

**MEMORANDUM**

**TO:** All Presidents with members in the Ministry of Education  
All Stewards in the Ministry of Education

**FROM:** Ruth Hamilton, A/OPS Supervisor

**DATE:** January 14, 2011

**SUBJECT:** **Ministry of Education**  
**ERC Minutes – January 12, 2011**

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

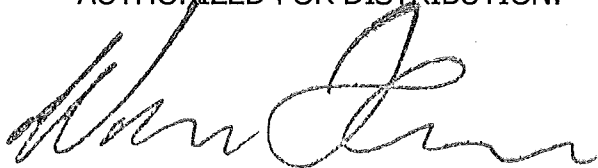
Please post or otherwise make them available to the members in your workplaces.

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:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Ruth Hamilton  
A/OPS Supervisor

/pb

att.

cc: MERC Chairs  
Ministry ERC



**MINISTRY OF EDUCATION**  
**MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**  
**Board Room 1826, 18<sup>th</sup> FLOOR Mowat BLOCK, 900 BAY STREET**  
**January 12, 2010** <sup>2011</sup><sub>RE.</sub>

**For Management:**

Pat Macdonald-Rea, MANAGEMENT CO-CHAIR  
 Cheryl Zinszer, Superintendent, Provincial Schools  
 Alex Seres, Employee Relations Advisor, Centre for Employee Relations (MGS)  
 Bridget Jeanes, Labour Relations Analyst, Centre for Employee Relations (MGS)

**Guests:**

Sarah Truscott, HR/LR Project Lead, Early Learning (EDU)  
 Yolanta Stachow, HR Business Advisor, Strategic Business Unit (EDU)

**For OPSEU:**

\*Chris Cormier, (OPSEU CO-CHAIR) – Residence Counselor, Sir James Whitney School, Provincial Schools  
 Susan Blackford, Orientation and Mobility Specialist, W. Ross Macdonald school, Provincial Schools  
 Daryl O’Grady- Residence Counselor, Sir James Whitney School, Provincial Schools  
 Stephen George, OPSEU Job Security Officer

**Regrets:** Nancy Sanders, Director – Provincials Schools Branch(EDU)

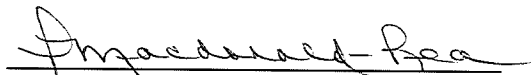
\*Chair of the Meeting


AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b>1. Confirmation of Agenda</b>	The agenda was confirmed as written.	No action required
<b>2. Minutes</b>	Minutes of the October 27, 2010 meeting were signed off by all parties.	No action required.
<b>STANDING ITEMS</b>		
<b>1. True Vacancy, Fixed Term Reports</b>	The reports were provided to OPSEU. OPSEU indicated that for they would like to see the reports further in advance of the MERC meeting.	
<b>2. Provincial Schools Branch Pilot</b>	The joint union-management evaluation of BERC pilot is outstanding. OPSEU indicated that it may hold off from attending another BERC meeting and may terminate the pilot if a number of issues are not addressed. OPSEU indicated that there have been issues with communication from the BERC pilot to employees. The initial joint union-management memo has not yet been sent out. OPSEU stressed the need for improvements in communication. OPSEU indicated that it has concerns with the posting and distribution of the BERC minutes. OPSEU would like to see the BERC minutes posted on the O Drive. OPSEU also suggested that in-class Workplace Discrimination and Harassment training take place for OPSEU members.	Management will post the BERC minutes on the O Drive as soon as possible.  Management will revisit the issues raised and work with OPSEU to address them.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
3. Results Based Plans	Management indicated that there is no update.	
4. Diversity Initiatives		Management will invite a policy manager to the next meeting to discuss how the diversity lens is applied.
5. Seasonal Benefits	Management will provide an update as information is available.	
6. I and IT Cluster Review (ITLEC Disclosure)	Management indicated that there is no update.	Management will invite a representative from the Ministry of Government Services to speak at the next MERC meeting.
7. 5% Reduction Targets	Management indicated that there is no update.	
8. Agency Staff	<p>Management indicated that the communication has yet to be sent out. Management will raise this issue at the January Human Resources Advisory Services' Client Service Review meeting. A follow-up memo to Ministry managers will be sent out.</p> <p>OPSEU inquired as to whether it would be possible to canvas Human Resources Advisors at this meeting to see how many requests have been made for Temporary Agency staff.</p>	Management will provide the MERC team with a copy of the follow-up memo to managers.
9. MCYS Early Learning Transfer to EDU	Management indicated that the Ministry is focused on phase II of the transfer. This phase did not involve the transfer of staff, just the transfer of responsibility for these functions. The functions were assumed in the Early Learning Division and the Elementary/Secondary Business and Finance Division. The next phase of the transfer is related to licensing and enforcement. The two Ministries are in preliminary discussions regarding this phase.	
<b>BUSINESS ARISING</b>		
1. Bill 168 Rollout	<p>Management indicated that as of January 4, 2011 the Bill 168 training completion rate for the Ministry of Education had increased to 99%, the Workplace Discrimination and Harassment training completion rate has increased to 96% and the Workplace Violence Prevention training completion rate has increased to 94%.</p> <p>Management indicated that a communication regarding Workplace</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Discrimination and Harassment and Workplace Violence was sent out to all Ministry staff on January 10, 2011, which included tip sheets on the policies.</p> <p>OPSEU inquired about the Threat Risk Assessment completion rate in the Ministry.</p> <p>Management indicated that once a final report is completed, information will be shared at the Health and Safety Committees and MERC. Management also indicated that each site has a Threat Risk Assessment.</p> <p>OSPEU inquired about whether staff had input with the Threat Risk Assessments.</p> <p>Management indicated that Health and Safety Committees did provide input.</p>	
<p><b>2. W Ross Macdonald Resource Consultant</b></p>	<p>Management indicated that an Employee Relations Advisor will review the position as a priority assignment.</p>	<p>Management will respond before the next MERC meeting.</p>
<p><b>3. W Ross Macdonald Secretaries</b></p>	<p>This issue has been resolved.</p>	<p>This item to be removed from the agenda.</p>
<p><b>NEW BUSINESS</b></p>		
<p><b>1.Temp Assignments</b></p>	<p>OPSEU is inquiring about how temporary assignments are being tracked in the Ministry.</p> <p>Discussion was held to clarify what constitutes a temporary assignment.</p>	<p>Management will respond at the next MERC meeting.</p>
<p><b>2. Communications Branch Ministry of Education</b></p>	<p>OSPEU indicated that it has a number of concerns regarding how information about this review was shared with OPSEU. OPSEU indicated that whenever questions and answers are provided to OSPEU members, that the information should go through the disclosure process, in order for OPSEU to have time to respond to management. It is OPSEU's position that this initiative must be a formal disclosure to the corporate union.</p>	<p>Management will issue a formal disclosure.</p>
<p><b>3.Fixed Term Pay Increases and Seniority</b></p>	<p>OPSEU is inquiring about how the Ministry is implementing the merit increase for fixed term employees that was negotiated in the last round of collective bargaining. In particular, OPSEU is inquiring about whether fixed term employees who are working part-time hours have received their merit increases. OPSEU is also inquiring about how seniority is being tracked in the Ministry.</p>	<p>Management will respond at the next MERC meeting.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
4. Enterprise Classification Unit	<p>OPSEU is requesting clarification about how the Enterprise Classification Unit fits into the job posting process.</p> <p>Management indicated that if no job description exists for a position that is to be created or is to be updated, that the manager provides information about the position to the Human Resources Advisor. The Human Resources Advisor then forwards the proposed job description, organizational charts and comparator job specs to the Enterprise Classification Unit. The Enterprise Classification Unit then evaluates the position and classifies the position. The manager would then post the position once they have appropriate staffing approval.</p>	No action required.
5. Health and Safety (Expert Panel Recommendations specific to the Ministry of Education)	<p>OPSEU indicated that it has passed on the expert recommendations from the panel. OPSEU indicated that it strongly recommends that two recommendations be implemented at the Ministry and jobs be created to do this work.</p> <p>Management indicated that the report has been tabled. Health and Safety is currently addressed in several Elementary and Secondary school curricula.</p>	Management will invite a representative from the curriculum branch to speak to this issue at the next MERC meeting.
6. Next Meeting	The next MERC date is March 30, 2011	

  
 Pat Macdonald-Rea, for Management

  
 Chris Cormier, for the Union

January 12, 2011  
 Date

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