

**MEMORANDUM**

**OPSEU**



**SEFPO**

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

**TO:** All Presidents with members in the Ministry of Labour  
All Stewards in the Ministry of Labour

**FROM:** Terry Baxter, OPS Supervisor/Negotiator

**DATE:** December 5, 2006

**SUBJECT:** **Ministry of Labour  
ERC Minutes – October 13, 2006**

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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.**

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cc: MERC Chairs  
Ministry ERC

**Ministry of Labour  
MERC MINUTES**

**Date:** Friday October 13, 2006

**Location:** Delta Chelsea Hotel, Toronto – Room 343

**For OPSEU:** Pati Habermann (Co-chair), Gib McIlwraith, Jayne McKenzie, Judith Marion

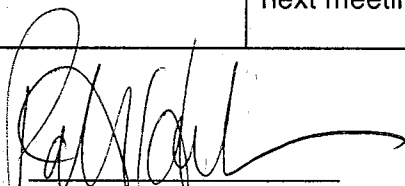
**For the Employer:** Stephanie McCleave, (Co-chair), Marcelle Crouse, Wendy Chadwick, Heather Lynch, Dana Opincariu  
Jim Snedden (Guest)

**Regrets:** Anna Barrett

Issue	Discussion	Action Required
1. LERC Joint Training Update	Jim Snedden advised the Committee that Leslie McLeod has been retained by CERC to develop LERC training. The pilot is expected roll out in January 2007 for all Ministries. The parties agreed that MOL would request that they be included as part of the pilot.	Jim will send an email to MGS to notify them of MOL's joint interest in being part of the training pilot.
2. Staffing and Relocation	<p>The union raised a concern that certain employees were not working at their assigned headquarters. The employer looked into the situation, however they were unable to identify any specific situations.</p> <p>OPSEU provided the employer with names of inspectors who are not working at their assigned headquarters. OPSEU inquired as to why the vacancies were not being filled. They specifically asked about 2 positions in the Kitchener office and 1 position in London North.</p>	<p>The employer will have a representative from the high-risk program attend the next meeting to provide an update.</p> <p>The employer will look into the specific individuals named by the union.</p> <p>The Employer will look in to the specifics and respond accordingly.</p>
3. Compressed Work Week for New Inspectors	<p>The union raised a concern that the new inspectors were being denied an opportunity to participate in a compressed work week (CWW) arrangement. The issue was raised with the ADM of Operations who advised that due to operational reasons, new inspectors could not participate in CWW arrangements while in training. Regional Directors have also indicated at a recent DEC meeting that CWW arrangements are not in existence across the province, as it was decided by the Division that they are difficult to administer for managers with such a large number of direct reports.</p> <p>OPSEU has indicated that CWW arrangements do exist, with updated, formal agreements and when new inspectors have completed there training, they are not being given the option to utilize CWW's. In</p>	The employer will follow up with senior management.

Issue	Discussion	Action Required
	<p>addition, they understand that ESOs are also not being given the opportunity to participate.</p> <p>The union also advised that the Ministry of Children and Youth Services have distributed a guide for Managers to promote and assist in the administration of CWW's in that Ministry.</p>	
4. Ergonomic Survey	OPSEU asked the Employer to allow them to use MOL e-mail to distribute a survey to the inspectorate.	The employer to provide a response to the union with regard to the use of government e-mail to distribute the survey.
<b>New Business</b>		
5. Lateral Transfers – disclosure for inspector positions; locations based on reporting	OPSEU requested that the Employer clarify the process used by management for lateral transfer requests. The union indicated that the original request date shall be used if 2 or more members have the same continuous service date. OPSEU indicated that the employer needs to communicate the process to members.	The employer will draft a communiqué for the union to review.
6. Program Assistant Positions	<p>OPSEU raised concerns that the Employer is moving vacant positions from office to office. As well vacant positions are not being posted but are being filled using Temp agency staff.</p> <p>OPSEU provided specific examples of staff working in areas other than their home positions.</p> <p>OPSEU was advised that it is within the Ministry's right to manage its resources to meet Ministry priorities and notification to OPSEU of a Ministry's plans to fill vacancies is not a requirement under the Collective Agreement. However, the Ministry will endeavour to provide as much information as is available to OPSEU on staffing plans.</p>	The employer will provide OPSEU with a response at the next meeting.
7. Valet Parking	OPSEU asked for clarification of the Employer's position is on the use of valet parking when employees are on Ministry business and there may be an accommodation requirement or a health and safety risk.	The employer to respond and provide the union with a copy of the guidelines.
8. Travel, Meal and Hospitality Expenses Directive	OPSEU raised concerns that the new Travel, Meal and Hospitality directive was being inconsistently applied specifically with regards to the content of the receipts, why the receipts are being rejected i.e. based on source of receipt. OPSEU also asked what the exception	The employer will follow-up with MGS for clarification.

Issue	Discussion	Action Required
	<p>criteria was for some non-receipt meals. OPSEU asked for a copy of a memo sent to management that outlined these exceptions to the new Travel, Meal and Hospitality directive.</p> <p>The Employer clarified that it is their position that detailed receipts are required.</p> <p>OPSEU advised that CERC indicated that the date and amount of the meal was the only requirement.</p>	
9. Article 1.4 - Disclosure of Job Descriptions	The employer and OPSEU agreed to have job descriptions disclosed as they are developed instead of waiting for them to be disclosed at the MERC meeting.	No further action.
10. Staff Reports	OPSEU asked management to send staff reports via e-mail prior to the next meeting.	The employer will forward the reports and will send future reports via email before the meeting.



Pati Habermann  
Co-Chair, OPSEU



Stephanie McCleave  
Co-Chair, Management

The next MERC meeting will be held on November 17<sup>th</sup>, 2006, 10:00 a.m. to 12:00 p.m.