS Business Continuity will be transferred to Emergency Management Ontario (MCSCS) in January 2009, and as such, existing planning and response structures, processes and plans need to be reviewed and amended to reflect the change in responsibilities. <p>The Union raised concern regarding the gas explosion which occurred close to the Downsview site . The Union advised that staff were not aware of any emergency plans or procedures., The Union expressed concern that there is not a consistent messaging across Ministries regarding emergency procedures. Ministry advised that it is working on improvements in awareness, and that a program is critical in ensuring that plans can be executed properly.</p>	
Ministry's Court Reporting Review	No update.	

Request for Information-Technology and Equipment in courts	Deferred to next meeting.	Presentation will be provided at next MERC meeting.
Results Based Planning		Remove from agenda
Notification letters to new employees, to inform person of their Local President	Ministry advised that it is working with recruitment centres on this initiative. Union to refer to CERC.	Remove from agenda
Aboriginal Recruitment Pilot Project	No update.	To be standing item.
Security Review at 720 Bay	Ministry provided Union with the Security Manual.	Remove from agenda
CSD Client Satisfaction Survey 2008	Union received Court Services Division 2008 Client Satisfaction Survey Results. Results will be distributed to all staff and posted no later than January 2009.	

Performance Reviews	The Union asked for clarification regarding performance reviews. Ministry advised that a policy does not exist that states local managers are not to hold performance review meetings with staff. Local management is committed to holding meetings with staff members. It should be noted that it will take time to go through all the meetings, particularly in locations with large numbers of staff.	Ministry to look into specific issue further and provide update to the Union.
Legislative Council Office Amalgamation	Union advised that 2 staff members were told that their job descriptions would be changing. Ministry advised that due to technological changes, job specifications were changed to reflect these developments. Therefore, the duties have not changed; the method in which the work is done has changed.	Ministry to provide the Union with copies of old and new job specifications.
Court Services Specialist Vacancies	The Union raised concerns regarding recruitment issues for CSS positions. CSS positions still exist and are being recruited for. There is a delay in the recruitment process for these positions, as job specifications do not exist for all variations of the position and the new recruitment centres require signed job specifications i.e. each CSS position has multiple job specifications as opposed to one. Ministry is working with recruitment centres to combine job specifications in order to resume the recruitment process for these positions	
NEW BUSINESS:		
393 / 361 University Avenue- vacancies	Union raised concerns that vacancy lists and job posting issues were not dealt with at the LERC level. The Union stated these issues should be addressed and resolved at the LERC. Information should be shared at the LERC.	Ministry to provide vacancy report to the MERC Members.
FPT Pay roll issues at 393 University	Union advised that there are a number of pay and merit increase issues that have arisen at 393 University. Ministry advised that there have been issues across the OPS, this is not unique to this location.	Union to provide additional info. Ministry to follow up.

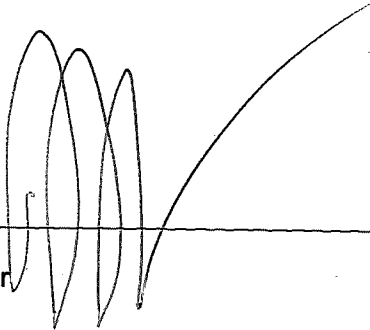


**Union Document
Disclosure
Request**

Union requested copies of: The Court Services Officers Uniform Policy and The
Ministry's Lunch Hour Policy.

Ministry to provide:

For the Union:



Julie Weber
OPSEU Co-Chair

Date:

JUL 03 2009

For Management:



Valerie Neville
Management Co-Chair

Date:

June 29/09