

MEMORANDUM

TO: All Presidents and members in the Ministry of Citizenship and Immigration
All Stewards in the Ministry of Citizenship and Immigration

FROM: Ruth Hamilton, OPS Supervisor

DATE: October 6, 2011

SUBJECT: **Ministry of Citizenship and Immigration
MERC Minutes – September 23, 2011**

Attached, for your information, please find the minutes of the above captioned meeting(s).

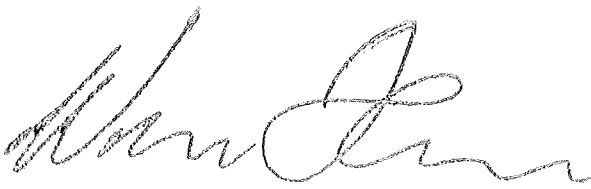
Please post or otherwise make them available to the members in your workplaces.

You will also find attached a MERC referral form which should be used when referring unresolved local issues to the ministry level. We request that you provide the Job Security Group with all supporting documentation, (i.e. 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

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att.

cc: MERC Chairs
Ministry ERC

MINISTRY OF CITIZENSHIP AND IMMIGRATION

MERC MEETING MINUTES

Date: Friday September 23, 2011

Location: 400 University Avenue, 3rd Floor, Boardroom 3B

<p>FOR OPSEU:</p> <p>Nancy Recollet (Co-Chair) Darren Winger (Vice-Chair) Claire Seaton-Marks</p> <p>Judith Marion (OPSEU Job Security Officer)</p>	<p>FOR THE EMPLOYER:</p> <p>Susan Seaby (Co-Chair and Meeting Chair) Brian Beattie Katherine Gee (MGS ER Advisor)</p>
<p>REGRETS: Brian Lemire</p>	
<p>Guests: Janice Millar, Tom Chrzan</p>	
<p>Recorder: Laura Sullivan</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>1. PREVIOUS MINUTES</p>	<p>Minutes of June 3, 2011 meeting signed and posted.</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>2. BUSINESS ARISING: (Updates)</p> <p>a) Workplace bullying</p>	<p>The union asked whether the ministry would offer a Respectful Workplace session for staff who did not attend the session at the 2010 All Staff Day.</p> <p>Management responded that the theme of this year's All Staff Day is Respect in the Workplace: Building a Culture of Trust. The morning session will be presented by an external facilitator who will speak on the topic of building high-trust relationships in the workplace, of which respect is a key part. All staff in attendance will participate in the same presentation.</p> <p>Shepell FGI, the OPS EAP provider will also present to provide information regarding their services which includes support to employees dealing with individual situations i.e., workplace conflict.</p> <p>Management also reported that the previous Respectful Workplace session does require some redesign before determining whether it should be offered again.</p> <p>The union requested an update at the next meeting.</p>	<p>Management will provide an update at the next meeting.</p>
<p>b) Training and Development</p>	<p>The union had requested 5-10 minutes on the 2011 All Staff Day agenda at the March 31, 2011 MERC.</p> <p>Management reported that an email dated August 12, 2011 to the MERC co-chair indicated that at the conclusion of the All Staff Day the room can be made available to OPSEU members for 5-10 minutes.</p> <p>The union indicated that due to the timing of management's response OPSEU members have made other commitments and therefore, will not pursue the request for time on this year's All Staff Day agenda but will request time on the agenda for the next All Staff Day and request that this be considered in a timely fashion for planning purposes.</p> <p>The union reported that the OPSEU co-chair will be sending a letter to the Deputy Minister regarding this request in accordance with Article 16.</p>	
<p>3. STANDING ITEMS</p>		


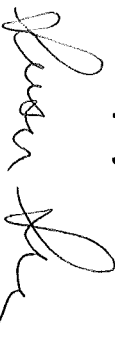
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
a) Program Updates	Management had no program updates to share.	
b) Expenditure Management	<p>Management provided an update on Expenditure Management for this quarter.</p> <p>The 2011-12 briefing books will be circulated when available.</p>	
c) OPS Employee Engagement Survey (MCI)	<p>Management provided details regarding the 2011 Employee Engagement Survey results for the Ministry. A copy of the presentation was shared with MERC members. The full Ministry Employee Engagement survey results are posted and available to all staff on the Ministry of Citizenship and Immigration intranet site.</p> <p>Management indicated that the MCI response rate for 2011 was 79.4% (226 employees).</p> <p>The union inquired about the "comments" section of the Employee Engagement Survey and where those results go. Management confirmed that these comments are seen only by the Deputy Minister.</p>	
d) Fixed-term (unclassified) list	<p>Management provided the fixed-term staff list for this quarter (as of August 31, 2011).</p> <p>The union inquired about some fixed-term employees on the list and management responded.</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
e) Health and Safety	<p>The union asked for confirmation that the Joint Health and Safety Committees (JHSC) are involved in helping to develop the Violence Risk Assessments (VRA).</p> <p>Management reported that the employer is responsible for completing the Violence Risks Assessments at each workplace. The JHSC and Health & Safety representatives may be consulted during the VRA process in their workplace and will also be advised of the results of the VRAs once complete.</p> <p>A 'Tip Sheet' for Joint Health & Safety Committees and Health and Safety Representatives is posted on the HROntario website under the Centre for Employee Health, Safety and Wellness Portal.</p> <p>The union commented that they expect the JHSC's to be involved in completing the Violence Risk Assessments.</p>	Remove from agenda.
f) Workload Issue	<p>The union inquired what the workload impact will be as a result of the 1,500 FTE's to be reduced in 2012-14 as announced in the budget.</p> <p>Management confirmed that no additional information has been shared with ministries at this time as to how the additional 1,500 FTE reductions will be achieved. Information will be shared as it is approved and available.</p>	
4. NEW BUSINESS		
a) RSB – North Region – Regional Advisor Backfill - Kenora	<p>The union inquired about the backfill for the Regional Advisor in the Kenora Office, North Region. The union inquired whether the geographic restrictions for this job posting were specific to this competition or if this is a trend applicable in other regions.</p> <p>Management reported that the area of search is specific to this competition for a temporary backfill. The position will remain in Kenora. The area of search was expanded due to the difficulty in finding a pool of qualified candidates.</p>	Remove from agenda.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>b) RSB – Inlement Weather – Travel to Kempenfelt</p>	<p>The union requested information regarding travel practices during inlement weather given the scheduled RSB Staff Days to be held in Kempenfelt in November.</p> <p>Management reported that there is no expectation that staff travel during inlement weather and that it would be understood if staff were unable to attend the meeting due to bad weather. Management responded that it is expected that staff contact their manager to determine appropriate next steps if the weather is bad. The union requested a communiqué be sent to RSB staff regarding management’s expectations for travel during inlement weather.</p>	<p>RSB management will send a communiqué to RSB staff.</p> <p>Management will provide an update at the next meeting.</p>
<p>c) RSB – Regional Advisors - “Activity Tracking”</p>	<p>The union inquired about this new process and how the information is going to be used and how this adds value to the branch’s work.</p> <p>Management reported that as a branch they are not able to specifically report on what is taking up staff time i.e., how much effort is going into producing results. The intention of this pilot process is to identify what type of activities the branch is engaged in and to be able to report this in a quantifiable way to ministry partners. Results will be used to determine capacity issues and can be used to negotiate work, resources etc.</p> <p>The union inquired whether the results would be used to evaluate employee performance.</p> <p>Management responded that the results will not be used to evaluate individual performance but rather the intent is to be able to articulate how much work is dedicated to ministry programs.</p> <p>The union expressed concern that this process places more work on branch staff and negates previous concerns which have been raised regarding workload and work-life balance.</p> <p>Management responded that if there are workload issues the first step is to identify where this is occurring, which would have to be done through some form of tracking.</p> <p>It is intended that results from this pilot will be shared with staff at the RSB Staff days in November.</p>	<p>The item will be moved to a Standing Item on the agenda.</p> <p>Management will provide an update at the next meeting.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
d) Update re: Transfer of 9 Employees	The union requested an update regarding the transfer of 9 positions from the Regional Services Branch, Ministry of Citizenship and Immigration to the Tourism Policy and Research Branch, Ministry of Tourism and Culture. Management reported that staff were advised on July 18, 2011 and the transfer of the Tourism Advisor positions occurred on August 2, 2011. The union inquired about fleet vehicles and management confirmed that use of fleet vehicles is being monitored and tracked.	Remove from agenda.
e) Number of vacancies to achieve 5% reduction target	The union inquired about how many vacancies were used in the ministry to achieve the 5% reduction target. Management responded that the ministry does not track this information and does not have access to a list of ministry vacancies.	Remove from agenda.
f) Ministry Programs under review	The union inquired as to what programs are under review in the ministry. Management reported that there are no new reviews currently underway in the ministry.	Remove from agenda.
g) Posting and Filling of System Officer 7 positions	The union inquired whether there are any plans to create and post Systems Officer 7 positions in the ministry. Management responded that the ministry has no Systems Officer 7 positions. Systems Officer positions are typically housed in the I&IT Clusters.	Remove from agenda.
h) Article 1.8 – New positions classified in other bargaining units	The union inquired why some new positions are being classified into another bargaining agent's unit. Management responded that when positions are classified they are sent to the Enterprise Classification Unit for classification. The job description is compared against set benchmarks and classified.	Remove from agenda.
i) Scheduling of December MERC prep. meeting	A calendar invitation will be sent to MERC members who participate in the agenda-setting meeting.	Remove from agenda.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
j) Designated Positions	<p>The union inquired whether the FLS Coordinator was consulted about the reassignment of FLS responsibilities across the Branch i.e., reassigning the FLS responsibilities to other designated staff in the Branch.</p> <p>The union inquired about two designated positions and whether they will be filled with designated bilingual staff. Management responded that one position has been backfilled through a unilingual employee and FLS requests are directed to designated staff in another location. It is anticipated the second position will be filled in the spring.</p>	<p>Management will follow-up and report back in regards to whether the FLS Coordinator was consulted.</p>
k) 1,500 FTEs to be reduced in 2012-14	<p>The union inquired whether the ministry has any preliminary plans to meet the additional 1,500 FTEs slated for reduction in 2012-2014 as announced in the budget and what the ministry's numbers will be.</p> <p>Management confirmed that no additional information has been shared with ministries at this time as to how the additional 1,500 FTE reductions will be achieved. Information will be shared as it is approved and available.</p>	<p>Remove from agenda.</p>
<p>NEXT MEETING: December 13, 2011</p>		

For the Union	Date	For the Employer	Date
 Nancy Recollet	September 23, 2011	 Susan Seaby	September 23, 2011