

**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:** November 02, 20054

**SUBJECT:** **Ministry of Labour  
ERC Minutes – June 10 , 2004**

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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 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.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

Leah Casselman  
President

Terry Baxter  
OPS Supervisor/Negotiator

/cf  
att.

cc: MERC Chairs  
Ministry ERC

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**Ministry of Labour  
MERC MINUTES**

Date: Thursday, June 10, 2004  
Location: Boardroom 10A, 400 University Avenue, Toronto

For OPSEU: Bob Rae, Co-Chair, Kevin Brown, Gib McIlwrath  
For The Employer: Tony Day, Meeting Co-Chair, Dave Walker, Brian Lemire, Wendy Chadwick (Resource)  
John Sensicle (Guest), Maggie Brackley (Guest), Phil Emond (Guest)

Issue	Discussion	Action Required
1. WDHP/IT Education	The Employer confirmed that the Q's & A's used for the training had been revised to reflect the concerns raised by OPSEU. The Employer also confirmed that EBC is working on a communications strategy for employees regarding SPAM email message, however, it is not known when the message will be distributed to employees.	A copy of the revised Qs & As used in the training will be provided to the OPSEU members of committee.
2. Competencies Refresher	Phil Emond provided a short presentation.	It is anticipated that the competencies for ESOs and Inspectors will be shared with staff prior to the Fall.
3. II&E	OPSEU asked if the attachment to the appointment letter that addresses the Code of Professionalism is completed yet.	The Employer confirmed that the Code of Professionalism attachment to the appointment letter has not been developed.  Information on competencies specific to II&E enforcement will be forwarded to the MERC team.
4. Spills Action Centre (SAC) Policy	OPSEU raised a concern regarding the protocol that is being used by SAC.	The Employer agreed to provide OPSEU with the protocol that has been provided to SAC for their use.  It was also agreed to by the committee members that any future issues will be dealt with on a case by case basis through the Regional office.
5. Footwear	OPSEU raised a concern regarding 1) the amount and frequency of reimbursement for safety shoes and boots and 2) inconsistencies in XMS.	The Employer agreed to review these concerns.
6. Security Audit	John Sensicle and Maggie Brackley attended the meeting to provide an update on the security audit that was undertaken earlier in the year.  OPSEU advised the Employer that they have an obligation	The Employer agreed to look at a strategy for sharing the report.  John and Maggie agreed to provide updates as requested.

Issue	Discussion	Action Required
	under Section 50 of the Occupational Health & Safety Act to share a copy of the final audit report to the Joint Health & Safety Committee.	
7. Interest Based Problem Solving	<p>The Employer confirmed that the make-up session for committee members who were not able to attend the April 23<sup>rd</sup> session is scheduled for June 16<sup>th</sup>.</p> <p>Dates for the half day sessions have been requested from LMS.</p>	Once available dates for the half-day sessions have been received, they will be forwarded to committee members.
8. Interim Disclosure Directive	OPSEU was asked to confirm who the Ministry should provide disclosure to.	<p>Bob agreed to speak to Roxanne Barnes regarding this issue.</p> <p>In the meantime, it was agreed that disclosure would be made to both the Job Security Officer and the MERC Co-Chair.</p>
9. OWA Intake Counsellor Positions	OPSEU advised that the OWA has undertaken a review of their Intake Clerk positions and asked to be advised of any staffing impacts.	It was agreed that Wendy would follow-up with the OWA and provide OPSEU with a response.
10. Mileage Rates	OPSEU raised concerns about the increasing gas and maintenance rate for operation of vehicle and asked whether the Ministry has considered increasing rates.	Management advised OPSEU MERC committee members that this is a corporate issue and that they were not aware of any plans at this time.
11. Compressed Work Week	OPSEU raised concerns regarding a management decision not to allow a compressed work week in the Western region.	Management confirmed it decision a CWW arrangement does not meet operational requirements.
12. Meeting Dates - 2004	Dates need to be set for September and December.	Wendy to confirm dates with both the Employer and OPSEU.

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Bob Rae  
Co-Chair, OPSEU

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Tony Day  
Co-Chair, Employer

**Ministry of Labour  
MERC MINUTES**

Date: Wednesday, September 22, 2004  
Location: Boardroom 10A, 400 University Avenue, Toronto

For OPSEU: Bob Rae, Chair, Kevin Brown, Gib McIlwrath, Allison Kabayama  
For The Employer: Tony Day, Co-Chair, Dave Walker, Brian Lemire, Wendy Chadwick (HR Resource)  
Phyllis Miller – II&E (Guest)

Issue	Discussion	Action Required
1. WDHP/IT Education	A copy of the previous and revised Qs & As used in the training was provided to OPSEU.	OPSEU will advise Wendy Chadwick of any further changes to the Qs & As they feel should be made.
2. Competencies Refresher	OPSEU was advised that the ESO and Inspector competency modules have been approved by DEC and have been forwarded to MBS to be posted on My Learning Wizard. Once the competency modules are posted, employees will be advised.	OPSEU asked that management advise them of any other competency modules that are on My Learning Wizard. They also requested that a hard copy of the modules be sent to Allison Kabayama and Pat Schillemore. Wendy to provide this information.
3 II&E	Phyllis Miller attended the meeting to provide an update on the II&E initiative.	Phyllis agreed to provide information on the following matters: Code of Professionalism, Risk Management, II&E Risk Management Forum, Investigative Skills Training, II&E Community, II&E Generic Competencies. It was agreed that the information will be forwarded to Wendy who will distribute to OPSEU MERC members.
4. Spills Action Centre (SAC) Policy	A copy of the protocol that is being used by SAC was provided to OPSEU MERC members.	<p>OPSEU MERC members asked for the following information:</p> <ul style="list-style-type: none"> <li>➤ A copy of the detailed procedures that are mentioned in the protocol</li> <li>➤ A definition of “critical” vs “life threatening”</li> <li>➤ Clarification of when the requirement to respond changed from 2 hours to 4 hours (#1)</li> <li>➤ Who the available on-call Manager is in Western Region (#3)</li> <li>➤ That this information be included in the Operations Manual</li> </ul> <p>Dave to provide responses.</p>

Issue	Discussion	Action Required
5. Footwear	A copy of a survey that was done on individual Ministry reimbursement practices for safety footwear was provided to OPSEU. Management advised OPSEU MERC members that senior management was supportive of an increase for safety footwear.	Management asked that OPSEU provide a recommended increase to the current policy for safety footwear reimbursement for consideration.
6. Security Audit	OPSEU asked for an update on this initiative.	Wendy to follow up with John Sensicle to get an update.
7. Interest Based Problem Solving	The committee members discussed next steps for this initiative.	It was agreed that by the end of October 2004: <ul style="list-style-type: none"> <li>➤ Bob would have a conversation with Pat Schillemore regarding the initiatives that were discussed at the half day session.</li> <li>➤ Wendy to work with MERC management reps to develop a labour relations strategy for OPSEU's consideration.</li> </ul>
8. Interim Disclosure Directive	OPSEU was asked to confirm who the Ministry should provide disclosure to.	OPSEU confirmed that disclosure will be made to both the Job Security Officer and the MERC Co-Chair simultaneously.
9. OWA Intake Counsellor Positions	OPSEU asked that the OWA consider some type of training that will help OWA Intake Counsellors transition into the Worker Advisor positions.	Wendy and Tony to speak to Alec Farquhar regarding this matter.
10. OWA Classification Grievances	OPSEU asked for the status of the outstanding classification grievances be provided to them.	Wendy to provide.
11. PKI/Security Checks	The OPSEU MERC committee members were advised that the Employer did not have any further updates on this initiative. It was suggested that we arrange to have someone from the EBC Cluster attend the next meeting to provide an update and respond to OPSEU's questions. OPSEU noted their objection to the Employer's plans to proceed with this initiative until a policy is in place.	Wendy/Dave to arrange to have someone from EBC attend the next meeting.
12. Dedicated Teams	OPSEU advised management that they had received complaints from some employees alleging that these teams were not working well and that there was inconsistent treatment of employees.	No action required.
13. Operations Recruitment	Dave Walker gave an update on this initiative. OPSEU asked for some information on the training plan that is to be implemented for new Inspectors. OPSEU also asked if the technical interview process includes a written component.	Dave to follow up with Vic Pakalnis to get information regarding the training plan and a copy of the draft calendar for OPSEU. Dave to check see if the technical interview process includes a written component.
14. New ID Cards	OPSEU expressed concerns about the way this initiative was being rolled out and asked for some documentation on the process.	Dave to follow up.

<b>Issue</b>	<b>Discussion</b>	<b>Action Required</b>
15. Hamilton Call Centre	OPSEU asked why a job posting for the Hamilton office was cancelled.	Dave to look into this and advise OPSEU.
16. ESO Computer Based Training	Brian Lemire provided information on this initiative and offered to arrange for a demonstration for MERC committee members either at the next meeting or before that if appropriate.	Wendy to work with Brian to make arrangements to have a demonstration for MERC committee members.
17. Staff Reports	Staff reports were provided to the committee members.	OPSEU will advise Wendy of any concerns.

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Bob Rae  
Co-Chair, OPSEU

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Tony Day  
Chair, Employer

**OPSEU**



**SEFPO**

## ***FOR MERC ACTION***

Strategic Action from Local Employee Relations Committee  
(to be used when an issue is not resolved at LERC table)

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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"/> | Enforcing the Contract                                   | <input type="checkbox"/> | Contract Interpretation         |
| <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**

