

MEMORANDUM

OPSEU



SEFPO

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

TO: All Presidents with members in Ministry of Economic Development
and Trade
All Stewards in the Ministry of Economic Development and Trade

FROM: Terry Baxter, OPS Supervisor

DATE: June 28, 2004

SUBJECT: **Ministry of Economic Development and Trade
ERC Minutes – January 13, 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 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.

AUTHORIZED FOR DISTRIBUTION:

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Leah Casselman
President

/cf

att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor

MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE
MERC MEETING MINUTES
 Tuesday, January 13, 2004
 3rd Floor Boardroom, Human Resources Branch
 900 Bay Street, Toronto

Present: **Ministry**
 Dan Gordon, Co-chair
 Barb Sturrock

OPSEU
 Ron Langer, Co-chair
 Diane Pelletier
 Fred Sheehy, Vice-chair
 Stephen George

Regrets:

Sandra Harper

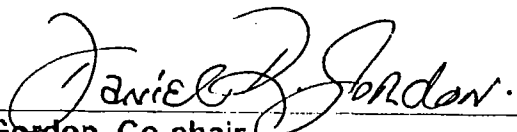
ITEM	DISCUSSION	ACTION
A. Introductions		
B. Business Arising		
1. Policy Grievances Update	Employer confirmed that MEDT has not been identified in the Bargaining Unit Integrity policy grievance.	
2. WDHP and Use of IT Training	Employer advised that pop-up screens have been implemented and that managers are currently completing online training.	
3. Emergency Planning	Employer advised that Peter Spik, Director, Loan Administration, is the Ministry's Emergency Planning Coordinator.	

ITEM	DISCUSSION	ACTION
C. Standing Items		
1. Active Surplus	Employer advised that DD is currently on the surplus list and is bridging to F80 in July/04. AP also remains on the surplus list (effective June 19/96) but is on LTIP.	
2. VEO	Employer confirmed that no employees are registered.	
3. Long term Temporary Assignments	Employer was unable to provide report due to WIN being down.	
4. Vacancy Report	Same as above.	
5. Ontario Works	Employer advised that there are currently no Ontario Works assignments in the Ministry.	
D. New Business		
1. Change in Ministry Name	Employer advised that the Ministry's name has been changed from Enterprise, Opportunity and Innovation to Economic Development and Trade (MEDT), effective Oct. 23, 2003 (swearing in of new government).	

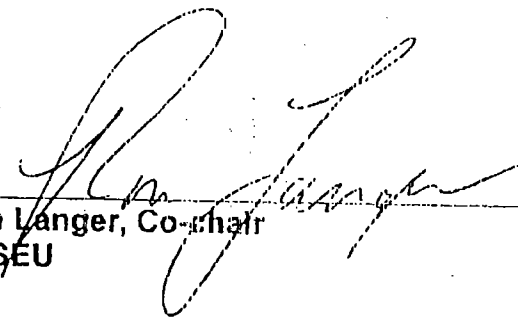
ITEM	DISCUSSION	ACTION
2. Transfer of OIRP	Employer confirmed the October 31, 2003 announcement that the Office of International Relations and Protocol has been transferred from MEDT to the Ministry of Intergovernmental Affairs (MIA). There are 10 employees represented by OPSEU impacted by this transfer.	
3. Impact of Hiring Freeze	Employer advised that managers are required to get ADM and DM approval that the positions being recruited for are critical to business operations. Short term assignments and contracts are proceeding. Topical is limiting the number of ads posted to 35 per edition until the end of the fiscal year.	
4. EAP	Employer advised that the Ministry has implemented an Employee Assistance Program providing employees with direct, confidential access to the service provider, FGI.	
5. H & S Committee	Employer confirmed that there is a Ministry H & S Committee under the Occupational Health and Safety Act at 900 Bay St. The management representatives are Margaret Gilbey-Hart and Shirley Stitt. OPSEU agreed to identify a representative to sit on the committee.	

ITEM	DISCUSSION	ACTION
6. Vehicle Expense	<p>The Union requested that managers in the Finance and Business Planning Branch responsible for the authorization of T2200 forms for employees be advised as to the response required to the questions in order not to negatively impact employees entitlements to these claims. The Union also requested the Employer not to forward a Form T2200 Revenue Canada without the employee being advised.</p>	<p>Barb to review with F&B Planning managers.</p>
6. Bill 125 and MEDT's Accessibility Plan under ODA	<p>Employer provided a copy of MEDT's plan to the Union and advised that the Ministry will be seeking direction from the government on the implementation of the commitments due to the budget constraints.</p>	
7. Kitchener OAG Vacancy	<p>The Union enquired as the Employer's intent with regard to a temporary OAG-8 vacancy in the Kitchener office. The Employer responded that the position will remain vacant while the incumbent is on temporary assignment.</p> <p>The Union then enquired as to what the Employer would do should the position become permanently vacant. The Employer advised that it would be treated as all other vacancies in the Ministry i.e. the manager would determine whether or not it was critical to business and, if so, seek the necessary approvals from the ADM and Deputy Minister.</p>	
8. ASP Threshold	<p>The Employer advised that the actual STSP usage for 2002 for MEDT employees was 5.2, one of the lowest in the OPS. The 2004 benchmark for MEDT is 6.4. days.</p>	

ITEM	DISCUSSION	ACTION
9. WIN Update	The Employer advised that managers are able to process merit increases now that WIN is back up.	
E. Next Meeting	Tentatively scheduled for April 2004.	Ron to consult with Sandra Harper and provide dates to Barb.



Dan Gordon, Co-chair
MEDT



Ron Langer, Co-chair
OPSEU



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"/> | Contract Interpretation |
| <input type="checkbox"/> | Enforcing the Contract | | |
| <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 #:

