

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: 17 August 2007

SUBJECT: **Ministry of Finance**
ERC Minutes – August 15, 2007

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.

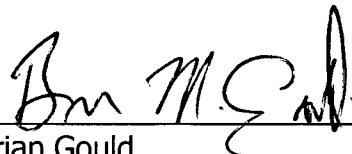
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

/gj
att.

cc: MERC Chairs
Ministry ERC

MINISTRY OF FINANCE/REVENUE & ONTARIO PUBLIC SERVICE EMPLOYEES' UNION

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING

33 KING STREET WEST, OSHAWA

August 15, 2007

For the Ministry

Mark Grimsditch (Acting Co-chair)
Diane Painter
Peter Deschamps (Regrets)
Angella Walmsley (Recorder)

For the Union

Kathleen Demareski (Co-Chair)
Leo Herskovits
Maurice Gabay
Marg Simmons, OPSEU Job Security Officer

Agenda Item	Date Tabled	Issue	Follow-Up/Action
1. Minutes of the Previous Meeting		Minutes of the meeting held on May 16, 2007 were signed off on May 16, 2007.	Posted on the Ministry HRB intranet and OPSEU web site.
2. Notifications		6 Disclosures have taken place since the last meeting. CAC – Restructuring (June, 2007) PLFD – Reporting Relationship (June, 2007) TRD – TASB/TAB – Reporting Relationship (June, 2007) CAC – Restructuring (June, 2007) TBO - OIA – Relocation (July, 2007) TBO – OIA – Relocation (July, 2007)	
3. Standing Items	Sept/02	A) Reports i) Unclassified Conversions There were 2 unclassified conversions since the last meeting.	
		ii) Surplus List For the period covering April 1, 2007 – present, there are 11 employees on the list. Copy was provided to Union.	


		<p>iii) Appendix 15 –Unclassified</p> <p>A copy of the report was provided to the Union.</p>	
	Dec/05	<p>iv) New & Revised Job Descriptions – Article 1.4</p> <p>Management provided 58 position descriptions to the Union covering the period May 16, 2007 – August 14, 2007.</p> <ul style="list-style-type: none"> - 9 OPSEU - 19 AMAPCEO - 30 MCP/Excluded 	
4. Business Arising from the Minutes	May/02	<p>B) Ministry Updates</p> <p>i) Review of Tax Revenue Division (TRD) Organizational Structure</p> <p>There are no further announcements at this time. Management will provide appropriate disclosure when decisions are made.</p>	
	August/06	<p>ii) Ministry of Finance Grievance File Review (MFRC) Sub-Committee</p> <p>The MERC agreed to form a Ministry File Review Committee to deal with grievances in an effective and expeditious manner at the Ministry level. The committee’s objectives were to review outstanding grievances to determine status, a common list, and to address outstanding issues after a Stage 2 meeting had been held.</p> <p>The committee met on a regular basis and reviewed 242 Ministry of Finance/Revenue grievances. The sub-committee was successful in identifying that a number of issues had been resolved, closed, withdrawn or settled. As well, a number of grievances not referred to the GSB were settled as a result of memorandum of settlements for a policy and individual grievances. The total number of issues effectively dealt with at the 6 month mark was 155. Therefore the common list was reduced to 87 issues filed as grievances by individual members.</p> <p>Unfortunately only one grievance was referred to the committee within this six month period for resolution. As per the Terms of Reference, discussions on this matter shall be kept confidential.</p> <p>The committee members are satisfied that the pilot was successful in reducing the number of issues listed as open. The pilot presented an opportunity for committee members to talk candidly about the current climate of labour relations within the</p>	<p>Status check to be provided at the next meeting.</p>

		<p>Ministry. It was also a chance to identify and suggest feasible solutions to local issues.</p> <p>It was agreed that the MFRC will continue to meet to consolidate the list, identify issues that can be resolved and deal with referrals as they arise.</p> <p>Stewards are encouraged to refer grievances that are unresolved at Stage 2 to the committee and not the Grievance Settlement Board.</p>	
	February/07	<p>iii) Budget 2007-2008</p> <p>The Union sent a letter to the Deputy Minister dated May 18, 2007 outlining the Union's concerns regarding funding cuts to the Ministry of Finance and Revenue. The Union requested that the employer provide the Union with details of its plan to restore operational funding. The Deputy Minister's response dated June 27, 2007 was received by the Union.</p>	Remove from Agenda.
	February/07	<p>iv) Interest Based Problem-Solving Training</p> <p>The training was held May 30, 2007 and facilitated by Leslie MacLeod of Leslie H. MacLeod and Associates. All the participants provided positive feedback and suggested additional training should be held in the future.</p>	Remove from Agenda.
	May/07	<p>v) Changes to the Insurance Act</p> <p>An update was provided on March 26, 2007 which announces that employees are to rent vehicles and make sure that they list the renter as Her Majesty The Queen followed by the name of their Ministry.</p> <p>As of April 1, 2007, the employer's auto liability coverage is \$5 million and non-owned auto liability is also \$5 million. The employer is liable first, followed by the employee. The employee's policy is exposed if the judgement is over \$5 million. Will the employer cover the excess of \$5 million without exposing the employees insurance?</p>	Deferred to next meeting.
	May/07	<p>vi) Ontario Child Care Supplement Program</p> <p>A working group has been formed and a meeting has been held with all affected staff. The working group will continue to meet and discuss creative solutions to meet operational needs and creative solutions to mitigate any potential impact to OPSEU members.</p>	Deferred to next meeting.
5. New Business	August/07	<p>vii) JSSC Update</p> <p>The Union sent a letter to the Deputy Minister on June 19, 2007 which expressed frustration and disappointment regarding classification grievances. The Deputy</p>	Remove from Agenda.

		<p>Minister's response dated July 17, 2007 was received by the Union. The response from the Deputy Minister indicated that he was disappointed that the bargaining agent withdrew from the process prior to a final resolution being achieved and the Employer has indicated to OPSEU that we remain prepared to meet and resume the work of the JSSC.</p> <p>The Union would like to remind the employer that OPSEU's representatives on the Joint Systems Subcommittee (JSSC) spent more than a year working with a mediator to try to resolve the outstanding classification grievances. But the mediator was not an arbitrator. The government offered to reclassify just 375 members and pay a lump sum to another 214. In return, they demanded that the Union agree to kill the remaining 7,543 grievances. They refused to hear thousands of grievances at all. And if a grievor was reclassified, they refused to guarantee that other members who do the same work would be reclassified too. There is no way that the Union would trade away thousands of valid cases to get a settlement for just seven percent of the original grievors.</p> <p>The Union maintains that the Employer has the ability to reclassify positions at any time as per Article 2 of the Collective Agreement.</p>	
	August/07	<p>viii) Results Based Planning (RBP)</p> <p>The Union is requesting specific details of the Ministry of Finance and Revenue plans including a breakdown of specific impacts to OPSEU members.</p> <p>The Union expressed its disappointment that specific details were not shared at this meeting and will raise the issue at CERC in September 2007.</p> <p>Management is committed to providing the information prior to the next meeting.</p>	Report back before next meeting.
6. 2007 Meeting Schedule		<p>It was agreed that the first alternate to the MERC would be invited to attend the next meeting. Next meeting is scheduled for November 21, 2007 in North York.</p>	

Dated this 15th day of August, 2007.


Kathleen Demareski
Union Co-Chair


Mark Grimsditch
Management Co-Chair

**MINISTRY OF FINANCE
MINISTRY OF REVENUE
(MERC)
HEALTH AND SAFETY ADVISORY COMMITTEE
MINUTES OF MEETING
33 King St. W., Oshawa
August 15, 2007**

For the Employer:

Gail Lynch, Acting Co-Chair
Aranka Mason (regrets)
Robert Smith
Peter Deschamps
Mark Grimsditch
Deanna Scott
Sia Tsiouris (reporter)

For the Worker:

Maurice Gabay, Co-Chair
Kathleen Demareski
Leo Herskovits
Marg Simmons, Job Security Officer OPSEU

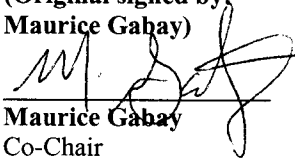
DATE	ISSUES	REFERRED	ACTION
	<p>1. <u>MINUTES</u></p> <p>Minutes of the May 16, 2007 meeting were signed by both the Employer and Worker's Representatives on May 16, 2007.</p>		
	<p>2. <u>BUSINESS ARISING FROM THE MINUTES:</u></p>		
Feb/06	<p>1. AED Pilot Project AED pilot project is completed and a copy of the final report was provided to union</p>		Remove from the agenda
June/01	<p>2. Risk Assessments There haven't been any recent risk assessments due to a staffing vacancy. However, the position has been filled and as assessments are completed they will be shared with local management and Joint Health and Safety Committees</p>		Report back on assessments when completed
	<p>3. Common Service Counters</p>	Union	Deferred to next Meeting.
Dec/05	<p>4. Health & Safety Action Plan</p> <p><u>WHMIS Training</u> Business Plan has been completed and approved. A contract has been sent out from NORCAT. Raymond Landry from NORCAT will be providing a demonstration of the program at the Health & Safety Conference on September 25th. The roll out is expected in the Fall 2007.</p> <p><u>H & S Training for Managers</u> Due to the HR Transformation no H&S Training for Managers is scheduled at this time.</p> <p><u>H&S Quick Reference Guide for Managers</u> The Guide is now complete and has been sent to Communications for posting on the HRB Website.</p>		Report back on WHMIS

DATE	ISSUES	REFERRED	ACTION
Dec/05	<p>5. Health & Safety Audit H&S Audit has now been completed & returned from all JH&S Committees. Employer is compiling the results for comparison and will be presented at the H&S Conference.</p>		Report back at next meeting
	<p>6. Ergonomics Software As a result of a grievance being filed, this item is being removed from the agenda.</p>		Remove from the agenda
	<p>7. First Aid Training for users of Ministry vehicles (per WSIB regulation) It was agreed that TRD would pay for first aid training for Ministry of Revenue employees (where required) who use program vehicles as it meets the health and safety requirements. The only thing that needs to be determined is the numbers to be trained and the criteria re who should be trained. Ministry of Finance approval still pending. It was agreed that a sub-committee would be formed to develop processes and criteria.</p>		<p>The employer will set up meeting for the sub-committee</p> <p>Report back at next meeting</p>
	<p>8. OPS Health & Safety Pilot MTO will only provide an update at six months and at the end of the Pilot.</p>		Deferred until early 2008
	<p>9. Ministry of Revenue (Impact on Health & Safety Committees) Recommendation for disentanglement shared with the committee. Feedback to be provided by the union by September 7, 2007.</p>		Co-chairs to approve final recommendations and move forward to implement recommendations
	<p>10. Violence in the Workplace A template guide was provided to the union. The union will review and provide feedback at next JH&SA Committee meeting.</p>		The committee will determine next steps
	<p>11. Health & Safety Conference Draft agenda compiled and speakers confirmed. H&S officer from OPSEU has confirmed attendance. Back to Basics workshop planned for afternoon. Speaker Paul Huschilt booked to wrap up at end of day with "Seven Humour Habits for Workplace Wellness". Registration response as of Aug. 14/07 -144 invited / 70 yes / 10 no / 64 no response as of yet. August 23 – registration deadline.</p>		To report back at next meeting
	<p>12. 777 Bay Street The employer met with potential reps on August 1st. A Worker Co-Chair was identified. Management Co-Chair not yet identified. Another representative has identified themselves as wanting to become part of the committee. The employer to meet with those members again in early September.</p>		To report back at next meeting

	<p>WSIB Stats:</p> <p style="text-align: center;">WSIB STATISTICS – MINISTRY WIDE</p> <p style="text-align: center;">May 15, 2007 – July 27, 2007</p> <p style="text-align: center;">TOTAL NUMBER OF CLAIMS FILED = 15</p> <p>INJURIES BY BRANCH/DIVISION:</p> <p>Number of Claims</p> <table border="0"> <tr><td>Budget Secretariat</td><td>1 (1 lost time)</td></tr> <tr><td>Client Accounts and Services Branch</td><td>1</td></tr> <tr><td>Human Resources Branch</td><td>1 (1 lost time)</td></tr> <tr><td>Most Project</td><td>1</td></tr> <tr><td>Revenue Collections Branch</td><td>3 (2 lost time)</td></tr> <tr><td>Revenue Operations and Client Services Branch</td><td>2 (2 lost time)</td></tr> <tr><td>Tax Compliance & Regional Operations Branch Central</td><td>1 (1 lost time)</td></tr> <tr><td>Tax Compliance & Regional Operations Branch North and East</td><td>2 (1 lost time)</td></tr> <tr><td>Tax Compliance & Regional Operations Branch West</td><td>3 (2 lost time)</td></tr> </table> <p>INJURIES BY ACCIDENT CATEGORY:</p> <table border="0"> <tr><td>Falls/Trips</td><td>3</td></tr> <tr><td>Repetitive Strain Injury</td><td>3</td></tr> <tr><td>Twisted/Sprained/Pulled Muscles</td><td>2</td></tr> </table> <p>OTHER:</p> <table border="0"> <tr><td>Car Accident</td><td>2</td></tr> <tr><td>Toe</td><td>1</td></tr> <tr><td>Hand</td><td>1</td></tr> <tr><td>Knee</td><td>2</td></tr> <tr><td>Ankle</td><td>1</td></tr> </table>	Budget Secretariat	1 (1 lost time)	Client Accounts and Services Branch	1	Human Resources Branch	1 (1 lost time)	Most Project	1	Revenue Collections Branch	3 (2 lost time)	Revenue Operations and Client Services Branch	2 (2 lost time)	Tax Compliance & Regional Operations Branch Central	1 (1 lost time)	Tax Compliance & Regional Operations Branch North and East	2 (1 lost time)	Tax Compliance & Regional Operations Branch West	3 (2 lost time)	Falls/Trips	3	Repetitive Strain Injury	3	Twisted/Sprained/Pulled Muscles	2	Car Accident	2	Toe	1	Hand	1	Knee	2	Ankle	1		
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	<p>1. Drinking Water Testing</p> <p>Three buildings have been tested as part of Phase 1. London, Kingston, and 5160 Yonge Street, and all 3 buildings test results were good. Phase 2 will be conducted in September, which will include 33 King St. JH&S Committees are advised of the results. The union reminded the employer that according to the <i>Act</i> the local JH&S Committee should be advised in advance of testing being conducted. ORC is developing a plan to test the drinking water in all the buildings.</p>		<p>The employer to report back at next meeting</p>																																		
	<p>2. Other Items:</p> <p>Union requested that the alternate representative be invited to future JH&SA Committee meetings. The employer has agreed to the request.</p>																																				

Next Meeting: November 21, 2007 in the North York Office at 9:30 a.m.

**(Original signed by:
Maurice Gabay)**

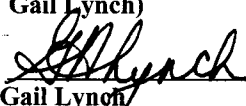


Maurice Gabay
Co-Chair
Worker Representative

(Dated: August 15, 2007)

Date

**(Original signed by:
Gail Lynch)**



Gail Lynch
Acting Co-Chair
Employer Representative

(Dated: August 15, 2007)

Date