

MEMORANDUM

OPSEU



SEFPO

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

TO: All Presidents with members in the Ministry of Culture
All Stewards in the Ministry of Culture

FROM: Terry Baxter, OPS Supervisor

DATE: July 13, 2004

SUBJECT: **Ministry of Culture
ERC Minutes – March 26, 2004**

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.

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Leah Casselman
President

/ms
att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor/Negotiator

Ministry of Culture
MERC MEETING MINUTES
March 26, 2004 (9:30am)
Ontario Heritage Foundation, Oval Boardroom, 2nd floor

Attendees (for the Employer): Rita Scagnetti (Meeting Chair), Bob Hogan, Alan Wojcik, Nancy Navkar (Advisor)

Attendees (for OPSEU): Marilyn Miller (Co- Chair), Rod Sawyer, David Pohlko (OSC), Judith Marion (OPSEU Staff-regrets); Stephen George (OPSEU Staff)

Guest: Todd Kilpatrick

Recorder: Cathy Luna (Human Resources Branch)

1. MINUTES

- Meeting minutes of the December 12, 2003 meeting-signed and posted.

2. BUSINESS ARISING

a) Quality Service:

- Documents circulated to members prior to meeting.
- Quality Service will no longer be implemented through special teams but responsibilities will now be incorporated and implemented at the Division level.
- The 2004 Employee Survey which is part of the Quality Service Initiative in the Ministry will be sent to all staff in April. The survey results will be analysed to determine whether improvements in a variety of areas were made and also to assist management in moving the benchmarks along; results will not be used to advise program reviews, should any be conducted. Staff are encouraged to participate in this confidential survey that has been initiated and implemented by the Ministry.
- The draft 2004 Employee Survey will be tabled at the LERC table at Ontario Science Centre as an information item.
- **Action required:** Employer to provide update re: Employee Survey.

b) Employee Assistance Program (EAP):

- A vendor has been selected and it is anticipated that the services will be in place by April 1, 2004. The services will be available for all employees (classified/unclassified) throughout the province at the Ministry, Ontario Media Development Corporation, and Ontario Heritage Foundation. Staff at the Ontario Science Centre will not be included as they already have an EAP in place.
- Staff will be able to call a confidential 1-800 number directly; communication to staff will be forwarded shortly.
- The contract for services will be in place for six months or until Management Board's corporate EAP is implemented to all staff across the OPS, anticipated to be in September 2004.
- **Action required:** Employer to provide update re: details of EAP services and phone number to call.

c) Hiring Freeze:

- The "Health and Safety" exemption criteria on the 'Exemption for Hiring' form is to be completed when failure to fill the position would result in an inability to ensure that specific health and safety standards or negotiated requirements are met (i.e. escorting inmates in a Correctional facility).
- A memo was sent out to all staff on December 11, 2003 clarifying that the budget and hiring freeze are still in effect.
- **Action required:** Remove from agenda.

d) Results Based Planning:

- Item deferred to next meeting.
- Employer to attempt to update Union before next meeting

e) Government-wide Program Review:

- Item deferred to next meeting.
- Employer to attempt to update Union before next meeting

f) WDHP Training for Managers and Staff on Use of IT:

- In the Ministry of Culture every unit has conducted training although some employees who were absent when the training was held are still scheduled to receive the training.
- The broader WDHP training for Ontario Science Centre will be conducted at a staff day and the full rollout of the IT component related to WDHP would be decided soon. Union expressed concern that IT component was critical and that it is very important for staff to do the case study exercise.
- Copies of meeting/session materials re: WDHP for managers (1 day) and the 'meeting in the box' given to Union.
- Human Resources Consultants will be trained to be WDHP specialists to clarify the policies for staff. Employees are also encouraged to contact their Union Steward.
- **Action required:** Leave on agenda for report back from OSC. Issue to be discussed at OSC LERC. Confirm issue has been tabled at OSC LERC.

g) Orientation Package:

- Information on the Employee Assistance Program and WDHP will shortly be incorporated on the Ministry's orientation site that will coincide with the launch of the new HR website within a month.
- **Action required:** Employer to update when EAP process/information and WDHP Training component have been included.

h) LERC Referral Form:

- Union distributed a LERC referral form for consideration.
- **Action required:** Remove from agenda. HR branch will scan the form and create an electronic copy and the committee will implement its use.

i) Employee Transition Report:

- Confirmation that there are no OPSEU employees on the surplus list. OPSEU noted a possible surplus employee.
- **Action required:** Nancy to follow up with Stephen George. If there are any surplus employees in OPSEU, reports will be provided to MERC.

j) Succession Planning:

- Union requested to remove from agenda.
- **Action required:** Remove from agenda

3. STANDING ITEMS

a) Ontarians with Disabilities Act and Accessibility Plan:

- The plan is now posted and available on the Accessibility Directorate Website, Ministry of Citizenship and Immigration at <http://www.culture.gov.on.ca/english/about/accessibility.htm>
- Document is attached.
- The plan needs to be discussed at the Senior Management table.
- **Action required:** Employer to provide update.

4. NEW BUSINESS

a) **OPS Ideas Campaign:**

- Committee representative and MCL champion (Todd Kilpatrick) thanked all staff who participated in submitting ideas.
- All ideas have now been evaluated by a team corporately against a variety of categories; and ideas that are Ministry specific will be sent to ministries shortly with further direction. Ideas related to bargaining will be sent to Bargaining Agents shortly.
- OSC staff were not able to communicate over the web site with their ideas, however they were invited to participate by FAX or e-mail. Presently, public consultations are still in process.
- **Action required:** Employer to update.

b) **OPS Spirit Campaign and WSIB:**

- The corporate Spirit lead has been working with MBS legal branch to determine whether employees who volunteer to work on the house will be covered under WSIB as if at work. Before the house building commences, MBS Legal Services will provide an opinion. . In the meantime, the Spirit Team is accepting volunteer names
- **Action required:** Report back at next meeting.

c) **Organizational Charts:**

- Ministry of Culture plus Ontario Media Development Corporation, Ontario Heritage Foundation and Ontario Science Centre organizational charts circulated to members.
- Union requested if OSC can identify OPSEU positions on the charts.
- **Action required:** OSC will attempt to identify OPSEU positions on the charts.

Next meeting: Friday June 18, 2004 at 9:30am; location OPSEU (teleconference for agenda setting at 9:30 on June 4); OPSEU is Chairing.

For the Union:

Mark Mille

Date: *June 9/04*

For Management:

Rita Scrogg

Date: *June 7/04*



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"/> 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**

