

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: September 17, 2010

SUBJECT: **Ministry of Health and Long Term Care
MERC Minutes – April 27, 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
 MERC Meeting Minutes
 April 27, 2010

Union	Management
C. Falcao	J. Livingston (Chair)
P. Fry-Smith	D. Diegel
J. Eberle	G. Shaw
F. Pryor	H. Cooper
J. Marion	S. Floras
Guest	Janice Farrell, Employee Engagement Lead, SBU
Regrets	

The meeting was called to order with Management chairing.


	Agenda Items	Discussion	Action Required
	Guest Presentation: 2009 Employee Engagement Survey Results	<p>Presentation on the Employee Engagement survey and how the results pertain to Ministry employees.</p> <p>Parties discussed the application of the survey results and their application to Ministry strategies on a go forward basis.</p> <p>OPSEU requested Divisional survey results ("placemats").</p> <p>e-link to Employee Engagement Toolkit: http://hrb.moh.gov.on.ca/ee/2009.htm</p>	Management to provide an electronic copy of the presentation, placemats (as available), and link to employee engagement toolkit.
Standing Items			
	1. Previous Minutes	Minutes for October 2008 and July 2009 were signed off.	All signed Minutes to be posted to both sites.
	2. Position descriptions	Two new job descriptions were shared prior to	Management to confirm

	Agenda Items	Discussion	Action Required
	and new jobs created	MERC.	when job descriptions are disclosed to the OPSEU disclosure email address.
	3. Workload issues	<p>Provincial CACCs – Best Practice Guidelines</p> <p>OPSEU 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 Union asked if the Best Practice Guidelines are being followed in all CACCs and if they are shared with staff.</p> <p>Management reviewed the Best Practices Guideline as they apply to staffing levels.</p> <p>The parties agreed to hold another meeting to discuss CACC issues specifically.</p>	<p>Management committed to investigate OPSEU's concerns and collect available data.</p> <p>Discussion regarding communication roll out will continue on this standing item.</p> <p>Management to schedule a meeting with OPSEU to discuss CACC issues.</p>
	4. Quarterly Fixed Term Employee List	<p>Listing shared prior to MERC (March 31, 2010 snapshot)</p> <p>Next Quarterly Report to be shared in October (September 30, 2010 snapshot)</p>	
Returning Business			
	5. Interest Based Problem Solving	<p>Management reported that there has been a good response to the ERC training. LERCs from across the province have been attending ERC training sessions.</p> <p>Co-chairs have sent out joint communications reminding and encouraging LERC participation.</p>	Remove from agenda
	6. MERC Work Plan	Management and OPSEU agreed to begin a speaker/educational forum to inform MERC members on OPS and ministry initiatives of mutual interest.	Move to Standing Item for next meeting.

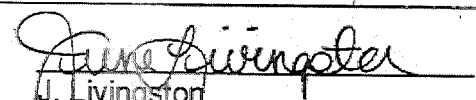
	Agenda Items	Discussion	Action Required
		<p>Recommended list of guest speakers/topics: Diversity Steering Committee Centre for Employee Health, Safety and Wellness (CEHSW) employee accommodation WDHP, Bill 168 - Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009.</p> <p>Speaker presentations may be included as an appendix to the MERC minutes on a go forward basis.</p>	
New Items			
(April 2010)	7. ERC Practices and Procedures	<p>OPSEU and Management discussed new practices and procedures that they would like to adopt, as a result of the ERC training. Practices recently adopted, including real-time minutes, have been successful.</p> <p>OPSEU requested a list of Ministry work locations to assist in locating active LERCs and Joint Health and Safety Committees (JHSC)</p>	Management committed to provide OPSEU a listing of Ministry work locations.
(April 2010)	8. Reports at MERC	<p>Management reviewed the listing of reports that will be shared at MERC, in accordance with the agreement between OPSEU and the Employer at CERC, to ensure consistent information sharing.</p> <p>These reports include: Article 1.4 – Disclosure of Job Descriptions Quarterly Unclassified Lists Other reports will be considered on an ad hoc basis.</p> <p>MERC Co-chairs and the Job Security Officer will be copied on letters to fixed-term employees regarding their conversion.</p> <p>Organizational charts will be provided through the</p>	Remove from agenda

	Agenda Items	Discussion	Action Required
		disclosure process.	
(April 2010)	9. Attendance Support Program (ASP) Thresholds	The ASP threshold has not changed from 2009 MOHLTC: 10.9 days per year MHP: 10.9 days per year OPSEU requested the criteria for determining the ASP threshold	Management to report back.
(April 2010)	10. Meals, Travel, and Hospitality Directive	The Meals, Travel, and Hospitality Directive has been revised as of April 1, 2010.	Remove from agenda
(April 2010)	11. Diversity	Item to be included in the MERC Work Plan. Refer to Work Plan agenda, item #6.	Refer to Work Plan agenda item #6.
(April 2010)	12. Workplace Accommodations	Management provided OPSEU with the definitions of Employee Accommodation, consistent with the definitions on the Centre for Employee Health Safety and Wellness website. http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/(vwRea dPagesByRefId_Content)/ear2006.11.30.10.31.31.L89_page?open The parties agreed to a presentation by a guest from the CEHSW regarding accommodation. Item to be included in the MERC Work Plan.	Management to invite a guest. Refer to Work Plan agenda item #6.
(April 2010)	13. Article 20.8 – Temporary Vacancies.	OPSEU requested the name of the person within the Ministry who is responsible for the implementation of Article 20.8 – Temporary Vacancies. Management confirmed that local management is responsible in conjunction with various advisors/forums.	Remove from agenda
(April 2010)	14. Results-based Plan (RbP)	The Union requested a copy and information regarding RbP. Management confirmed that reports are shared corporately to the bargaining agents on an annual basis.	Parties will work collectively to invite a guest to speak to this topic. Refer to Work Plan agenda item #6.

	Agenda Items	Discussion	Action Required
		The Union requested a presentation regarding RbP. Item to be included in the MERC Work Plan.	
	Next Meeting	September 14, 2010 (OPSEU Chair)	
		Parties agreed to extend the meeting until 1:30pm	


 C. Falcao
 OPSEU

Dated:


 J. Livingston
 MOHLTC

Dated: August 30, 2010