

MEMORANDUM

Ontario Public Service
Employees Union

OPSEU



SEFPO

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

TO: All Presidents with members in the Ministry of Community & Social Services, Ministry of Children & Youth Services

All Stewards in the Ministry of Community & Social Services, Ministry of Children & Youth Services

FROM: Terry Baxter, OPS Supervisor

DATE: August 11, 2004

SUBJECT: **Ministry of Community & Social Services
Ministry of Children & Youth Services
ERC Minutes – April 6, 2004**

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.

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AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

Leah Casselman
President

Terry Baxter
OPS Supervisor/Negotiator

/ms
att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF COMMUNITY AND SOCIAL SERVICES
MINISTRY OF CHILDREN AND YOUTH SERVICES
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

April 6, 2004 10:30 a.m. to 2:30 p.m.

In attendance:

Colette Kent (Chair)	Roxanne Barnes
Ernie Nelson	Stephen George
Barbara Nawrocki (for Sharon van Son)	Dave Chew
Anne Stark	

Secretary: Kristina Uffe
Regrets: Ron Strong
Sharon van Son

Standing Items

1. Review February Minutes

The Union requested more time to review the Minutes.

2. Review of I & IT Update

Management advised that a consultant has been chosen. Once there is more information to disclose, Management will be inviting a guest speaker to provide this information to the Union.

3. SIN Numbers

Management advised that the Ontario Pension Board has stopped using the SIN as an identifier. At this time it is Management's understanding that the benefits carriers are working to remove the SIN from their forms and systems as they are required to under privacy legislation. However, at this time the benefits carriers have not provided any specific timelines for implementation.

The Union inquired as to whether the SIN will be removed from all documents. Management confirmed that this is the intent.

The Union suggested that a fact sheet be provided, or prepared if one doesn't exist. Management agreed that this could be a suggestion made to SSB.

Action: Management will look into inviting someone to the next meeting who could speak to this issue.

Bring Forward Items

4. IFIS: Issuing of Cheques

Management informed that the process for requesting and issuing cheques is quite simple, and can be done in 24 hours. However, the difficulty seems to be in getting the physical cheques to the payee.

The Union raised the concern that taking away the manual issuing of cheques can create serious financial problems for its membership. Those in facilities are the most affected, because this is where most of the miscalculations occur. Does not appear to be as problematic in the Regional Offices.

The Union feels that there needs to be a strategy to ensure that cheques can be provided in a reasonable time frame. This issue can be especially problematic where weekends and holidays are involved.

The Union inquired about potential electronic transfers instead of cheque issuing.

Action: Management will look into the issue to determine what solutions can be reached.

5. ERC Training Guide Update

Guides have been sent out to the Management LERC Co-Chairs. Management asked that the Union inform the HR Branch if they become aware of any committees who have not received any guides.

6. Referral of Items from LERCs

Management provided a draft Memo which will be sent out over the signatures of the MERC Co-Chairs. This memo directs LERC Co-Chairs to use the form.

The Union and Management agreed that this form was to be used by both the Union and Management LERC Co-Chairs. It was acknowledged that there is another form for use internally at OPSEU which the OPSEU LERC Co-Chair may be required to use.

Action: The Union will review the memo and provide comments to Management.

7. OPS Ideas Campaign

At this time Management did not have any new information to provide. Management will provide information about implementation of ideas when it becomes available.

8. FRO Workload Subcommittee

FRO Management provided a verbal summary of the four suggestions of the subcommittee. The first suggestion was a workload survey. This suggestion has been deferred pending agreement between the parties of how this will be funded.

The second suggestion is a Suggestion Box. The committee has decided that the Co-Chairs will send out a letter to staff regarding the suggestion box. It was suggested that the memo clearly state the purpose of the suggestion box so that staff are aware of the types of suggestions that the committee is looking for.

The Union wanted to clarify that a draft letter was shared with the committee at the last meeting accompanied with a form. This letter and form have not yet been signed or approved by the subcommittee as it is currently being reviewed by Corporate OPSEU.

The third suggestion was that notice of the Employee Assistance Program go out to employees every six (6) months and that this information also be available on the website.

The fourth suggestion was a system to release complaint cases. This suggestion was accepted at LERC. Management and the Union are developing systems requests and policy/procedure guidelines. The timeframe for this is the next couple of months.

The Union indicated a number of suggestions have been made with regards to workload reorganization which were not reflected in this summary.

It was suggested that this issue be brought back to the Co-Chairs of the committee who should create a list of suggestions jointly. This list would provide the following information: 1) the date the item was presented, 2) the subject of the suggestion, and 3) any follow-up that has taken place or is scheduled to take place.

Action: The subcommittee Co-Chairs will be asked to create a joint list of suggestions.

9. Max Merit Increases

A number of emails were exchanged since the last meeting clarifying the issue. At this point it is Management's understanding that the Union is concerned that performance appraisals aren't being completed in a timely fashion.

Management suggested that a Memorandum could go out to Managers reminding them to complete performance appraisals that are overdue.

The Union understands that the issue of Max Merit was discussed at CERC and the discussion clarified that a performance appraisal was not necessary for awarding Max Merit increase. However, the Union is awaiting a copy of the CERC minutes to confirm this.

10. HR Plan at FRO

The Union indicated that FRO management advised that FRO was not part of the HR Plan. Management advised that the HR Plan is Ministry wide, however, the plan has not been finalized or submitted.

11. FRO LERC

Tony Magee and Pam Smith, the facilitators of the ERC Training are looking to schedule some training for this committee in the near future, however no date has currently been set. It was determined that since the committee has changed membership since the last training, it would be productive for all members to attend.

The Union inquired as to whether this training could be done with more than the FRO group. It was suggested that the sub-committee receive training at the same time.

Action: Management will look into having the sub-committee attend as well.

12. WIN/SDMT Security

The parties agreed to defer this item to the next meeting.

13. Overtime

The Union raised concerns around overtime not being paid in a timely fashion. The process involves gathering the information, submitting the information and paying out.

There was a local agreement that adds an extra nine (9) months to the time limits. The Union inquired at the local level about whether increasing this would help, local management indicated this wouldn't help.

The parties agreed to defer this item to the next meeting.

New Business

14. Manager's Orientation Checklist

This is a referral from the ODSP subcommittee.

The Union raised concerns over the fact that the orientation does not provide employees with information about OPSEU or their respective bargaining agent. Management advised that there was an agreement to provide employees with a hotlink to the Union websites.

The Union wants to ensure that the new employees are being provided with adequate information about their Union representation. The Union suggested adding a presentation on OPSEU at the

Orientation sessions. Management felt that the Orientation sessions were very tightly scheduled and that adding a presentation at this time would not be feasible.

Action: Management will review how employees are made aware of their Union representation.

15. MCSS & MCYS Accessibility Plan

The Union raised concerns over this issue at sub-committee meetings, specifically why the plan wasn't disclosed to the Union at the Ministry level before it was released.

Management advised that there was central disclosure and apologized that the Ministry disclosure was an oversight.

16. Suspension at Rideau

The Union renewed an issue with respect to a suspended employee at the Rideau Regional Centre. Before the last MERC the Union was informed that a report of the investigation had been released and shared with the local Union representatives. The Union agreed to close the item on the MERC agenda because they believed Management would act on the report. To date, the Union believes that the Employer has not taken any action and the employee remains on suspension with pay.

Management requested that this issue be brought to MERC through the proper referral from the Rideau LERC with adequate information for discussion.

The Union inquired about what action the Management Co-Chair could take to stimulate action on this item. Management advised that the Regional Directors do not report to Human Resources, and HR cannot direct regional Management to take any action. The Management Co-Chair can advise the region about the concerns raised by the Union.

The Union further expressed concerns about how this type of suspension affects workplace moral. The Union believes that indefinite suspensions send a bad message to staff in the affected workplaces. The Union would like to be informed of all suspensions that occur.

Action: Management will follow-up with the region to inform of the Union's concerns.

17. Notice of Investigation to Members

This issue is a referral from the Rideau Regional Centre.

The Union expressed concerns over instances where members are being suspended and disciplined and the Union is not being notified. The Union feels that such notice should be provided as a courtesy to the Union. The Local Management has refused to provide this notice. The Union feels that the Employer is doing itself a disservice by not providing this notice because employees have a right to Union representation.

18. Ontario Works

This is a referral from the Toronto LERC.

The Union is concerned over Ontario Works placements that they believe are coming into workplaces and doing bargaining unit work.

Management advised that the placement proposals are reviewed corporately and are disclosed to OPSEU corporate for review.

The Union advised that it will no longer be reviewing the Ontario Works placement proposals. The Union also advised that local management had agreed to advise of placements as they were entering the workplace but are no longer providing this notice.

Action: Management will follow-up.

Ministry of Children and Youth Services Transition Sub-Committee

19. Interim Agreement

Management presented a draft agreement similar to corrections which specifies that the current MERC structure will remain in place until the Fall elections, this could also be included in this agreement if the Union wishes.

This agreement doesn't address the format of the MERC to come; it is simply an interim acknowledgement of representation.

The Parties agreed that this agreement is not a prerequisite for transition discussions.

Action: Union will provide feedback before the next MERC.

20. MCYS Update

Management provided an update on MCYS. YJS Employees were officially transferred April 1, 2004.

The Union noted that two front line manager positions had been posted in last week's topical. The Union expressed concern that some individuals may be disadvantaged by virtue of the fact that these jobs are being posted. Specifically, if someone at MCSS applied for the job at MCYS their entitlements from MCSS could be compromised.

MCSCS has entered into an agreement whereby an employee who is transferred into the new Ministry can return via lateral transfer and internal competitions until the end of the next collective agreement. The Union would like to see a similar agreement with MCSS.

Management advised that employees will be moved from MCSS or MCSCS to MCYS in WIN sometime in early fall. Until then their pay cheques will still be listed as MCSS or MCSCS.

The Union suggested that the transition sub-committee turn their minds to issues of lateral transfer, and job sharing language. For the purposes of discussing lateral transfers, common positions need to be identified. It was agreed that a list of positions should be compiled.

The Union inquired as to the timelines for identifying positions. Management advised that positions can be identified over the next few weeks, assuming it can be done electronically.

The Union suggested that Stephen George act as the contact for this initiative. Management advised that a Management staff member will be assigned to work on this with the Union and Stephen George will be notified.

The Union asked whether Management has turned their minds to Qs and As about MCYS. Management advised that, to date, there haven't been many new issues to be addressed. Management requested that the Union inform them of any issues that come to their attention.

Next Meeting:

Date: June 11th, 2004

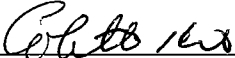
Place: 24th Floor Boardroom, 2 Bloor Street West

Time: 10:30am to 2:30pm


Ministry of Community and Social Services

Ministry of Children and Youth Services

MERC Minutes of June 11th, 2004 approved on *August 10th, 2004* by:



Colette Kent
Co-Chair, MERC
Human Resource Branch



Roxanne Barnes
Co-Chair, MERC
OPSEU

OPSEU



SEFPO

FOR MERC ACTION

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

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

