

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, Family & Children's Services
All Stewards in the Ministry of Community, Family & Children's Services

FROM: Cameron Walker, Supervisor Contract Enforcement

DATE: February 4, 2004

SUBJECT: **Ministry of Community, Family & Children's Services
ERC Minutes – October 7, 2003**

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 our 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.

100 Lesmill Road,
Toronto, Ontario
M3B 3P8

e-mail: opseu@opseu.org
www.opseu.org

100 chemin Lesmill,
Toronto, Ontario
M3B 3P8

courrier électronique
opseu@opseu.org
www.opseu.org

Tel: (416) 443-8888

Fax: (416) 443-9670

Ontario:

Toll free: 1-800-268-7376

TDD:

(416) 443-9898

or

1-800-663-1070

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

Leah Casselman
President

/ms
att.

cc: MERC Chairs
Ministry ERC

Cameron Walker
Supervisor, Contract Enforcement

**MINISTRY OF COMMUNITY, FAMILY AND CHILDREN'S SERVICES
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

October 7, 2003 9:30 a.m. to 12:00 p.m.

In attendance:

Colette Kent (Chair)
Ernie Nelson
Sharon Van Son
Anne Guilbeault

Roxanne Barnes
Stephen George
Dave Chew
Ron Strong

Secretary: Pauline Barr

1. Review August Minutes

Minutes were reviewed and approved.

2. Local 546 (Mississauga) Driver Training

Two ORFUS Clerks were asked to work on a temporary basis in the Guelph office and were provided with the defensive driver training because they would be regularly travelling from Mississauga to Guelph.

3. Rideau Regional Centre

The Union requested action on staffing levels at Rideau Regional Centre. The Union indicated that the low staffing levels create a stressful situation in the workplace.

4. ORFUS Staffing Issues In Toronto and Southwest Regions

The Union reiterated its position that the ORFUS clerk vacancies be filled permanently. Management suggested that the Union Co-Chair contact the ODSP subcommittee Co-Chair to determine if this should be a MERC Issue.

Management stated that there were 3 companies that took over ORFUS collections and agreed to provide the name of the companies and the duration of the contract at the next MERC.

5. ERC for St. Catharines

The Management Co - Chair will follow up for the next meeting.

6. ODA Compliance Update

Management advised that work on this issue has been completed, however, approval to distribute the report has not yet been received.

7. Joint System Subcommittee (JSSC) ODSP Positions

The Union requested information on the ODSP Positions at the JSSC.

Action: Management will follow up.

8. Power Outage

The Union asked how the power outage was managed, whether any staff had difficulties evacuating the building and what management's plans were for dealing with emergency situations in the future.

Management stated that evacuation plans are developed by the landlord in private buildings and noted that the landlord for 2 Bloor Street managed the power outage well.

During the power outage, employees were descending the stairs in the dark because the building's generator failed. However, security walked up all flights of stairs, checked all floors and ensured that everyone was evacuated. Also, the "buddies" stayed with anyone who had a disability and ensured that they left the building. The building is also in the process of developing methods for dealing with an evacuation in the dark.

Management indicated that they held several meetings prior to the power outage to discuss evacuation procedures. Management will ensure that integrated continuity plans based on a variety of business disruptions are developed. These will include emergencies when all the elevators are out of service, the fire department is not available or when there is no cell phone service.

The Union asked when the last fire drill had been and how the evacuation of FRO staff was managed during the power outage. The last fire drill occurred two days before the power outage at FRO. Management indicated that the most recent fire drill at 2 Bloor Street West had occurred three weeks after the power outage and previously in December 2002. .

Management is seeking more direction from the centre on managing people with disabilities during an evacuation. Management reminded the Union that this is a joint issue and that they should be raising this at their Health and Safety Committees.

The Union asked if a review of all worksites has been carried out. Management indicated that local work sites were advised to update evacuation plans just prior to the power outage. There are no complaints from the regions.

9. Hiring Freeze

The Union inquired about which positions were affected by the hiring freeze.

Business cases are to be prepared on a case - by - case basis and approved by the ADM, if under six months, and by the Deputy Minister, if over six months. A legislated requirement does not mean a position will be filled if there are other ways of getting the work done.

Details of the freeze had been provided at CERC.

10. CWW Agreements

Management indicated that there was a new template. The Union was not aware of such a template.

Action: Management to provide a copy of the template.

11. Program Review Officer

The Union indicated that Program Review Officers are being required to accompany Income Support Specialists to interviews to ensure that they are carrying out the application process appropriately. The Union expressed concern about OPSEU staff monitoring other OPSEU staff.

Management asked about the purpose of this monitoring. The Union indicated that the monitoring, being carried out in Toronto, Windsor and Chatham, was to identify training needs and had been directed by the Director of Social Assistance and Municipal Operations (SAMO).

Action: The Management Co - Chair will discuss this issue with the Director of SAMO to determine if it is an ODSP Subcommittee or MERC issue.

11. ODSP Joint Problem Solving Process (JPSP)

The Union Co - Chair requested attendance at the next JPSP. The next meeting is on October 20th.

Action: The Management Co - Chair will respond to the Union Co - Chair prior to the next meeting regarding her membership in the ODSP JPSP.

12. ODSP Subcommittee

Management will request that the Co - Chairs of the ODSP Subcommittee give a status report at a future meeting.

13. Southeast Region – ODSP Reporting Illness Protocol

Issues were raised around contacting employees at home on sick days.

On October 16th, managers are going to review feedback from the LERCs and develop a practice regarding this issue, which they will then share with the employees. Management will update the Union Co - Chair prior to the next MERC meeting.

14. Human Resources Network Meeting

Management reported that the HR Community recently had a two (2) day staff development meeting.

Bob Eaton and Gary Ganage were invited to the meeting to reflect on their experiences as Union representatives. The two – day network meeting was for our Ministry only while the HR Symposium in November 2003 is open to all Ministries.

15. 2004 MERC Schedule

The Union was advised to contact the management co-chair with enough details, well in advance of meetings, so that specialists may be available to discuss information items when needed.

Management and the Union will be firming up arrangements for training the MERC group.

- Start time 10:30 am
- Second Tuesday of every other month, starting from February.
- The Union is to confirm the dates that meetings will be held at OPSEU's Regional Office at 31 Wellesley Street.

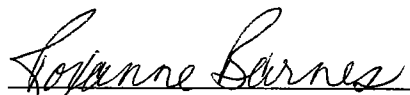
Next Meeting:

Date: December 2, 2003
Place: 24th Floor Boardroom, 2 Bloor Street West
Time: 9:30am to 2:30pm

Ministry of Community and Social Services
MERC Minutes of October 7, 2003 approved on Dec 30, 2003 by:



Colette Kent
Co-Chair, MERC
Human Resource Branch



Roxanne Barnes
Co-Chair, MERC
OPSEU

OPSEU



SEFPO

FOR MERC ACTION

Strategic Action from Local Employee Relations Committee
(to be used when an issue is not resolved at LERC table)

Ministry:

Workplace Location:

Local #:

Please use a Separate Form for Each Unresolved issue.

- ✓ Please include the specific details about the issue.
- ✓ Provide any documentation that may assist the discussion at your Ministry Employee Relations Committee (MERC).

Is the issue related to (please ✓):

- | | | | |
|--------------------------|--|--------------------------|---------------------------------|
| <input type="checkbox"/> | Job Security and Article 20 | <input type="checkbox"/> | Reasonable Efforts - Divestment |
| <input type="checkbox"/> | Employer's Corporate Initiative and work re-organization | <input type="checkbox"/> | |
| <input type="checkbox"/> | Enforcing the Contract | <input type="checkbox"/> | Contract Interpretation |
| <input type="checkbox"/> | Health and Safety | | |
| <input type="checkbox"/> | Other: (please identify) | | |

Statement of the Issue:

The Resolution sought by your Local Employee Relations Committee (LERC):

Date Issue was declared unresolved by your LERC:

Is the Relevant material attached? Yes No

LERC Minutes dated:

Correspondence. Please list:

Local ERC Member Contact

Name:

Home #:

Address:

Work #:

**FORWARD to: OPSEU Job Security Unit, 100 Lesmill, Toronto, Ontario M3B 2P8
Fax: (416)448-7462**

