

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor

DATE: July 10, 2009

SUBJECT: **Ministry of Education**
ERC Minutes – October 7, 2008

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.

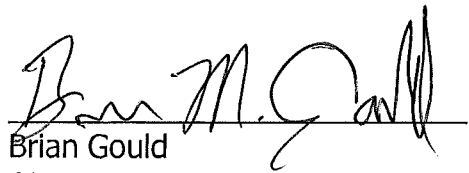
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF EDUCATION
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 Rideau Room, 900 Bay Street, Toronto
 October 7th, 2008**

For Management:
 Lisa Sherin, Co-Chair*
 Pat Macdonald-Rea,
 Deborah Metrakos
 Mercedes Gagnon
 Amanda Costa

For OPSEU:
 Alicia Czekierda, Co-Chair
 Chris Cormier
 Susan Blackford
 Stephen George

Regrets: David Doherty

*Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Confirmation of Agenda	The agenda was confirmed with the following changes: <ul style="list-style-type: none"> - two items were added under Business Arising: WHMIS Training, and Mentorship Program and criteria for selection. - five items were added under New Business: Real Time Minutes, Pandemic Planning; Up Skilling of RC1s, and Policy Program and Diversity Initiative - two items were removed under New Business: Mentorship Program and criteria for selection, and Other Business – Issues at EC Drury and Trillium 	
Minutes	The minutes of the prior meeting were signed.	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
BUSINESS ARISING		
Local Employee Relations Committee (LERC) Training Module	<p>LERC members at Milton and Ottawa have not received the training. There is no training scheduled at this time since bargaining has begun. There is not a management trainer who is bilingual. The Ministry of Government Services indicated that they would extend the training in French to other Ministries' LERCs at another time.</p> <p>Union suggested that in the future, having French language training should be considered as part of the planning process.</p>	
Seniority List, True Vacancy Report, Unclassified Contracts List	<p>The lists were sent out on September 30th, 2008.</p> <p>Union requests that an updated true vacancy list and a seasonal seniority list for Provincial School Boards.</p> <p>Management responded by explaining they will look into the feasibility of providing a list but cautioned that it cannot be considered an official seniority list.</p> <p>Union explains that this list would not be provided to members and would only be used for MERC.</p>	<p>Management will provide an updated true vacancy report in early November.</p> <p>Management will look into whether or not they have the resources to provide a Seasonal Date of Hire list broken down by site and job category. If the list is available, the list would be provided once a year in January.</p>
Provincial Schools Governance	Nothing new to report	
Residence Review	An update on the residential review was provided to MERC members. Management reported that they will be providing updates as they become available.	Union will review the document and forward any questions to Management.

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Workplace Safety Insurance Board (WSIB) Summaries	An updated copy of the WSIB summaries was provided to the Union.	
Results Based Planning Update (RbP)	<p>The RbP disclosure was made corporately on July 10th, 2008. Management indicated that they are currently going through the 2009-2010 process.</p> <p>Union requests that a ministry specific copy of the 2008-2009 RbP disclosure be provided.</p>	Management will provide a ministry specific copy of the 2008-2009 RbP disclosure to the Union
Workplace Violence and Prevention	<p>Management provided an update of what has happened since the last meeting.</p> <p>It was explained that the lead Ministries have been confirmed and that the procurement process has been finalized. Vendors of Record (VoR) have been approved and are now available. In October, the Requests for Services (RFS) will be prepared for VoRs to conduct Threat Risk Assessments. In November, it is anticipated that they will be evaluating the RFS responses and in April be reviewing the recommendations.</p> <p>The Union expressed a concern that some Ministries already have a Workplace Violence and Prevention policy in place and wondered how this new process would affect their current policies.</p> <p>Management explained that the current process will provide consistency across Ministries.</p>	Management will provide an updates via e-mail as they become available.
Human Resource (HR) Transformation Update	Management provided the Union a hand out and shared an update regarding the HR Transformation. It was explained that 74% of the new model is in place. The Regional Recruitment Centers opened for	

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	<p>business on June 30. In total, there are 5 Recruitment Centers. The Strategic Business Units (SBU) were launched on July 17. Recruitment for the remaining vacancies in the SBU is being conducted. In the end, there will be 9 positions in the Ministry of Education and Ministry of Training, Colleges and Universities SBU. The next phase of the transformation is the launch of the Regional Services Delivery Centers (RSDCs) which is targeted for the winter of 2009.</p> <p>Union shared their concern regarding the challenges that may arise when liaising with the various Centers.</p> <p>Management explained that the existing relationships within MERC are still available to help with the transition. Management also highlighted that they will work with the Union throughout the process to mitigate any communication challenges.</p>	
Provincial Schools Branch Employee Relations Committee		This item will remain a standing item until both parties are ready to address it.
Workplace Discrimination and Harassment Prevention (WDHP) Policy Subcommittee Report	<p>Management provided an update on the current status of the implementation of the WDHP learning initiative.</p> <p>A WDHP training module will be provided on the intranet. Staff and managers will be encouraged to attend Center for Leadership and Learning training sessions available throughout the province. A link of the WDHP policy and checklist is provided on the orientation website. An overall communication to staff will be provided along with the website launch date. Additional communication will include regular reminders to staff and what is considered the appropriate use of Information and Information Technology. Staff will be provided information about the various opportunities to learn about WDHP. As</p>	Updates on the implementation will be provided as they become available.

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	<p>part of the blended learning strategy both online and in class training are available. The training is however, not mandatory. It is hoped that the communication initiative will be launched in the Fall.</p> <p>The Union asked what assurance there was that the members who took the online training understood the policy and had all their questions answered.</p> <p>Management responded that there is a self test at the end to assess the retention of the training as well as a contact for those who would like additional information.</p> <p>Union reiterated their position that the training should be mandatory for all staff.</p>	
<p>Issues Concerning Education Officers</p>	<p>A response was sent out to the Union on July 31st, 2008.</p> <p>Union asks why there would be an Expression of Interest if this is part of their job description.</p> <p>Management explained that not all Education Officers perform private school inspections in Ontario. It is important to know which Education Officers would like to go overseas.</p> <p>The Union asked how many people applied and how many were turned down.</p> <p>Management responded that the process is still ongoing.</p> <p>Union asked if there were any problems with the process of Expression.</p>	<p>Management agreed that they will provide an update when the information becomes available.</p> <p>Management will determine and report back to the Union if there were any difficulties with the Expression of Interest Process</p>

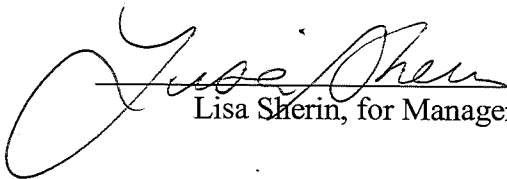
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Temporary Placement of Cleaning Staff at W. Ross Macdonald School (WRMS)	<p>The Union expressed concern that the position should have been backfilled.</p> <p>Management explained that the position has been backfilled.</p>	<p>Management commits to advising the Union the name of the employee in the backfill.</p>
Averaging of Hours W. Ross Macdonald School (WRMS)	<p>Union expressed a concern that the current averaging hours have dropped since 2007-2008.</p> <p>Management explained that seasons are set in accordance with the school year calendar and their operational needs.</p> <p>Union expressed a concern that the start dates are no longer the same and believe the total number of hours between all schools should be equal.</p>	<p>Management will bring forth the Unions concerns to the senior managers who set the school calendar.</p>
Workplace Hazardous Materials Information System (WHMIS) Training	<p>Item deferred</p>	
Mentorship Program and criteria for selection	<p>Union expressed concerns about the Mentorship Program. It is the Union's position that the selection process lacks transparency and fairness. The Union asks for some clarification regarding the selection process as employees have been turned down.</p> <p>Management explains that they are trying to expand the applicant base and those who are selected. Management described that one of the objectives of the program was to develop employee leadership capabilities.</p>	<p>Management agrees to look into the issues and bring the Union's concerns to the Mentorship Program.</p>

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NEW BUSINESS		
Handling of Surplus Notices at Provincial Schools	Item deferred	
Working more than 12 hours – written agreement to exceed 12 hours shifts W. Ross Macdonald School (WRMS)	Item deferred	
Benefits and the multiple problems that have occurred this September	<p>Union explained that the problems have escalated and are wondering why the issues have not been addressed sooner.</p> <p>Management apologized and explained that they thought there would not be any problems this year because of the improvements that were made last year. Management is currently addressing the problems with the Ontario Shared Services (OSS) and is dealing with the issues as they come forward.</p> <p>The Union stressed their frustration regarding the re-occurrence of this issue on an annual basis.</p>	Managements agreed to escalate this issue within OSS.
Record of Employment (ROE)- some staff did not receive theirs until September	Management asked the Union to identify who did not receive their ROE so that they can look into it. The issue was identified at Central Employee Relations Committee (CERC) and a memo was sent out in January 2008.	Managements agreed to escalate this issue within OSS.

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Staff receiving hours for Local Employee Relations Committee (LERC) meetings	The Union asked that staff who are LERC members are scheduled in accordance with the LERC meetings so that they are not coming in on their own time.	Item will be deferred and Management will respond before the next MERC meeting.
Request from JSO concerning MERC/TCU for the years 1996, 1997, 1998	Union is looking for an update on the status of getting the minutes requested.	Management will follow up as soon as possible.
Trained Designee for Stage 2 Grievances from Management	Item deferred	
Real Time Minutes	<p>Union is wondering whether this process has achieved its intention of speeding up the process of getting the minutes out. The Union wonders what the value is of having real time minutes.</p> <p>Management suggests that a commitment be made to get the e-minutes out in 5 working days.</p>	
Pandemic Plans	Management stated that an Ontario Public Service wide Pandemic Plan training was recently held.	<p>Management will provide the Union with an update on the Pandemic Plan training before the next MERC.</p> <p>Management will provide an presentation on Pandemic Planning at the next MERC</p>

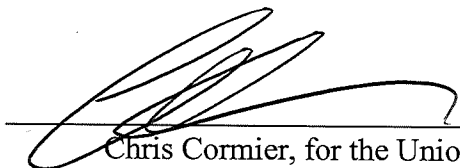
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Up Skilling of RC1s	Item deferred	
Policy Program Analyst	Item deferred	
Diversity Initiative	<p>Management provided an update. The Ministry of Government Services has a diversity unit which developed an initial diversity strategy and work plan. A diversity Champion and Director Lead have been established at the Ministry of Education. Additional resources such as a working group and a consultant have been devoted to help with the implementation of the strategy. A formal orientation was held.</p> <p>The Union asked Management to clarify the goal of the diversity initiative.</p> <p>Management responded by explaining that the goal is to have a workplace where everyone feels valued and included.</p> <p>The Union asked if the working group was representative of the diversity in the Ontario Public Service and asked Management to explain the reporting relationship to the Centre and within the Ministry. Management responded by saying that they did not have any information at this time on the composition of the working group. There is no direct reporting relationship to the Centre and within the Ministry the reporting relationship is to the senior management team.</p> <p>Union asked to clarify what the working group was currently working on.</p> <p>Management explained that the working group is looking at the initial</p>	<p>The Champion or Director lead will be invited to speak at the next MERC.</p> <p>The Governance Framework will be shared.</p>

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	<p>framework that was developed by the OPS. The recommendations are being prioritized and action plans are being developed.</p> <p>Union thinks it is commendable that the Ministry has taken the initiative to develop a diversity initiative. The Union expressed a concern about the required prerequisites in the Expression of Interest which seemed to include barriers to participation in the working group.</p> <p>In addition, it was expressed that when the Expression of Interest was sent out, employees may have gotten involved without a clear understanding of what diversity meant to the Ministry.</p> <p>Union has other concerns and would like to work together with Management to ensure the process is barrier free and done successfully.</p> <p>Management agreed that having a clear understanding of diversity is of great importance.</p>	



 Lisa Sherin, for Management

OCT 16, 2008
 Date



 Chris Cormier, for the Union

April 17/2009
 Date