

MEMORANDUM

TO: All Presidents with members in the Ministry of Agriculture, Food & Rural Affairs
All Stewards in the Ministry of Agriculture, Food & Rural Affairs

FROM: Ruth Hamilton, OPS Supervisor

DATE: October 6, 2011

SUBJECT: **Ministry of Agriculture, Food & Rural Affairs
ERC Minutes – September 15, 2011**

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

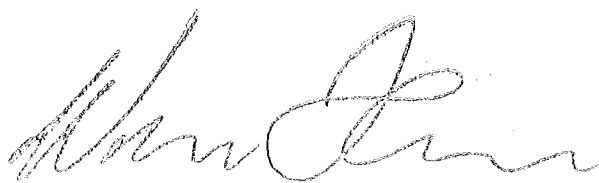
Please post or otherwise make them available to the members in your workplaces.

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.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Ruth Hamilton
OPS Supervisor

/jh

att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF AGRICULTURE FOOD AND RURAL AFFAIRS
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

September 15, 2011

Room 205, 1 Stone Road, Guelph

For Management:

Karen Chan (Co-Chair, for the meeting)

Jim Felker

Brent Kennedy

Resources:

Marilyn Everingham

Bev Rawn

For OPSEU:

Mavis Vet (Co-Chair regrets)

Earl Yantzi (Vice-Chair – Chair for the meeting)

Emily Hitchcock

Sanjay Sharma

Resource:

Stephen George

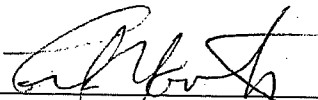
Earl Yantzi opened the meeting at 9:00 a.m.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Welcome and Introductions		
Additional Agenda Items / Changes to the Agenda	Items 1 & 4 in New Items to be joined	
<u>STANDING ITEMS:</u>		
Ad Hoc Meetings	A list of ad hoc meetings was provided prior to the meeting. See attached Appendix.	
Surplus List	Management distributed a report on the status of surplus employees. Currently there are four employees on the surplus list (2 on hiatus).	Management to follow up on status of one potential retirement
Temp Agencies / Staff	Management reported on two temp agency staff in the ministry.	Management to follow up on the status and term of temp agency staff.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Fixed Term Staff Reports	Management provided Fixed Term staffing reports prior to the meeting. The Union inquired about the duration of one employee on the list and the status of employees currently on surplus. Management replied that the individual had been filling a leave of absence.	
Conversion Report	Management reported that no Fixed Term staff have been converted to Regular status since the last meeting.	
Diversity	<p>Management reported back on safety and security features regarding the telephone.</p> <p>The Union reported that the telephone was not working during a visit as well as the ability of individuals to store items in the Quiet Room.</p> <p>The Union inquired about Diversity Mentorships and feedback on completed mentoring relationships. Management replied that the Director/staff round is approximately 50% complete. A new round of ADM Mentorships will be requested in the near future.</p>	<p>Management to follow up on the telephone</p> <p>Management to follow up on storage of items in the Quiet Room</p> <p>Management to report back on feedback on mentoring relationships. SBU staff to be invited to the next meeting for an update.</p>
Results Based Planning	Management reported that there is no new information to share on Results Based Planning.	
Health And Safety	<p>Management reported that a new Management Co-Chair has been selected.</p> <p>The Union inquired about Health and Safety certification.</p>	Management to follow up on completion of certification training.
<u>PREVIOUS BUSINESS:</u>		

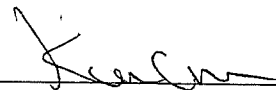
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
HR Communications	Management reported back from action from the June meeting re access to information on OPS Intranet sites regarding Life Events including retirement information.	Management to initiate a communication to staff re additional / updated links on the ministry Intranet site to access information.
Conflict of Interest Training	Management reported back from June meeting regarding conflict of interest training and mitigation strategies for staff conflicts. Meat Inspection Area meetings continue to be scheduled for training. Discussion on perceived conflicts regarding staff business/farm ownership and contacting Appointed Veterinarians in the Meat Inspection program.	
Telework/work at home agreements	<p>Management reported on a Flexible Work Strategy. The program is expected to roll out later in the fall of 2011.</p> <p>The Union inquired about next steps following roll out. Management reported on an expected communications plan for management and staff including a framework of information, tools and resources to support a variety of potential work arrangements.</p> <p>The Union inquired about the status of previous Compressed Work Week Agreements.</p>	<p>To be added to the next agenda for further update.</p> <p>Management agreed to follow up on compressed work week issues including reporting on the number of formal CWW agreements.</p>
FTE Reductions	<p>Management reported on the phases of continuing FTE Reductions.</p> <p>The Union inquired about any direction on future FTE reductions as announced in the Spring Budget. Management replied that no information has been received on that initiative.</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
NEW ITEMS:		
Bill 168 the Occupational Health and Safety Act (Violence & Harassment in the Workplace) Plus Management Training in the Ministry	<p>The Union commented on staff reports of individual manager conduct related to bullying and harassment in the workplace.</p> <p>Management replied that such issues are taken very seriously and that staff should bring specific issues and concerns forward to management or WDHP Advisors. All managers have completed the required training.</p>	
Regulator's Code of Practice	<p>A management representative joined the meeting to discuss the Regulator's Code of Practice. The representative reported on the development of training by the Ministry of Revenue for staff affected by the Code.</p> <p>The Union reported that the item was discussed at the Meat Inspection Employee Relations Committee but affects a variety of staff in addition to meat inspection program.</p>	
Employee Engagement	<p>The Union inquired about the Employee Engagement survey and that it should have been shared prior to the meeting as a past practice.</p> <p>Management offered to meet separately on this issue if requested by the Union.</p>	Management agreed to share Employee Engagement material for discussion at the next meeting.
Dates for 2011 MERC meetings	<ul style="list-style-type: none"> December 2, 2011 1:00 p.m. 	



 For the Union

_____ Date



 For the Employer

Sept 15/11.

 Date

**Ad Hoc Meetings for MERC
September 15, 2011**

Date	Provided To	From	Information Provided
June 23, 24, 2011	Mavis Vet	Bev Rawn	Temporary move of 77 Grenville office to 393 University Ave effective June 27, 2011 due to construction. Duration is 2-3 months.
June 30, 2011	Mavis Vet	Jim Felker Bev Rawn	Post-MERC Follow-up <ul style="list-style-type: none"> • Diversity • HR Communications • Conflict of Interest Training • Telework/work at home arrangements • Job Ad Postings for Multiple Work Areas
July 21, 2011	Lisa Kenny	Jim Felker	1 Stone Road building temperatures - short term work space and bottled water in the Conference Centre
September 1, 2011	Earl Yantzi Emily Hitchcock	Jim Felker Bev Rawn	Pre-MERC Agenda Review and action item follow up <ul style="list-style-type: none"> • Diversity • HR Communications • Conflict of Interest Training • Telework/work at home arrangements • Job Ad Postings for Multiple Work Areas
September 6, 2011	Earl Yantzi	Jim Felker	Potential Labour Disruption at University of Guelph
September 7, 2011	Emily Hitchcock	Bev Rawn	Potential Labour Disruption at University of Guelph
September 7, 2011	Emily Hitchcock	Bev Rawn	Settlement reached at University of Guelph