

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: June 16, 2008

SUBJECT: **Ministry of Citizenship & Immigration
ERC Minutes – June 13, 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 CITIZENSHIP AND IMMIGRATION

MERC MEETING MINUTES

Date: Friday, June 13, 2008

Location: Ministry of Citizenship and Immigration, 400 University Avenue, 3rd Floor, Boardroom C

<p>FOR THE EMPLOYER:</p> <p>Brian Lemire (Meeting Chair)</p> <p>Joanne Bénard (Advisor)</p>	<p>FOR OPSEU:</p> <p>Nancy Recollet (Co-Chair)</p> <p>Natasha Lovenuk-Markham (Vice-Chair)</p> <p>Paul Myers (OPSEU Job Security Officer)</p>
<p>REGRETS:</p> <p>Riet Verheggen, Susan Seaby,</p>	<p>Larry Curley</p>
<p>Guests:</p> <p>Mazlin Darsi, Kenny Quan, Patricia Powell</p>	
<p>Recorder:</p> <p>Laura Sullivan</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>1. PREVIOUS MINUTES</p>	<p>March 28, 2008 minutes – signed and ready to post December 17, 2007 minutes – under review</p>	<p>OPSEU will fax a copy of their December meeting minutes revisions to management. A meeting will be set-up between co-chairs to finalize the December minutes.</p>
<p>2. BUSINESS ARISING: (Updates)</p>		
<p>a) Terms of Reference</p>	<p>Management advised that there is agreement on the terms and discussion continues on legislative references between the union and management.</p>	<p>Management will send the current management draft version to MERC members for review.</p>
<p>b) Cell Phones While Driving</p>	<p>Management reported that the Road Safety Travel Tip Sheet was finalized at the most recent MCI (400 University Ave) Joint Health and Safety Committee meeting. Communication strategy is being developed in order to broadly communicate this information across the ministry. The tip sheet will also be available on the Ministry Intranet site. In addition to the broader topic of road safety, this tip sheet contains a reference to the proper use of cell phones while driving. It is intended that there</p>	<p>Management will provide a report-back at the next meeting.</p>


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	<p>will be a launch of this tip sheet within and across the ministry.</p> <p>OPSEU inquired whether this information will be shared with those staff where travel is a requirement of the position. Management confirmed this is being contemplated as part of the communication strategy.</p> <p>OPSEU inquired whether there will be ongoing communications about safe travel practices to reinforce message among staff. Management confirmed that the information will continue to be available through the intranet site and employees will be advised where to find it. Management will welcome any comments/suggestions on communicating this broadly.</p>	
c) ERC Training Memo	<p>Management reported that the joint co-chair ERC training memo was distributed to ERC members on May 26, 2008.</p> <p>OPSEU inquired about the process for registering for the training sessions as OPSEU staff have tried to sign up but the Training Coordinator has advised that management committee members must also attend.</p> <p>Management advised that similar training was held for committee members in December, 2006 so it could be that many members have already been trained.</p> <p>OPSEU inquired how new ERC members could receive joint ERC training is if other members have already been trained.</p> <p>OPSEU inquired whether the employer would cover the costs of training. Management confirmed that past practice has been to pay for training. Management requested that employees submit training requests to their managers.</p>	OPSEU provided a list of new ERC OPSEU members to Management. Management will review to determine current options available for training.

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d) Definitions of French language Proficiency levels	<p>Management confirmed that a copy of the OSS' User Guide for French-language Proficiency Evaluation was distributed to MERC. The guide contains the definitions of the French-language proficiency levels.</p> <p>OPSEU inquired about the process for testing French-language proficiency and what happens in cases where employees fall short of language proficiency requirements. Management confirmed that as part of the competitive process language proficiency testing is used as a pre-screening mechanism. For those employees currently in designated positions it is encouraged that Performance Development & Learning Plans incorporate a plan to support the employee in maintaining their proficiency level. Designated positions require either Advanced or Superior level French-language proficiency.</p> <p>OPSEU inquired about those employees who would like to upgrade their French-language proficiency to OPS standards. Management confirmed that it is encouraged that this be incorporated into individual learning plans.</p>	<p>Keep on agenda.</p> <p>OPSEU will review the OSS' User Guide for French-language Proficiency Evaluation and will send questions to management in advance of the next meeting.</p>
3. STANDING ITEMS		
a) Program Updates <ul style="list-style-type: none"> • Ministry of Health Promotion 	<p>Management advised that there will be a Memorandum of Understanding for 08-09 which has been sent to management for review. The Regional Services Branch will continue to provide support to the Sport and Recreation programs of the Ministry of Health Promotion.</p> <p>OPSEU commented that the Program Updates standing item is intended to cover all MCI program area updates and not just the Ministry of Health Promotion.</p> <p>Management confirmed that as a practice, Ministry Operational Plans are shared with all staff.</p> <p>Management commented that in terms of how RSB is impacted, information is available through the RSB management meeting minutes, more frequently than could be shared through MERC. Updates/items which relate to workload should be dealt with through the Regional Manager.</p> <p>OPSEU suggested that program initiatives which impact the work of RSB staff should be more clearly articulated up front so that staff understand what is expected of them.</p>	<p>Keep as a standing item on the agenda.</p> <p>OPSEU will identify what program updates they would like to add to the Program Updates item.</p>

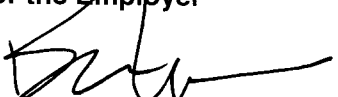
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
b) Admin Review - Citizenship and Immigration Division	<p>Management provided an update on the administrative review. Management advised that JAG meetings are actually held during work hours (10-12 or 2-4) and not during lunch hours as previously advised at the March meeting. Only one meeting in December, 2007 was held over the lunch hour during the "festive season".</p> <p>Administrative Manuals have been developed and distributed to all staff. The updated tracking system has been completed. Q drive (shared drive) has been created which houses procedure and training information. Additionally, both new and current staff have been encouraged to attend IFIS training.</p>	Item to be removed from agenda.
c) Health and Safety Update	<p>Co-Chairs have prepared a DRAFT joint communiqué identifying Nancy Recollet as the OPSEU contact for any Health and Safety issues to be brought to MERC.</p> <p>OPSEU commented that they would like to include several other key contacts i.e., OPSEU Health and Safety Officers in the memo.</p>	<p>Health and Safety updates will be a standing item on the agenda.</p> <p>OPSEU will provide the OPSEU Health & Safety Officer names to management to be included in the memo.</p>
d) Unclassified List	<p>Management reported that the most recent unclassified list was shared on June 11, 2008, which captured data as of May 31, 2008.</p> <p>Management confirmed the status of two individuals who had appeared in previous unclassified lists.</p>	Keep as a standing item on the agenda.
e) Results Based Planning and Expenditure Management Strategy	The Manager, Business & Fiscal Planning, provided some information on expenditure management within the Ministry for this quarter. Publishing of the Briefing Books have been delayed by an additional two weeks.	Keep as a standing item on the agenda. Management will distribute copies of the published Briefing Books to MERC once available.
f) MCI 2007 Survey	Management confirmed that MCI is refreshing its vision statement and consultation sessions were held recently for staff to provide input. Results of these sessions are currently being rolled-up and further information will be shared as it is available.	Item to remain as a Standing Item on the agenda.
4. NEW BUSINESS		
a) Emergency Management Preparedness Plan – Employer Presentation	An overview of the Emergency Management Preparedness Plan was presented to the committee.	Management will take away the Dryden power outage event so that Emergency Management,

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	<p>The next Ministry Emergency Preparedness exercise is scheduled for next week.</p> <p>OPSEU inquired how ministry satellite offices are included in Business Continuity. Management confirmed that Satellite Offices have Business Continuity Plans (BCPs) in place and employees can speak with their manager for information about their BCP.</p> <p>OPSEU raised the issue of the Dryden power outage in April 2008 wherein MNR was the lead ministry but communicated only to MNR staff and not other ministry staff.</p> <p>OPSEU inquired whether managers have shared information with staff about BCPs and whether staff are aware if they are time critical operations. Management confirmed there are very few time critical operations in the ministry.</p>	<p>Security & Contingency Planning unit can evaluate what occurred.</p>
<p>b) Surplusing Practice During Notice Period</p>	<p>OPSEU inquired what practices the Ministry adopts when individuals are surplus.</p> <p>Management indicated that when an employee receives pre-notice, during that 10-day period they are encouraged to work with their Union Representative and the Employment Transition Advisor to assist them in selecting an option (pay in lieu, redeployment, possible retirement factor). In addition to the formal disclosure, a day before the pre-notice meeting with the employee, a head's up is provided to the OPSEU Local President so that the union is aware that some additional local support may be required.</p> <p>If the employee elects redeployment, the individual works closely with the Employment Transition Advisor to complete the necessary documents to facilitate the matching process. If the employee requires access to a computer, the employer will make a work station available, as well as responding to any requests for training.</p> <p>In terms of the affected employee remaining in the workplace or going home, these are dealt with on a case by case basis. OPSEU inquired what would happen if an employee stated a preference to remain in the workplace. Management confirmed that this would be reviewed on a case by case basis.</p> <p>OPSEU inquired whether there is a practice of escorting employees out of the workplace. Management confirmed that employees, as a practice, are not escorted from the building. Commonly, ministry assets e.g., ID badges etc., are recovered at that time. Management remains sensitive to the emotions of the affected employee at the time so arrangements can be made for employees to collect personal belongings at a later date.</p>	<p>Item to be removed from agenda</p>

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	<p>OPSEU inquired about coverage for training and courses. Management confirmed that requests for training or any identified individual learning needs would be considered on a case by case basis.</p>	
<p>c) Vacancies: RSB - West</p>	<p>OPSEU inquired about the status of the Kitchener Regional Advisor position which was recently vacated.</p> <p>Management confirmed that approval will be sought to recruit for the Kitchener vacancy.</p> <p>OPSEU inquired about the timelines for filling the position. Management confirmed that once approvals have been received, under the current recruitment process, it can take up to 60 days to fill the position.</p> <p>OPSEU requested a list of vacancies in the Ministry. Management confirmed that one does not exist.</p>	<p>Item to be removed from agenda</p>
<p>NEXT MEETING:</p>	<p>September 19, 2008.</p>	<p>Further details to be confirmed under separate cover.</p>

For the Union


Date
 June 13, 2008

For the Employer


Date
 June 13/08