

**MEMORANDUM**

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

**FROM:** Brian Gould, OPS Supervisor/Negotiator

**DATE:** September 9, 2008

**SUBJECT:** **Ministry of Health and Long-Term Care  
ERC Minutes – June 11, 2008**

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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.

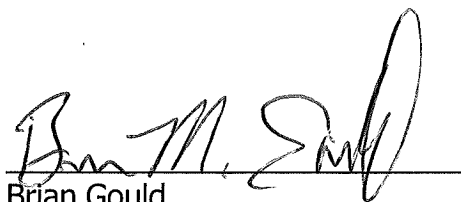
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Brian Gould  
OPS Supervisor/Negotiator

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att.

cc: MERC Chairs  
Ministry ERC

Ministry of Health and Long-Term Care  
MERC Meeting Minutes  
June 11, 2008

Management	Union
J. Bartley	P. Fry-Smith
H. Cooper	C. Lochan
G. Shaw	D. Wiley
N. Paul	M. Simmons
Guest: A. O'Neill	Regrets: M. McDonald
Regrets: L. Mayerhofer	

The meeting was called to order with OPSEU Chairing.


Agenda Items	Discussion	Action Required	Follow Up
1. Previous Minutes April 9, 2008	Minutes were signed off.	Post on ministry website.	
2. Position Descriptions	OPSEU confirmed they have received 3 new position descriptions through the disclosure process.		
3. Operation of the Local Employee Relations Committees	Hepburn LERC discussed. Management indicated that the only outstanding issue to be moved to MERC is the Hepburn health and safety committee. Joint health and safety committees is already a standing item on the MERC agenda.		Management to

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	Parties discussed the use of templates for LERC Terms of Reference.		determine if LERC Terms of Reference templates are being distributed. Union to bring Terms of Reference template to circulate to committee.
4. Grievance Administration Project a) GAP Pilot MHCP b) LERC training	a) GAP Terms of Reference have been circulated for signatures. Dates for GAP at MHCP are June 16 and June 17, 2008. Discussion between parties as to whether GAP will be implemented in any other workplaces.  b) LERC training was conducted in London on May 22 and 23, 2008. Evaluations from the training were circulated to the committee and feedback was very positive. LERC training dates for the GTA have been proposed.		
5. Workload Issues a) New Issues	a) New Issues: discussion of new Laboratory Information system roll out at public health labs.	Item to remain on agenda for updates.	
6. Establishment of Joint Health and Safety Committees a) Updated JHSC List b) Update on McDonald Cartier building committee	Discussion of JHSC members and continued need for staff representatives. The committee reviewed the listing of JHSC members and noted revisions. Discussion of JHSCs at McDonald Cartier		Management will update the JHSC list with revisions that were noted. Management will call

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	building in Kingston and the Building Committee. Management indicated that there are no new issues from the building committee, and nothing outstanding that has not been resolved. There appears to be quite a bit of communication between the building committee and the JHSC.		all management reps to see if they are still on the committee. The Union will contact all worker reps to see if they are still on the committee.
7. ServiceOntario	Management clarified that some grievances were transferred over to MGCS with the transfer to ServiceOntario. Management explained what the process was of transferring grievances to another Ministry.		
8. Quarterly Unclassified Employee List	Management reviewed the report of unclassified employees and provided explanations for those employees who appeared to be unclassified for over two years. Management distributed a summary of totals of unclassified employees for each quarter. The Union asked if it would be possible to add another column to the unclassified report indicating the reason for the backfill.		Management committed to adding the extra column if the information can be drawn electronically. Management will confirm if the information sought can be drawn electronically.
9. ASP Thresholds	Management confirmed the Ministry and corporate ASP threshold . Management distributed a Ministry breakdown of absenteeism by division. The parties discussed absenteeism and possible	Item to be removed from agenda	Management to provide Union with specific numbers for Ministry.

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	reasons behind higher absenteeism rates in some divisions.		
10. Article 47 – Statutory Holidays	Management provided an update that this issue has moved forward to a grievance.	Item to be removed from agenda	
11. Bargaining Unit Members acting as Managers	Management provided clarification of the scope of bargaining unit members when acting in a management position.	Item to be removed from agenda	
12. HSIM New Positions	Job descriptions were forwarded to the Union on April 8 and April 22, 2008.	Item to be removed from agenda	
13. CACC Compressed Work Week Arrangements	Management indicated that CWW agreements in the CACCs have expired, and new ones will need to be negotiated. This will be an item to put on LERC agendas.	Item to be removed from agenda	
14. Pandemic Planning	Phil Graham, Manager, Emergency Management Unit, presented on Pandemic Planning.	Item to be removed from agenda	
15. I&IT cluster: positions and job functions	Both parties agreed this item would more appropriately be discussed at the MERC subcommittee.	Item to be moved to MERC subcommittee agenda.	

  
 P. Fry-Smith  
 OPSEU

  
 J. Bartley  
 MOHLTC