

MEMORANDUM

TO: All Presidents with members in the Ministry of Community Safety & Correctional Services
All Stewards in the Ministry of Community Safety & Correctional Services

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: May 21, 2008

SUBJECT: **Ministry of Community Safety & Correctional Services ERC Minutes – February 12, 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.

Please use the 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.).

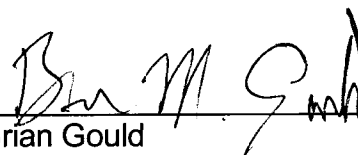
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

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 Community Safety and Correctional Services
Ministry Employee Relations Committee**

Minutes

Tuesday, February 12, 2008
5757 Coopers Avenue
Large Boardroom
10 a.m.

<u>Attendees:</u>	For the Union	For the Ministry
	Dan Sidsworth (Co-Chair) Gord Longhi Eduardo Almeida Paul Johnstone Sandra Harper	Steve Small (Co-Chair) Barry Thomas David Walker Kate Karn Mary-Jo Knappett

Regrets: Bill Cooney; Christina Danylchenko,

Guests: Greg Gledhill, Staff Relations Officer
Jim Morris, Human Resources Advisor

Observer: Phil Policelli, OM, Sarnia Jail

Note Taker: Lynn Shallow

Review/Sign off of Previous Minutes

1. November 28 and 29, 2007 suggested revisions to be reviewed by Employer.

Previous Business

1. Toronto South Detention Centre and South West Detention Centre

Action: Projects are ongoing and no update to provide at this time.

2. Correctional Officer Recruitment Policy

Action: In progress and sign-off pending.

3. Ontario Correctional Services College

Action: Union provided a draft outline to Employer Co-chair for review with the OCSC

4. Overtime Protocol Sub-Committee

Action: A joint meeting is scheduled for February 21, 2008.

5. Mediation/Arbitration Protocol – Protocol signed off and is working very well.

Action: Remove from agenda

6. Training and Development Committee

Action: Meeting date to be set in the near future. Union Co-Chair to request meeting date on return from holidays.

7. Unclassified Correctional Officer Sub-Committee

Action: Meeting date to be set in the near future. Mr. Sidsworth to contact Bryan Ross directly.

8. Staffing Strategy Probation and Parole – The Ministry did not commit to giving unclassified Probation and Parole Officers (PPOs) with full year and basic training interviews during future open competitions. It was agreed that Central Recruitment Unit make contact with MERC prior to competitions being posted.

Action: Union requests that the matter be deferred for further discussion.

9. Mimico Status Update

Action: Mary-Jo Knappett set up meeting with the attendees from the September Mimico MERC Meeting from September 2007 tentatively for February 22nd.

10. Labour Relations Regional Meetings – Terms of Reference (TOR).

Action: Terms of Reference Agreement signed off. Remove from agenda

11. Independent Medical Examination Policy -- Proposed meeting dates for joint committee provided and confirmation of date yet to be confirmed.

Action: Management to respond to proposed dates.

12. St. Lawrence Valley Correctional & Treatment Centre FTU

Action: Lateral Transfer has been affected. Union requesting clarification of BAM allocation. Defer to next meeting.

13. P&P Case Management Review Teams / AIS and Actors Conducting Performance Appraisals – Ministry has made decision that changes would not be made either to the current policy on acting assignments or to the duties of staff members while in acting assignments.

Action: Remove from agenda.

14. Selection Process for Duty and Development Assignments in Adult Community Corrections – Union provided draft Memorandum Of Agreement (MOA) on "Specialized Roles and Duty Assignments in Probation and Parole".

Action: Union to provide electronic version of draft agreement. Ministry to review.

15. Number of Current Vacancies in AIS – Ministry provided to Union.

Action: Remove from agenda.

16. Suspensions with Pay – Union concerned with the differential treatment (classified vs. unclassified). Management reported that investigations have concluded in much shorter time-lines over the past year.

Action: Management CO-chair agreed to revisit current policy at AIS February 26th meeting. Due to cross Ministry impacts, Management agreed to forward agenda item to CERC.

17. Disclosures: Integrated and Dedicated Youth Justice System – Disentanglement of Youth Justice Services

Action: Next meeting scheduled for February 25, 2008.

18. Invitation to Regional Directors to Attend MERC

Action: Standing invitation for Regional Directors to attend MERC.

19. P&P Training Platform: Changes to P&P Basic Training – To be vetted through Training Sub-Committee.
Action: Remove from agenda.
20. 07 09 25 a) Correctional officers working in shared facilities (Young Offender Units) – Employed confirmed their commitment that all Correctional Officers will be CO trained as required prior to disentanglement impact.
Action: Remove from agenda.
21. 07 09 25 d) Institutional Security Threat Unit (Gangs Intelligence)
Action: Union and Ministry Co-Chairs meeting on February 14, 2008.
22. 07 09 25 f) Retrofit at Toronto East and West and need to negotiate CWWs
Action: Union Co-chair and Barry Thomas to set up meeting for TWDC.
23. 07 11 28/29 a) Kitchener West P&P Office relocation and workload issues – Office to be vacated by April 2008. Negotiations on new location are underway.
Action: Remove from agenda.
24. 07 11 28/29 b) Tours of facilities outside of Ontario – follow-up meeting: Management advised that a tour would be set-up in the fourth quarter (January-March) during the design process.
Action: Tentative dates to be provided by Ministry Co-chair upon meeting with the two Project Leads on February 22nd.
25. 07 11 28/29 c) ERC training sessions facilitated by MGS - meeting scheduled for the afternoon of August 13th in Kingston.
Action: Remove from agenda.
26. 07 11 28/29 d) North Bay Jail LERC – to resume upon agreement sign off.

Action: Follow up.
27. 07 11 28/29 e) Transition Med/Arb Proposal and commitment to freeze all institution vacancies until considered and/or grievance resolved – Memorandum of Agreement pending

Action: Remove from agenda.

28. 07 11 28/29 i) Joint study post traumatic stress disorder

Action: Co-chairs to discuss Terms of Reference (TOR) on February 22, 2008.

29. 07 11 28/29 j) Provide a Hardcopy of an up to date Human Resources (HR) Contact List – Ministry provided HR Contact List as requested.

Action: Remove from agenda.

30. 07 11 28/29 k) Monteith LERC Minutes of March 30, 2007, Page 3 re RN's and Clarification with respect to application of Appendix 24 – Barry Thomas contacted Superintendent and confirmed application.

Action: Barry Thomas to follow up with Superintendent.

31. 07 11 28/29 l) Bailiffs – Ministry Co-Chair advised the Manager, Transportation and Communications Services and Coordinator, Offender Transfer Operations of the health and safety protocol to be followed.

Action: Barry Thomas will enquire to see if there are any official minutes from the last Baliff's meeting.

Standing Items

1. SAROC – Union wants SAROC steering committee meetings to resume as soon as possible to avoid jeopardizing the credibility of the program. In the interim, Gord Longhi is to be the contact for any SAROC related issues. Ministry Co-chair will liaise with ADM Fiona Crean, Organizational Effectiveness Division.
2. Labour Relations -- Ministry is to set up regional sub-committees to assist with the worksites.
3. HR Transformation Update -- Director of Human Resources provided an update on the model.
4. Ministry Identification and Badges – Ministry Co-chair will provide an update on number of identification cards and badges issued at next meeting.
5. Interest Based Problem Solving Training (IBPS) -- Meetings have been scheduled for March 2008.
6. MCSCS / MCYS / MGCS – MOA – Awaiting response from MGCS.
7. Cross Ministry Laterals/Job Trades – Director, HR, will follow up and obtain status.

8. Unclassified Straight Time Correctional Officer Hours and Number of Unclassifieds to be Provided Quarterly – defer to April 03 meeting.

New Business

1. 08 02 12 a) Cook Chill RFP – Project completion date is February 15, 2008. Union requested a copy of the final report generated out of this project and clarification of page 8 of the RFP that refers to staffing reduction targets.

Action: Ministry Co-chair will obtain clarification and status update.

2. 08 02 12 b) STAP – This matter was referred to MERC from the SAROC Committed after the parties at that table reached an impasse regarding the implementation of the Policy.

Action: The parties agreed to take the matter back before Vice Chair Leighton. The Ministry advised that it would proceed with the implementation of the Policy (requesting expressions of interest) pending clarification from the GSB.

3. 08 02 12 c) TWDC MOA Use of Video or Digital Technology for Disciplinary Interviews and/or Investigations --
Union requested a copy of the policy relating to the above. Union stated the member has a right to full disclosure of all information to be used against them.

Action: Ministry Co-chair will provide the Union with current policy and will assess if any further steps or revisions can be considered.

4. 08 02 12 d) The Union circulated a copy of Bill 2, An Act to amend the Employment Standards Act, as it relates to the application of Military Leave in the calculations under Article 18 and Appendix 24 - Bill 2; and requested the Ministry include periods of Military Leave in their calculations under those articles.

Action: Ministry Co-chair expressed agreement to support the Union's submission. However given the OPS wide implications, Co-Chair is unable to action at this time. Ministry Co-chair agreed to express level of support for policy change that may flow from Bill 2, ESA to CERC.

5. 08 02 12 e) Resumption of the Walkerton Jail LERC – The Union stated that the Walkerton LERC has not met since last spring and that minutes have still not been provided.

Action: Ministry Co-chair will follow up with the Superintendent, Walkerton Jail to support LERC meetings taking place.

6. Paid YOTA Training – Union indicated that MCYS is paying for both the YOTA training and the salary of new classified hires at Donald Doucet Youth Facility in Sault Ste. Marie. The Union is supportive of this concept as well as the fact that the training is being conducted on site. However, the Union is concerned about the disparity in that not all YOTA and COTA trainees are being treated equally in this regard and would like to see consistency across both MCSCS and MCYS in this regard in all cases. Management acknowledged concerns from their side but stated this was clearly a MCYS matter

Action: Co-Chair agreed to follow-up with MCYS and request involvement in decisions that impact both Ministries, from a labour relations perspective.

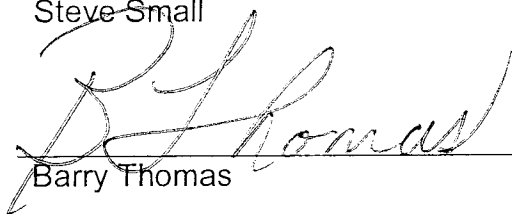
Next Meeting

April 3, 2008 – St. Lawrence Valley Correctional Centre

For the Ministry:

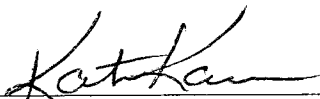


Steve Small



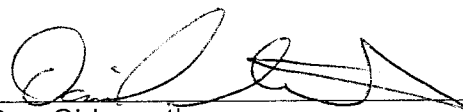
Barry Thomas

David Walker

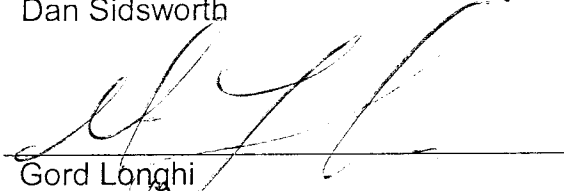


Kate Karn

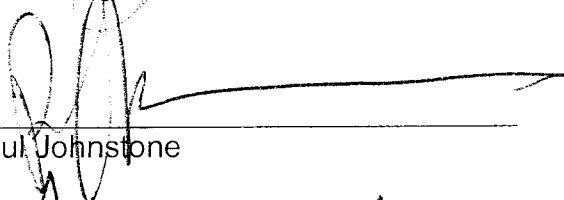
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