

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor

DATE: June 19, 2009

SUBJECT: **Ministry of Education**
ERC Minutes – April 17, 2009

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

/sc
att.



Brian Gould
OPS Supervisor

cc: MERC Chairs
Ministry ERC

**MINISTRY OF EDUCATION
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 Pond Room, 2nd Floor, Mowat Block
 900 Bay Street, Toronto, Ontario
 April 17, 2009, 9:30 - noon**

For Management:
 Lisa Sherin, Co-Chair
 Deborah Metrakos
 Marika McKetton
 David Doherty

For OPSEU:
 Chris Cormier*
 Susan Blackford

Regrets:
 Alicia Czeikerda
 Stephen George

*Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Confirmation of Agenda	Additions to the Agenda: Temporary staff – Cleaning W. Ross MacDonald 12-Hour shifts for Seasonal Staff – W. Ross MacDonald Records of Employment Request for MERC Minutes Preparation for LERC Meetings Policy Advisor and Program Manager – Residence	
Minutes	Minutes signed before the meeting	

BUSINESS ARISING		
Local Employee Relations Committee (LERC)	2 sites remain to be trained – Centre Jules-Léger, E.C. Drury School. Training will not commence until the new CERC is elected.	Remove from Agenda
Seniority List, True Vacancy Report, Unclassified Contracts List	The lists were sent to members on April 14, 2009. A Seasonal Date of Hire list was sent to the Union in October, 2008.	The Union will provide feedback on the Seasonal Date of Hire list.
Provincial Schools Governance	Nothing new to report	
Residence Review	Management recommended that the Program Manager – Residence Services be invited to the next meeting.	The Program Manager – Residence Services will be invited to the next meeting. The Union will refer any questions to the Program Manager – Residence Services
Workplace Safety Insurance Board (WSIB) Summaries	Management reported that the data for the WSIB report is now maintained by the Centre for Employee Health and Wellness. The data was not available in time for the MERC meeting. It is not clear whether the data is still available by site.	Management will confirm what data is available and report back to the Union.
Results Based Planning Update (RbP)	Management reported that Ministry specific RbP disclosure was provided on November 19, 2009.	Remove from Agenda
Human Resource (HR) Transformation Update	Management provided an update on the launch of the Regional Service Delivery Centres. The Strategic Business Unit will be responsible for providing a liaison function for the various components of HR Ontario. Management shared an update regarding the HR Transformation.	Remove from Agenda

<p>Provincial Schools Branch Employee Relations Committee</p>	<p>The Union had nothing new to report. It indicated that it was OPSEU's hope that the LERC training would be completed first. Management reiterated its interest in having a process which addresses the Provincial Schools Branch (PSB) focus of the MERC. It suggested that a PSB committee would be more efficient in resolving PSB issues. The Union indicated that there may be an issue related to travel expenses. Management expressed the view that these logistics could probably be negotiated.</p>	<p>The Union will raise the issue with its caucus at the OPSEU convention.</p>
<p>Workplace Discrimination and Harassment Prevention (WDHP) Policy Subcommittee Report</p>	<p>Management advised that the WDHP policy is being reviewed corporately. The link to the orientation website has been made. A memo was sent by the Deputy on the I&IT abuse issue. There has been work on a Ministry web-based training module, but it may be more appropriate to defer further training activity until the policy review is complete.</p> <p>✓ A copy of the contents of the Diversity Strategy website was provided.</p>	<p>It was agreed to defer further action until the Corporate Policy roll-out.</p>
<p>Education Officers</p>	<p>Management reported that there was no difficulty in the expression of interest process.</p> <p>12 individuals applied; 7 completed the full paper and on-site inspections. 4 performed paper inspections only. These 4 will perform overseas inspections next year. One individual withdrew.</p> <p>The Union indicated that there appears to be an increase in unclassified contracts in the Field Services Branch (FSB), and asked whether this reflected a change in practice.</p>	<p>Management will provide the Union with information on the ongoing process.</p> <p>Management will review the Union's concern regarding the use of unclassified contracts in FSB.</p>

<p>Averaging of Hours W. Ross Macdonald School (WRMS)</p>	<p>A number of employees have reduced hours this year. There is a concern that this may relate to the 12 hour issue. Management indicated that the averaging hours for seasonal staff only applies to W. Ross MacDonald School. It would have to review the reason for any reduction.</p> <p>The Union reiterated its concern over the discrepancy in hours by school. Management indicated that this was justified by operational need. The Union responded that it felt there was a commitment in June that the discrepancy will be addressed. Management felt that it committed only to confirming the schedule.</p> <p>The Union emphasized the importance of bringing the OPSEU staff for the Learning Disabled (LD) schools in before the students start, to assist with the training of the seconded teachers. Management agrees that this is important, and noted that this year OPSEU represented LD employees were brought in a week before the students for this reason. Whether this will continue to be the case will depend on an annual review of operational needs. The date at which the employees start is based on Management's assessment of operational need.</p>	<p>The Union will provide Management with further information. Management will review the situation and report back to the Union.</p> <p>Management committed to inform the Union of changes to the school calendar, once approved.</p>
<p>WHMIS Training</p>	<p>The Union requested an update on how many employees completed the training.</p>	<p>Management will provide the information to the Union prior to the next meeting.</p>
<p>Temporary Cleaning Staff –W. Ross MacDonald School</p>	<p>The Union noted that the Maintenance Mechanic positions were posted in November. Interviews do not appear to have commenced.</p> <p>Management reported that the interviews have been completed for the Maintenance Mechanic 2 position; interviews are scheduled for the Maintenance mechanic 1 position next week.</p>	<p>Remove from Agenda</p>

<p>12-Hour shifts for Seasonal Staff – W. Ross MacDonald School</p>	<p>The Union questioned Management’s position that no one will be <i>scheduled</i> to work more than a 12 hour shift.</p> <p>Managers have been informed not to schedule more than 12 hours. Exceptions are made for trips where employees have to be on duty for longer periods. It is recognized that circumstances can arise which result in the employee working more than 12 hours.</p>	<p>Remove from Agenda</p>
<p>NEW BUSINESS</p>		
<p>Up-skilling of Residential Counselor 1 staff</p>	<p>OPSEU asked how many employees are still not yet able to work at the full Student Support Counselor (RC2) level. Management confirmed that there are 2 employees at E. C. Drury School who are still receiving training, but who are being paid at the RC2 level. One of the staff members involved has expressed the preference to remain on night shifts.</p>	<p>Remove from the agenda</p>
<p>Change in Ministry Organizational Structure – Effect on Provincial Schools</p>	<p>Management reported that a number of branches were moved to equalize work at the ADM level and to group related branches. All branches moved intact. Moving PSB to Learning and Curriculum aligned it with other branches dealing with special education.</p>	<p>Remove from Agenda</p>
<p>Provincial Budget and Announced Public Service Cuts</p>	<p>OPSEU has voiced its discontent on the proposed reduction in the Public Service.</p>	<p>Remove from Agenda</p>
<p>Pandemic Plans</p>	<p>Management reported that the Emergency Management Office requirements are expected next week. Following receipt the EDU Pandemic Planning Team will meet to determine how to address the new requirements.</p>	<p>Remove from Agenda</p>

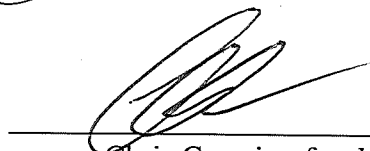
Records of Employment (ROE)	<p>The Union indicated continued frustration with the issuing of ROE's. Some were mailed, some handed out. In some cases Employment Insurance already had copies sent directly. Similarly, there are still problems with benefits administration.</p> <p>It was suggested that there is a need to encourage Provincial Schools Branch employees to access WIN to check their entitlements. Management agreed.</p>	<p>Management will again prepare a template letter for staff to submit with benefits claims at the beginning of the school year.</p>
Request for MERC Minutes	<p>Management confirmed that all minutes requested that still exist were forwarded to the Union. Some of the requested minutes were no longer available as they pre-date the Archive retention schedule.</p>	<p>Remove from Agenda</p>
Preparation for Local Employee Relations Committee (LERC) Meetings	<p>It was agreed that LERC members will be scheduled to work during the time of LERC meetings.</p>	<p>Remove from Agenda</p>
Policy Advisor, and Program Manager – Residence (Provincial Schools Branch)	<p>The Policy Advisor position is to coordinate the development of policies and the updating of the policy manual.</p> <p>The Program Manager Residence will coordinate residential and health services.</p>	<p>Remove from Agenda</p>
Non-Renewal of Contract at Sir James Whitney School	<p>The Union indicated that it did not receive disclosure of a non-renewal of contract at Sir James Whitney School. Management indicated that the disclosure was sent March 25, 2009.</p>	

Remembrance Day 2009	Management notified the Union that for November 11, 2009 the School will be operating normally (not a Professional Development) day. Staff will be paid in accordance with the applicable articles of the collective agreement.	Remove from Agenda
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Lisa Sherin, for Management

April 20, 2009
Date



Chris Cormier, for the Union

June 18/2009
Date