

MEMORANDUM

OPSEU



SEFPO

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

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

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: October 18, 2004

SUBJECT: **Ministry of Finance
ERC Minutes – June 10, 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 our 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.

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cc: MERC Chairs
Ministry ERC

MINISTRY OF FINANCE & ONTARIO PUBLIC SERVICE EMPLOYEES' UNION

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING

33 KING STREET WEST, OSHAWA

June 10, 2004

For the Ministry

Allyson Thompson (Co-Chair)
 Peter Deschamps
 Mark Grimsditch
 Dieter Hogaboam
 Marion Crane (Guest)
 Regrets: Helen Ecker

For the Union


Kathleen Demareski (Co-Chair)
 Bob Walraven
 Maurice Gabay
 Murray Coulter (Guest)

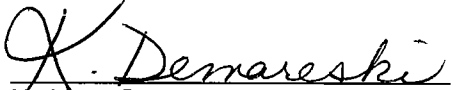
Agenda Item	Date Tabled	Issue	Follow-Up/Action
1. Minutes of Previous Meeting		Minutes of the meeting held on March 10, 2004 were signed on April 19, 2004	
2. Notifications		The Union was provided with the following notifications since the last meeting: <ul style="list-style-type: none"> - Whitby Integrated Service Centre pilot (March 24) - Toronto Integrated Service Counter project (May 5) - ADM of TRD May 19 memo to staff on organizational changes - New TRD Performance Management & Career Planning package and communication materials (June 9) 	
3. Business Arising From the Minutes	Sept/02	<p><u>A) Reports</u> Unclassified Conversions</p> <p>Management advised that there were 5 unclassified conversions since the last meeting, as follows:</p> <ul style="list-style-type: none"> • 2 in Collections and Compliance Branch • 1 in Corporate Planning and Finance • 2 in Retail Sales Tax Branch <p>In follow-up to the previous meeting, management advised that conversion data includes conversions resulting from grievance settlements.</p> <p>Surplus List</p> <p>Nothing to report.</p>	

Agenda Item	Date Tabled	Issue	Follow-Up/Action
	<p>December/03</p> <p>March/04</p> <p>March/04</p> <p>March/04</p> <p>March/04</p> <p>March/04</p>	<p>iv) Policy Review on Use of TRD Programme Vehicles</p> <p>The Ministry has referred the matter back to management in the Ottawa RTO and the matter has been discussed with the affected individual.</p> <p>v) Personal Information on Pay Stubs</p> <p>In response to request from the Union, management advised that ministry-generated forms no longer require a SIN number. New hires are required to provide their SIN number for documentation purposes. SSB and expense forms are moving to using WIN numbers as the employee identifier.</p> <p>The union stated that some branches continue to use old Leave of Absence Request forms that require a SIN number. The employer replied that it would advise branches to stop using these forms.</p> <p>vi) Status of Program Review for Ministry of Finance (Strategic Infrastructure Review)</p> <p>Management advised that there was nothing new to report. If there is a new development, it will be reported to the MERC.</p> <p>vii) Ministry of Finance Employee Recognition Programme</p> <p>Management advised that nominations would be accepted for individual and team efforts in six categories until June 30. Nominations go to a subcommittee of the recognition committee for a review against the programme criteria.</p> <p>viii) LERC Training</p> <p>The MERC Co-Chairs met to discuss the joint LERC training initiative proposed by the Union. The materials from the old joint training programme are out-of-date. The parties are jointly developing the content and the plan is to roll out training in the fall.</p> <p>ix) Summer Students</p> <p>The Union asked that the minutes reflect the new wage rates in the Memorandum of Understanding dated April 21, 2004. These rates are: - Special Employment Programmes \$7.15 - Level 1, GTA \$7.85, Outside GTA \$7.15; Level 2, GTA \$9.50, Outside GTA \$8.50 The Union also requested that management distribute the best practices tip sheet on hiring students to Ministry managers.</p>	<p>Remove from agenda.</p> <p>Management to advise branches to stop using outdated Leave of Absence Request forms.</p> <p>Remove from agenda.</p> <p>Management and Union to develop training.</p> <p>Management to review distributing tip sheet to managers.</p>
3. New Business	June 10/04	<p>i) Integrated Service Centres</p> <p>The Whitby Integrated Service pilot was closed to the MERC on March 24.</p>	Move item to Health and Safety

Agenda Item	Date Tabled	Issue	Follow-Up/Action
		<p>The Toronto Integrated Service pilot, announced June 3, is still in the planning stages, and no decisions have been made about the extent of Ministry of Finance participation or affected staff.</p>	Committee agenda.
	June 10/04	<p>ii) Inspection, Investigation, and Enforcement (II&E)</p> <p>The Union sought more information/clarification of Finance involvement in the Partners in Protection Workshops Report, as well as present and future involvement in II&E initiatives.</p>	Remove from agenda.
	June 10/04	<p>Tax Revenue Division will continue to participate in II&E initiatives that affect the Division. The ADM of TRD is on the II&E Steering Committee.</p> <p>iii) Employee Assistance Programme (EAP)</p> <p>MBS is responsible for maintaining the vendor listing and issuing the RFP. RFP replies were due on June 30 and it is anticipated the new vendor will be in place by August.</p>	Management to update the MERC.
	June 10/04	<p>iv) OPS Ideas Campaign</p> <p>The first fifty ideas to be reviewed by MOF were still being received from the corporate campaign office. Once a final listing is available, it will be shared with the MERC.</p>	Management to provide list of ideas being reviewed to MERC.
	June 10/04	<p>Once the initial fifty ideas have been reviewed, another fifty will be received by the Ministry.</p> <p>v) Furniture Purchases</p> <p>The Union expressed concern about the effectiveness of the current process for purchasing furniture. In the past, all furniture had to be ordered through Facilities, and could not be purchased directly from the Vendor of Record. The Union suggested that the current practice of ordering furniture is not cost effective and would like to see a new streamlined process to save money. Management stated that it would take the Union's suggestion under advisement.</p>	
	June 10/04	<p>vi) Joint MERC Communications</p> <p>The Union expressed an interest in establishing a process for communicating joint initiatives/agreements to the Ministry cooperatively, instead of each side doing separate communications.</p> <p>Management will review the Union's suggestion.</p>	Management to respond.

Agenda Item	Date Tabled	Issue	Follow-Up/Action
	June 10/04	<p>vii) Field Collection Officer Pilot Project</p> <p>The Union expressed concern that it was not informed of the Field Collection Officer Pilot Project.</p> <p>Management responded that under the Interim Disclosure Directive, it has an obligation to disclose initiatives that will cause a material change in working conditions. The employer does not believe the pilot meets this criteria. However, management reiterated its commitment to sharing information as much as possible with the MERC.</p> <p>The Union advised that issues that arise as a result of this pilot project would be raised at the MERC table.</p>	
	June 10/04	<p>vii) Job Competition Restriction to the Collections Branch</p> <p>In a recent competition in the Oshawa Collections Branch, the area of search was restricted to Oshawa based employees. North York Collections staff were upset that they were not eligible to apply, as they see themselves as members of the Collections Branch, even though they report to an RTO director. The Union pointed out that the area of search restriction is not consistent with the move to a functional organization. Management was asked to give consideration to this concern when determining future area of search restrictions.</p> <p>Management replied that the area of search was based on reporting relationships, and RTO employees have different reporting relationships than head office employees.</p>	
Next Meeting		September 15, 2004	


 Allyson Thompson
 Management Co-Chair
 Dated Aug 31, 2004


 Kathleen Demareski
 Union Co-Chair
 Dated Aug 31/04



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"/> | |
| <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 #:

FORWARD to: OPSEU Job Security Unit, 100 Lesmill, Toronto, Ontario M3B 2P8

Fax: (416)448-7462

