

**MEMORANDUM**

**OPSEU**



**SEFPO**

Syndicat des Employé-e-s  
de la Fonction Publique  
de l'Ontario

**TO:** All Presidents with members in the Ministry of Community & Social Services  
All Stewards in the Ministry of Community & Social Services

**FROM:** Brian Gould, OPS Supervisor/Negotiator

**DATE:** April 11, 2007

**SUBJECT:** **Ministry of Community & Social Services  
ERC Minutes – February 6, 2007**

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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.**

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Ministry of Community and Social Services  
Ministry Employee Relations Committee  
February 6, 2007  
**Final Minutes**

OPSEU

Roxanne Barnes (Co-Chair)  
Liz Daubney  
Stephen George  
Shawn Lavery  
Ron Strong

Management

Les Babbage (A/Co-Chair)  
Brenda Au  
Ernie Nelson  
Barbara Nawrocki

Also in Attendance:

Michelle Rose (Secretary)  
Ray Ladner (Employer Resource)  
Brenda Relf (Employer Resource)

The meeting began with Roxanne Barnes as Chair.

**Review of Minutes**

The October and December minutes were signed.

**Developmental Services**

Management provided the Union with Career Centre updates as well as updates on developmental opportunities offered through each respective facility.

Developmental Opportunities

**Rideau Regional Centre** (to December 2006)

→ Permanent Positions – 24  
    External to Facility – 6  
    Internal – 18

→ Temporary Assignment – 58  
    External to Facility – 16  
    Internal – 42

**Huronian Regional Centre** (to January 29, 2007)

→ Permanent Positions – 20  
    External to Facility – 18  
    Internal – 2

→ Temporary Assignment – 112  
    External to Facility – 66  
    Internal – 46

**Southwest Regional Centre (to January 30, 2007)**

→ Permanent Positions – 19

External to Facility – 11

Internal – 8

→ Temporary Assignments – 93

External to Facility – 40

Internal – 53

OPSEU requested clarification as to why one facility is not yet surplussing. Management advised that the Rideau Regional Centre still has a large number of temporary and unclassified staff. The Union requested the number of unclassified staff at the facility.

Action:

Human Resources Branch (HRB) will provide the number of unclassified employees at Rideau Regional Centre to OPSEU.

**REC Update**

**Skills Enhancement Training Fund**

Management noted that all facility employees have received information and a fact sheet on the Skills Enhancement Training Fund. The Human Resources Branch (HRB) has also started to compile a questions and answers document to be shared with facility HR staff and career centres.

OPSEU restated its position that the policy discriminates against employees who are eligible for Surplus Factor 80 by December 31, 2008 or an actuarially unreduced pension by March 31, 2009. The Union's belief is that all facility employees are job threatened and should have access to the funding.

**Ministry Agreements**

Management indicated that a briefing note proposing that entry level positions in MCSS are posted exclusively to job threatened facility employees is currently going through the approval process. OPSEU expressed frustration that some facility employees, especially those that take advantage of developmental opportunities outside the facility, would be qualified for some higher level positions. Management noted that entry level positions are a starting point.

Management is still in the process of looking into the possibility of expanding the Lateral Transfer/Job Trade provision in the Collective Agreement in order to job trade or lateral transfer to other ministries. OPSEU expressed concern with the length of time this item has been at the MERC table.

OPSEU also enquired into the status of the Co-Start agreement.

Action:

Management will have additional updates for OPSEU at the REC meeting on Thursday February 8.

### **Job Postings**

MGS has approved the use of an expanded area of search to include facility employees for job postings within MCSS. The suggested wording to be used is “Restricted within 125KM of...with the exception of employees working in the Rideau Regional Centre, Huronia Regional Centre and Southwestern Regional Centre.”

### **Huronia Regional Centre LERC Referral – Facility System Officer 2s and eOntario**

Management noted that since the funding for the system officer 2 positions in the facilities is scheduled to end with the closures, there will not be an ongoing function to shift to eOntario. However, management is looking at different ways to include these employees in the staffing plans, such as an expanded area of search similar to that approved by MGS (Job Postings Item). It was also noted that there is a definite interest in skill retention.

#### **Action:**

Management will provide updates as available.

### **OSS – Retirees/Overpayment Schedule / Maternity Leave/Termination of Contracts / Record of Employment**

According to OSS, the issues surrounding the retiree repayment schedule and the maternity leave contracts have been resolved. Management committed to raising any additional issues that arise in these areas with OSS.

Management also confirmed that a meeting with OSS has taken place at the director level. Management expressed concern regarding some issues that occurred during the first round of surplus. The parties were able to come to a joint plan for future rounds. Management anticipates that the surplus process will go much smoother in the future.

OSS is committed to providing on-site advice to fill out the appropriate forms on the actual surplus date. Employees will be advised on the pre-notice date of which information and documentation will be required to fill in these forms.

### **Community Learning Program**

Copies of the questions and answers from the December meeting were distributed to committee members. OPSEU enquired who would evaluate the program and how the program would be monitored.

#### **Action:**

Management will forward these questions to Marc Rondeau for response.

### **MERC Terms of Reference**

OPSEU requested that the language in Article 6.9 also be included with Article 7.5 to provide Regional and Local ERC members with paid leave of absence for travel and caucus time before LERC or RERC meetings. The union also noted that Article 8.6 is currently being reviewed by corporate OPSEU.

Action:

Management will consider the proposed addition to Article 7.5.

**Fragrances in the Workplace**

OPSEU confirmed that fragrance sensitivity information and expectations would be included in the MERC newsletter. It was OPSEU's position that issues regarding fragrance sensitivity would best be dealt with at the Local Health and Safety Committee.

**New FRO Case Management model**

Management updated the committee on the status of the new FRO model rollout. There is a delay with the supporting technology for the new model. However, the organization is moving ahead with the case management model which includes organizational redesign, with enforcement staff placed into team configurations. Each team will have dedicated financial expertise. Enforcement Services Officers will handle files as case owners, for the life cycle of each file. Guidelines for case assignment have not been finalized. With the recent announcement of 24 new positions, one challenge will be finding additional space in the Downsview complex. Teams will also be required to complete further training modules. It is anticipated that the new case management model may be implemented by summer 2007.

The Union raised some concerns with a job posting for Enforcement Services Officers that was sent to OPSEU with disclosure. Portions of the job advertisement had been crossed out and the document also included handwritten changes.

OPSEU also raised concern regarding an Enhanced Recruitment Initiative Programme (ERIP) form received on January 16, 2007 which indicated that 13 Enforcement Services Officers positions would be posted. A job competition for the identical number of employees was advertised on December 15, 2006 and closed on January 3, 2007.

Action:

Management will provide committee members with monthly updates as available through the MERC secretary. Management will look into OPSEU's concerns regarding the job posting and the ERIP.

**FRO LERC Referral – Article 6.1.2 of the Collective Agreement**

The committee received a referral from the FRO Local Employee Relations Committee (LERC) regarding the correct interpretation of Article 6.1.2 of the Collective Agreement. The Union has raised concerns that during the past few years, local management has, on at least three occasions, advertised for a specific number of positions, held the competition and then hired additional employees from the competition without informing the local president.

Article 6.1.2 is written in the past tense, inferring that the competition must be closed within the past twelve months in order for the Article to apply. Management's position is that Article 6.1.2 does not apply to such situations because a competition is "closed" once the offers are made to the successful candidates. In the cases at FRO, the competitions are not "closed," so management has no obligation under Article 6.1.2 to inform the local president that additional employees are being hired through the same competition.

OPSEU's position is that Article 6.1.2 would apply in this situation because the competition would be considered "closed" on the closing date when applications will no longer be considered. Concern was also raised that OPSEU is not being told that there is clearance for these additional jobs.

OPSEU also noted the rule of thumb for interviews in the OPS. For a valid competition, management must usually interview at least three (3) qualified applicants for a single position. The Union indicated that as the number of positions increase, the pool of applicants interviewed should also increase. Management agreed that the rule of thumb is three to one, but indicated that this is more of an issue when hiring for only one position.

Action:

Management will look into the clearance issue.

**OPS Ideas**

Descriptions of the twenty-five ideas submitted by MCSS employees were distributed to committee members. OPSEU indicated that more than one hundred ideas had been submitted by MCSS staff and requested the complete list.

Action:

OPSEU requested a copy of all MCSS submissions.

**Employee Survey Action Plan and the OPS HR Plan**

The 2007 OPS Employee Survey will be launched the week of February 26, 2007 and will run until March 23, 2007. The survey will be provided and analyzed by Ipsos-Reid. Management indicated that the survey questions will be almost identical to the questions included in the 2006 survey. It was noted that the 2006 survey utilized a random sample of OPS employees and the results were projected across the board. As the survey will be done through Ipsos-Reid, the OPS will only have access to the aggregate data, not the raw data.

This year's survey will use the 2006 results as a benchmark to see if there have been any improvements in employee engagement. MGS will look at the level of engagement now, any improvement over last year and what still needs to be done. Last year the results were available by Ministry, but it is hoped that this year the results of the survey can be broken down further, perhaps to the division level. All employees will have the opportunity to complete the survey on the computer or by hard copy.

**Interest Based Problem Solving (IBPS) Training**

OPSEU inquired whether the IBPS training would be rolled out to the entire ministry once the ODSP-focused training was complete. Management noted that information regarding additional interest has been requested from each region and developmental services facility in order to determine the feasibility or interest in expanded training.

It was proposed that the MERC members attend the IBPS training at some point. OPSEU also indicated that FRO would benefit from IBPS training in the future.

Action:

Management will follow up with Human Resources Branch (HRB) before the April meeting.

**MERC Tracking Sheet**

OPSEU suggested that the committee review the MERC tracking sheet at the April meeting in order to update any outstanding items.

Action:

All members will review the full MERC tracking sheet before the April meeting.

**Unclassified Reports**

OPSEU noted that there continue to be some problems with start dates on the Irregular/On-Call Staff list. While the majority of 1950s start dates have been resolved, the report now shows May 6, 2002 start dates which do not match the facilities' records.

Action:

HRB will look into the errors.

**Redeployment**

OPSEU inquired as to the status of employees who remained available for redeployment after the first round of surplussing. Management confirmed that of the three employees who remain, one placement was found and the employee declined to accept the placement.

Management also noted that the Ministry looks after redeployment and displacement, while vacancy matches must be done through MGS.

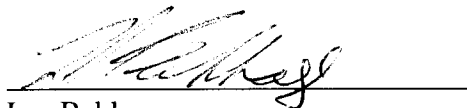
Next Meeting: April 3, 2007

10:30am-2:30pm, 2 Bloor St. W, Room 24(A)

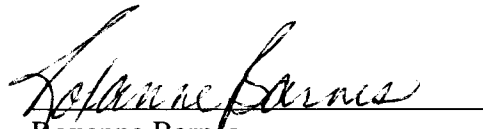
The meeting was adjourned at 1:12 pm.

Ministry of Community and Social Services

MERC Minutes of February 6, 2007 approved on \_\_\_\_\_ by:



Les Babbage  
A/Co-Chair, Human Resources Branch



Roxanne Barnes  
Co-Chair, OPSEU