

M E M O R A N D U M

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: September 20, 2007

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

Attached, for your information, are the minutes of the above captioned meeting.

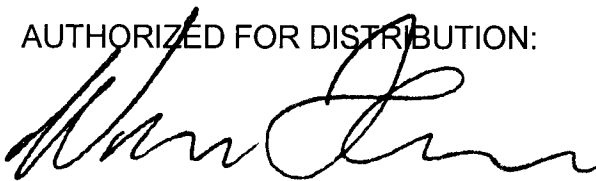
Please post or otherwise make them available to the members in your workplaces.

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.).

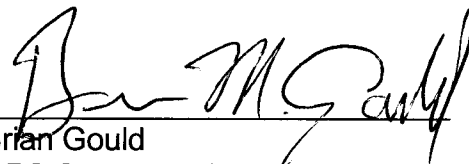
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

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 of February 6, 2007 Meeting
Ontario Correctional Services College
Hamilton

<u>Attendees:</u>	For the Ministry	For the Union
	Michael Stephenson (Co-Chair) Barry Thomas David Walker Bill Cooney Christina Danylchenko Greg Gledhill	Dan Sidsworth (Co-Chair) Gord Longhi Paul Johnstone Sandra Harper
<u>Regrets:</u>	Don Chillman Lucy Neal Edward Johnson	Eduardo Almeida
<u>Guests:</u>	Kathryn Biondi, Director, Ontario Correctional Service College Martin Wilson, Manager - AIS, Ontario Correctional Service College Glen Hawkins, Registrar, Ontario Correctional Service College	
<u>Note Taker:</u>	Lise Ledoux	

- ✓ Presentation by David Walker, Human Resource, Director on Human Resources Service Delivery Transformation. This item will be a standing item on the MERC agenda for updates, etc.
- ✓ Presentation by Kathryn Biondi, Director regarding the changes at the Ontario Correctional Services College. Tour of college provided with overview of key program changes and work in progress.

NEW BUSINESS

1. Correctional Officer Recruitment Policy – policy was issued to the field on December 21, 2006. Union is not in agreement with the new policy. Union would like to see it revised with a corporate approach as was practiced previously. Discussions ensued with regards to the Policy. Management requested that the Unions submit their issues/recommended changes to the policy in writing and they will review with Human Resources.
2. Ontario Correctional Services College – review of incident that occurred on-site in December 2006; discussions have taken place with regional office, human resources and others as required.

Union raised a concern regarding the process followed in selecting staff to be seconded into instructor positions. Union recommended that a joint labour relations presentation be provided to new recruits to explain their rights and entitlements under the Collective Agreement. Management will review this recommendation.

3. Overtime Protocol Agreement – Union questioned why this protocol is being discussed at the Provincial Joint Occupational Health and Safety Committee (PJOHSC). Management have made it clear that this is a MERC issue and has been tabled at the PJOHSC only because of the IT component linked to the community escort policy. Updates will be included in future MERC meetings.
4. Mediation/Arbitration Protocol – Union raised an issue about correspondence received from the Human Resources, Director dated December 27, 2006 temporarily suspending the Med-Arb process until the parties have an opportunity to evaluate. Management acknowledged that the text of the correspondence did not convey management's intent. A meeting has been scheduled for February 14, 2007 to continue discussions and keep the process going. Both sides see the need for improvement in order to resolve grievances.
5. Workforce Analysis Project:
 - a. Metro Toronto West Detention Centre – workload and process improvement analysis draft report completed; union noted that the local has not signed off because of some issues such as, time in between tasks/rounds and how this captured, accuracy of total number of staff on a post, etc. Union requested the definition of a full time equivalent position. Management to respond after undertaking a review of the Union's concerns with central regional office. Union requested that original author of the report be brought into the consultation process.
 - b. Vanier Centre for Women – currently in the process of drafting an analysis.

OUTSTANDING ISSUES

1. Training and Development Committee – Dan Sidsworth, Paul Johnstone and Gord Longhi are the Union representatives assigned to this committee. Management side to assign members. Meeting has been scheduled on February 19, 2007 with the Ministry of Children and Youth Services to discuss the unions proposal for a joint committee.
2. Unclassified Correctional Officer Sub-Committee – Union representatives are Dan Sidsworth and an unclassified representative from Maplehurst Complex to be announced. Management to provide names of committee members and establish a meeting date.

3. Staffing Strategy Probation and Parole – overages have been reduced and laterals have been completed. Applicants have been screened and the competition process will commence next week. Union noted that they hope the competition questions are not generic. The last round of competitions only had one related question in regards to the actual functions of the job. They would like to see credit given to probation and parole officers who are currently performing the job (experience).
4. Status Update:
 - Mimico Correctional Centre – O.P.S.E.U staffing model and job classifications for new operation to be provided to the Union by February 27, 2007.
 - Central North Correctional Centre Transition – lateral transfers and contract transfers continue to occur as operationally feasible based on the original agreement. The Union expressed concern about the delay in the facilitation of these transfers. Recruitment for registered nurse positions occurred last week. Union reported that the nursing staff have been given a new Compressed Work Week Schedule by the Employer without consultation with the Union. Management will look into the particulars.
5. Attendance Statistics for Adult Community Corrections – Management provided statistics to the Union. Union requesting a breakdown by cost centre including satellite offices. Management will provide as soon as information requested is available.
6. Post Audits at Chatham Jail and Stratford Jail – Dan Sidsworth to follow-up with Regional Director, Adult Institutional Services, Western Region.
7. Management Co-Chair to extend an invitation to Anna Gulbinski, Project Manager, Toronto South Detention Centre and Mike Wasyluk, Project Manager, South West Detention Centre to provide an update on their respective projects.
8. Update on new Ministry Identification and Badges – badges are being ordered and distributed. Management will update at the next meeting.
9. Employee Assistance Resource Manual – Sal Lentini, Manager, Business Practices is the Management resource. Union will contact their representative to determine availability.
10. Appendix 24 MOA – Ministry of Government Services provided OPSEU President Leah Casselman with a copy of the Interpretative Bulletin for Appendix 24. OPSEU raised concerns with regards the fact that discussions were occurring at MERC on Appendix 24 and was not advised that an Interpretative Bulletin was being prepared by MGS. OPSEU stated that it would have been preferable for both parties to have had input into the Interpretative Bulletin rather than a resulting policy grievance.
11. Labour Relations Thunder Bay Jail – to be included with the North Bay Jail Interest-Based Problem Solving training. Dates to be determined.

12. Rental Vehicles and Liability – Ministry of Government Services (CERC) to issue a Question and Answer document addressing the issue relating to new government policy on automobile insurance policy.
13. Unclassified Correctional Officers Tracking of Hours – work is still in progress on the tracking system. It is anticipated that Management will provide a quarterly report on straight time hours to the Union by June.
14. Workload Measurement Tool – agreed at last meeting this item be removed from the agenda.
15. MCSCS / MCYS / MCSS - MOA Update – further update required.
16. Inter Ministry Laterals/Job Trades - to be addressed at February 19, 2007 meeting.
17. Selection Process for Duty and Development Assignments in Adult Community Corrections – Union will provide in writing recommendations in regards to specialty positions in probation and parole offices for a fair and equitable process to access these positions. A sub-committee will be formed to work on this review.
18. Independent Medical Examination Policy – Union representatives are Dan Sidsworth, Gord Longhi, Emidio Casullo, Diana Clarke and Sandra Harper. Barry Thomas to provide names of Management representatives.
19. Independent Investigations Unit Disclosure Update – two O.P.S.E.U. employees affected. One employee is on LTIP and not anticipated to return to work, the second OPSEU has been assigned to the Deputy Minister's office.
20. 2007 Meeting Dates:
 - Tuesday, April 24 – Mississauga, Coopers Avenue
 - Tuesday, May 29 – Penetanguishene, Central North CC
 - Tuesday, July 31 – Kingston Regional Office
 - Tuesday, September 25 – Ottawa OPSEU Office
 - Wednesday, November 28 – Mississauga, Coopers Avenue

STANDING ITEMS

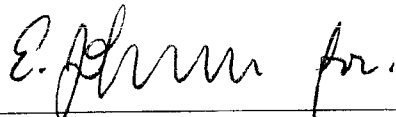
1. System Anti-Racism Organizational Change Committee (SAROC) – Gord Longhi, SAROC member provided an update. The SAROC initiative is moving into the implementation stage selecting local SAROC members followed by providing training to these members. Rollout for first local SAROC will occur at Metro Toronto West DC, Metro Toronto East DC, Algoma T&RC, Toronto Jail and Thunder Bay Jail/CC. Union noted that MERC Management was not in attendance at SAROC meetings. MERC members from both sides will attend April 10, 2007 meeting at Central East CC.

2. Labour Relations – Union raised concerns about state of local labour relations in several work locations. Meeting to be set-up and to discuss further and make recommendations on how to deal with this issue.

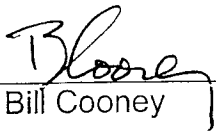
For the Ministry:


Michael Stephenson

Barry Thomas



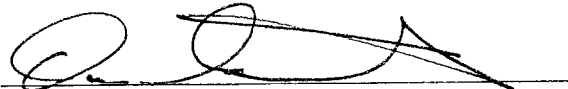
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