

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: Brian Gould, OPS Supervisor/Negotiator

DATE: December 5, 2008

SUBJECT: **Ministry of Agriculture, Food & Rural Affairs
ERC Minutes – September 29, 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.

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.

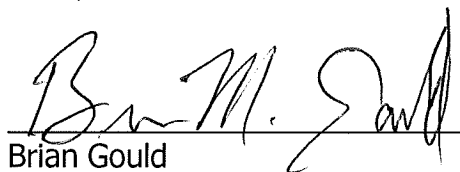
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

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att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF AGRICULTURE FOOD AND RURAL AFFAIRS
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 September 29, 2008
 Room 203, 1 Stone Road, Guelph**

For Management:

Karen Chan (Co-Chair for the Meeting)
 Jim Felker

Resources:

Marilyn Everingham
 Bev Rawn

For OPSEU:

Emily Hitchcock (Co-Chair)
 Bob Lowry (Vice-Chair,)
 Andrea Gomirato

Resource:


Stephen George, Job Security Officer (regrets)

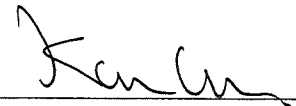
Co-Chair Karen Chan opened the meeting at 1:30 p.m.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Additional Agenda Items	<ul style="list-style-type: none"> ▪ Ergonomic Assessments at new 1 Stone Road workstations ▪ Date for December MERC meeting 	
<u>STANDING ITEMS:</u>		
Ad Hoc Meetings	A list of ad hoc meetings was distributed and reviewed. See attached Appendix. The Union noted vacancy reports and minutes for the September meeting were delayed. Management committed to providing materials on a timely basis.	
Surplus Update	Management distributed a report on the status of surplus employees and the amount of remaining notice period for each employee. Currently there is one employee on the surplus list. (on hiatus) One person previously on the surplus list recently won a permanent competition.	
Human Resources: A) Transformation	<p>Management provided an update on the continuing implementation of the OPS HR Transformation project. Strategic Business Units were introduced in mid-July as the start of Phase 2 implementation. Recruitment is underway for two new positions in the SBU. The next phase will see the implementation of Regional Service Delivery Centres for the delivery of HR consulting services.</p> <p>The Union inquired about the availability of positions outside of the HR community. Management replied that Transformation will continue to result mapping of existing HR community people to positions in the new Centres.</p>	

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B) Vacancy & Unclassified Staff Reports	<p>Management announced that a HR Ontario office will be located at 1 Stone Road with approximately 15 staff members.</p> <p>The union asked about logistic and service delivery standards with the Recruitment Centres. Management replied that service standards are being developed and will be communicated to managers.</p> <p>Vacancy and Unclassified Staff Reports were provided at an ad hoc meeting. The Union requested that the reports be shared at least one week prior to each MERC meeting.</p> <p>The content of the Vacancy Report was discussed as information that was previously provided is currently the responsibility of Regional Recruitment Centres. Management is to discuss the availability of vacancy report information and report back.</p>	<p>Management to provide reports at least 1 week in advance of MERC meetings.</p> <p>Management to investigate Vacancy Report information and report back.</p>
Results Based Planning	<p>Management reported that Results Based Plan documents have yet to be released. More information will be shared when it is available.</p>	<p>Management to provide RbP information when available.</p>
Violence in the Workplace	<p>Management reported that Violence in the Workplace materials and responsibility currently comes under the responsibility of the Centre for Health Safety and Wellness.</p> <p>The Union reported on staff training workshops to take place in November 2008.</p>	
Compressed Work Weeks	<p>Management reported back at an ad hoc meeting on the suggested text for a new item in the Compressed Work Week Agreement. Item 9.2 would include text to imply that the agreement is to have been renewed on an annual basis unless notice is provided by either party.</p>	<p>Management to send wording to Union members for review.</p>
Emergency Preparedness	<p>Shelley Gibson, Director, Service Management Branch joined the meeting and reported on the ministry's emergency preparedness plans. Ms. Gibson spoke about emergency preparedness relating to a way of being versus an event and a need for increased communications with staff at the Branch level about preparedness including emergency evacuations. Plans are also underway for increased staff involvement at the local level for contingency and emergency plans over the next year.</p>	

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	<p>The Union asked about information available for new staff. Ms. Gibson reported that orientation information is available on Charlotte.</p> <p>The Union asked if emergency exit routes are posted on each floor.</p>	<p>Management to investigate and report back.</p>
Ergonomic Assessments	<p>The Union inquired about the availability of ergonomic assessments for staff at 1 Stone Road when moving into refreshed workstations.</p> <p>Management replied that the furniture in the stations is ergonomically correct and that information is available for staff on move in as well as individual assessments as requested.</p> <p>The Union asked what communication goes to staff regarding ergonomic assessments.</p>	<p>Management to provide communication.</p>
<u>HEALTH AND SAFETY</u>	<p>Management provided of the quarterly incident statistics at an ad hoc meeting.</p> <p>Joe Iacobellis, Area Manager with the Meat Inspection program joined the meeting and reported on Health and Safety Measures being undertaken with that program. Mr. Iacobellis reported on four initiatives: Awareness information at area staff meetings presented by staff from the Centre for Health, Safety and Wellness; Training for staff including Skid School driver training, SafeSmart and Getting Home Safely programs; Program Development on a hearing protection pilot project; and promoting Existing Programs such as new inspector training, annual plant audits and support from staff of the Compliance and Enforcement unit.</p>	
Next Meeting Dates:	<p>A meeting date conflict was identified for December 5, 2008. The next meeting is to be announced.</p>	


 For the Union
 Nov. 17/08


 For the Employer

APPENDIX
MERC Ad Hoc Meetings – September 29, 2008

Date	Provided To	From	Information Provided
June 24/08	Emily Hitchcock	Marilyn Everingham	Provided information about possible changes to Regulated Marketing Division and discussions with staff
June 25/08	MERC	Marilyn Everingham	HR Communique regarding HR Transformation
July 20/08	MERC	Marilyn Everingham	HR Communique regarding HR Transformation
Sept 22/08	Emily Hitchcock	Marilyn Everingham	Disclosure regarding changes in the Service Management Branch
Sept 24/08	Emily Hitchcock	Bev Rawn	OMAFRA Fixed Term –Unclassified staff reports
Sept 25/08	Emily Hitchcock	Bev Rawn	OMAFRA Vacancy Report
Sept 25/08	MERC	Marilyn Everingham	HR Communique regarding HR Transformation