

MEMORANDUM

TO: All Presidents and members in Ministry of Health and Long-Term Care
All Stewards in Ministry of Health and Long-Term Care

FROM: Ruth Hamilton, A/OPS Supervisor

DATE: October 27, 2010

SUBJECT: **Ministry of Health and Long-Term Care
MERC Minutes – September 14, 2010**

Attached, for your information, please find the minutes of the above captioned meeting(s).

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

You will also find attached a MERC referral form which should be used when referring unresolved local issues to the ministry level. We request that you provide the Job Security Group with all supporting documentation, (i.e. 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 Health and Long-Term Care
 Ministry of Health Promotion & Sport
 MERC Meeting Minutes
 September 14, 2010

Union	Management
C. Falcao (Chair)	J. Livingston
P. Fry-Smith	D. Cameron
J. Eberle	G. Shaw
F. Pryor	H. Cooper
J. Marion	K. DuBois
Guest	Sue Sneyd, Lead, OPS Pride Network
Regrets	

The meeting was called to order with the Union chairing.


	Agenda Items	Discussion	Action Required
	Guest Presentation: OPS Pride Network and OPS Positive Space Campaign.	Presentation on the Positive Space Campaign in the OPS. Positive Space is an important diversity initiative that aims to create a positive and accepting work environment for employees of all gender identities and sexual orientations within the OPS. Positive Space is the workspace of a Positive Space Champion. In this space, any LGBT* or straight OPS employees will be welcome to: <ul style="list-style-type: none"> • Receive support without judgment • Ask questions on LGBT topics • Obtain referrals to additional resources. To learn more or join the campaign visit: http://www.ontario.ca/PositiveSpace An e-learning course, "Lets Start With Words", is available through the OPS Learning and Development learning site.	Remove from agenda.

	Agenda Items	Discussion	Action Required
		<p>The MERC encourages LERCs to extend invitations to positive space champions for presentations.</p> <p>*LGBT: lesbian, gay, bisexual, transgender, transsexual, 2-spirited, intersex, queer, questioning (LGBT).</p>	
Standing Items			
	1. Previous Minutes	Minutes were signed off.	Minutes to be posted.
	2. Position descriptions and new jobs created	New job specifications were shared with the Union as per Article 1.4. The Union made inquiries.	Management to respond.
	3. Quarterly Fixed Term Employee List	<p>Listing shared prior to MERC (June 30, 2010 snapshot).</p> <p>Next Quarterly Report to be shared in October (September 30, 2010 snapshot).</p>	
	4. Workload issues	<p>Provincial CACCs – Best Practice Guidelines</p> <p>OPSEU had raised concerns regarding staffing levels across the province and the communication of the Best Practices Guidelines, as it applies to staffing levels, vacation, and health and safety in CACCs.</p> <p>The parties held a meeting in May to discuss CACC issues specifically.</p> <p>Effective September 13, 2010, changes were made to the <i>Best Practices Guidelines for Ministry Operated CACCs</i>.</p> <p>Management is seeking to fill existing vacancies. Two new "Entry-to-Practice" training sessions (previously referred to as CORE training) will be held. The first training will be held in October or early November and the second training program will be held before the end of the fiscal year. Filling vacancies will help with workload issues for CACC staff and will also allow for greater coverage during peak vacation times.</p> <p>The Union asked for clarification for when a trainee is reflected as part of the shift complement.</p>	The parties committed to review the workload issue in September 2011.

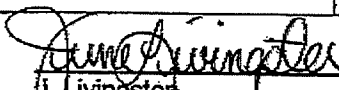
	Agenda Items	Discussion	Action Required
		Management to respond.	
	5. MERC Work Plan	Management to arrange for a presentation on Pay Modernization for the next meeting.	
Business Arising from Previous Minutes			
	6. List of Ministry Work Locations	<p>Management provided the Union with a listing of Ministry Work locations.</p> <p>The Union requested the list to ensure that active LERCs and Health & Safety committees exist across both ministries.</p>	Remove from agenda.
	7. Employee Engagement Survey Results	Management provided the Union with the Employee Engagement Survey presentation and the placemats.	Move to standing item for regular updates.
	8. Attendance Support Program Thresholds	<p>The ASP threshold has not changed from 2009 MOHLTC: 10.9 days per year MHP: 10.9 days per year</p> <p>OPSEU had requested the criteria for determining the ASP threshold.</p> <p>Management informed the Union that the ASP threshold for the MOHLTC was determined approximately five years ago. MHP's ASP threshold is also 10.9 days because of its previous association with the MOHLTC.</p> <p>The parties discussed the ASP's intent is to be supportive, rather than disciplinary.</p>	Remove from agenda.
New Items			
	9. Article 20.8 – Temporary Vacancies.	OPSEU requested the list of surplus employees on temporary assignments as per Article 20.8 – Temporary Vacancies.	Management to follow up.

	Agenda Items	Discussion	Action Required
	10. Results-based Plan (RbP)	<p>The Union requested an update regarding RbP information,</p> <p>Management shared the requested information with the MERC co-chair.</p> <p>The Union requested a copy of the RbP booklet.</p> <p>Management will provide the RbP booklet once it has been made public.</p>	Remove from agenda.
	11. Pay Modernization	<p>The Union requested a presentation on the following:</p> <ul style="list-style-type: none"> • Overview of the Pay Modernization Process • Impact of changes to employees • Client service issues <p>Management to provide a presentation on this topic at the next meeting.</p>	Keep on agenda.
	12. CACC: Uniforms	<p>The Union expressed concerns regarding CACC uniforms (e.g. fit, comfort).</p> <p>Management committed to take the concerns back to the management table.</p>	Management to follow up.
	13. Health & Safety Committees	<p>The Union inquired about the number of individuals requiring certification on a local joint health & safety committee from both a legislative and best-practice standpoint.</p>	Management to follow-up.
	14. LERC Committees	<p>The Union advised management that they will be encouraging LERCs to be set up at all the Registration and Claims offices.</p>	Union to provide update at next meeting.

	Agenda Items	Discussion	Action Required
	15. Compressed Work Weeks (CWW): Fixed-Term Employees (CACCs)	The Union expressed the concern that fixed-term employees within the CACCs do not earn attendance credits as per Article 31.A.8.1.	Management to follow up.
	Next Meeting	December 2, 2012 (Management to Chair)	


 C. Falcae
 OPSEU

Dated: *Sept 23/10*


 J. Livingston
 MOHLTC

Dated: *Sept 20/10*

Positive Space

What is Positive Space?

Positive Space is an important diversity initiative that aims to create a positive and accepting work environment for employees of all gender identities and sexual orientations within the OPS.

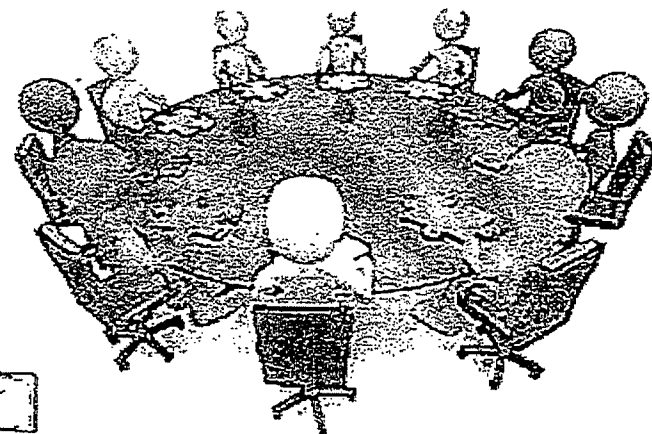
How does it work?

Positive Space is the workspace of a Positive Space Champion. In this space, any LGBT or straight OPS employees will be welcome to:

- Receive support without judgement
- Ask questions on LGBT topics
- Obtain referrals to additional resources

*Positive Space Champions do not provide counselling.

Bring Your Whole Self to Work



Pride

To learn more or join the Campaign visit:
<http://www.ontario.ca/PositiveSpace>

Your Workspace IS Positive Space

Positive Space Champion Training

Champions will be responsible to create an LGBTQ-welcoming place within an OPS workspace.

Upon successful completion of training, Champions will receive a workspace sign and/or pin so staff can identify them.

Why is this campaign needed in the OPS?

The Positive Space campaign will create an OPS that is more tolerant, open-minded and will generate more job satisfaction for members of all communities, regardless of their gender identity or sexual orientation.

Key messages about our Campaign

- Driven by OPS Pride Network – an employee group
- Endorsed but not run by OPS
- Champions must be trained
- All volunteer
- A first for provincial governments but successfully done in other organizations in many places throughout North America

Sample Terminology:

Positive Space Champions

OPS staff volunteers who've completed Positive Space training. They're identified by displaying a Positive Space sign on their workspace

LGBT

Lesbian, gay, bisexual, transgender, transsexual, 2-spirited, intersex, queer, questioning

The OPS Pride Network protects everyone's right to privacy.

**Ministry of Health and Long-Term Care
Ministry of Health Promotion and Sport**

APPENDIX B: MERC: WORK PLAN

Speaker/Educational Forum

Topic	Date
• Attendance Support Program	TBD
• Pay Modernization	December 2, 2010
• Results-based Planning Process	TBD
• Bill 168: Occupational Health and Safety Amendment Act 2009 (Violence and Harassment in the Workplace)	TBD
• Diversity Steering Committee – Pride Network/Positive Space Campaign	September 14, 2010
• Ontario Shared Services: WIN Overview (TBC)	TBC
• Workplace Accommodation	TBD
• Employee Assistance Program: Services Provided	TBD
• Employee Engagement: 2011	TBD