

**MEMORANDUM**

**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 – June 11, 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.**

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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)**

**June 11, 2004 10:30 a.m. to 2:30 p.m.**

In attendance:

Colette Kent  
Ernie Nelson  
Sharon van Son

Roxanne Barnes (Chair)  
Stephen George  
Dave Chew  
Ron Strong

Secretary: Kristina Uffe  
Regrets: Anne Stark

**Standing Items**

**1. Review of February and April Minutes**

The Union agreed to provide feedback on the Minutes directly to the MERC Secretary after the meeting.

**2. Review of I & IT Update**

Management informed that, at this time, there is no further information to disclose. When more information becomes available a speaker will be invited to discuss the issue.

The Union raised concerns because it is their understanding that the review has been finished and that some employees in other Ministries are being surplusd based on the review.

Management advised that no employees in this Ministry have been surplusd and that they have no information on any employees being surplusd in other Ministries.

**Action:** Management will look into this.

**3. SIN Numbers**

Management advised that the FIPPA unit was contacted with respect to this issue and some information has been provided to the HR Branch. Once the HR Branch has reviewed this information further information can be provided to the Union.

**Action:** Management will review the information and provide the Union with an update and invite a speaker to the next meeting.

## **Bring Forward Items**

### **4. IFIS: Issuing of Cheques**

Management advised that the process for issuing cheques is outlined in the IFIS Guidelines. Management agreed to provide the Union with a copy of these guidelines. Management noted that this issue was discussed at the HR Network and the feeling was that the system was working and there were few problems.

The Union raised the question as to who would pay for the courier. Management stated that SSB and MCSS would pay.

**Action:** Management will provide the Union with a copy of the IFIS Guidelines.

### **5. Referral of Items from LERCs**

Management advised that the signed Memo and a copy of the form was distributed to all ERC Co-Chairs via email on Friday May 21<sup>st</sup>, 2004. The form is also available alongside the MERC Minutes on the MyMCSS website at: <http://intra.css.gov.on.ca/hr/About/miunutes/index.html>

### **6. Manager's Orientation Checklist**

The Union expressed concern over the list not being used by all managers. Management advised that the checklist is a tool for managers to use but they are not required to use it. The Union feels that this list should be used consistently by all managers.

**Action:** Management will consider this in future review of orientation approach.

### **7. FRO Workload Subcommittee**

Management advised that the co-chairs are working on a list. It was suggested that the list could be sent out as soon as it is available before the next MERC.

The Union inquired about progress around the suggestion of a workload survey. Management advised that at this time the funds are not available for the employer to pay for the survey to be conducted.

**Action:** FRO Management will follow-up on the status of the list and ask the co-chairs to send out the list as soon as possible.

### **8. Max Merit Increases**

At previous meetings the Union had raised concerns over Max Merit increases that employees were not receiving. Management advised that performance appraisals must be completed before the 1% Max Merit increases are processed.

Management advised that a memo reminding managers to complete performance evaluations is complete and will be sent out.

**Action:** Management will send out the memo to all managers.

## **9. FRO LERC**

Tony Magee, one of the facilitators of the ERC Training, spoke to the training that was held on May 19<sup>th</sup> and 20<sup>th</sup>, 2004. This training involved members of both the FRO LERC and the Workload subcommittee of the LERC.

The training exceeded highest hopes of the facilitators and was among the best sessions that the facilitators have participated in to date. Both committees had strained relationships, to repair this relationship all parties had a great deal of work to do.

The facilitator noted that the FRO ERC had a practice of sending an issue to MERC before all reasonable efforts have been exhausted at the local level, as required by the ERC terms of reference. Management suggested that where items are brought to MERC prematurely, MERC should refer the item back to the ERC for further discussion.

The facilitator stressed that this process will take some time; this training will not cure all. The co-chairs and the committee need to work on the relationship on a go-forward basis.

## **10. WIN/SDMT Security**

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

## **11. Overtime**

Management advised that at this time no issues have been raised with respect to overtime not being paid on time. Should problems arise the issue will be addressed.

## **12. Ontario Works**

Since the last meeting, Management and the Union have agreed to have discussions on the issue of the Ontario Works Program, and a meeting date has been set. Therefore, at this time, the issue will be removed from the MERC table.

## **13. Lateral Transfers**

Union asked whether any thought had been put into this process. Management advised that this issue is being reviewed. At present the processes of other Ministries are being reviewed. The Union advised that there is a pilot project in the works at MNR that MBS has indicated some interest in participating in.

**Action:** The Union will provide management with some information on the MNR pilot project once they determine whether the information may be shared.

#### **14. Attendance Rules at FRO**

The Union requested an update regarding the Attendance Rules at FRO.

Management advised that the decision was to use the MCSS policy, with the Attendance Rules as a compliment to that policy. The exact wording should be finalized soon.

**Action:** Management will provide a copy to the Union.

### **New Business**

#### **15. FRO Email Addresses**

The Union raised concerns over FRO employees continuing to have email addresses under the Justice (JUS) domain.

Union is concerned because MCSS wide memos and communications are not reaching FRO employees. The Union feels that having MCSS employees with JUS email addresses is in direct violation of the Visual Identity Directive.

Management advised that this was discussed at the time FRO transferred to MCSS. A proposal was created to address the transfer of employee onto the MCSS domain. The cost of this project was prohibitive, and the plan was not approved. The Ministry is still working on getting funding for this project.

Management advised that this problem is of mutual concern. It was suggested that a temporary 'dummy account' could be set up to forward messages to a set list of FRO email addresses.

**Action:** Management will look into temporary measures that may alleviate the problem in the short-term.

#### **16. Impact of the Budget**

The Union inquired about the impact the budget may have on MCSS/MCYS.

Management advised that any disclosure to OPSEU will come through the corporate table. At this time the Ministry has no further details on the budget's impact.

#### **17. Hiring Freeze**

The Union asked whether the hiring freeze had been lifted. Management advised that the hiring freeze is still in effect and there is no indication of when it may be lifted.

#### **18. Staff Rotation at ODSP**

This item is a referral from the Toronto ERC.

The Union is concerned because staff are not being rotated to various teams (CVP, Intake, Case Management) on a regular basis. The Union has suggested the use of a tracking tool and regular rotations.

At the local level, Management has advised that staff rotations occur on a staggered basis to maintain stability and ensure that experience exists in the teams while new staff adjust. Local Management agreed to look at local offices and identify pressures and review instances where staff have been in the same position for long periods of time.

Union feels that the lack of rotation is creating 'specialists' who cannot fulfil other roles when called upon. Part of the problem is that some employees wish to rotate and others do not. The people who do not want to rotate are limiting the opportunities of those who do wish to rotate.

The Union suggested that this issue might be resolved through current discussions at the JPSP.

Management advised that this item would be best raised at the ODSP subcommittee where similar discussions may be taking place.

**Action:** Management will follow-up with the ODSP subcommittee.

### **19. Policy Re: Credentials Appearing on Business Cards**

This issue is a referral from the Windsor ERC.

The Union would like credentials to appear on some business cards, as they have in the past. The Union feels that having credentials on the business cards aids with the clients' perceptions of credibility.

Management advised that the Visual Identity Directive prescribes that credentials may only appear on a business cards where it is a requirement of the job to hold such a credential. The Visual Identity Policy is not something that the Ministry can change or ignore as it is a policy of MBS which all Ministries must follow.

Management agreed to review the job descriptions in question to determine if any have required credentials.

**Union Action:** Provide Management with the position titles for which this is an issue.

**Management Action:** Management will review the job descriptions.

### **20. Ministers attending MERC**

**Background:** During a meeting with the Union Minister Papatello expressed interest in attending a MERC Meeting.

Management suggested that the invitation be extended for a meeting after the fall OPSEU elections.

The Union informed MERC that the elections are being postponed until January.

Union advised that the co-chair had a meeting with Minister Bountrogianni and she is also interested in attending a meeting of MERC.

The parties agreed that the Management will determine whether the Minister is available to attend for the October meeting. If the Minister is not available, the parties agreed to reschedule the meeting based on the Minister's availability.

Management suggested that the group determine in advance what issues should be discussed so the Minister can be provided some information on the issues.

**Action:** Management will inquire about the Minister's availability.

#### **21. LERC Refused Request for Union Guest to Attend**

The Union advised an ERC refused the request to have a Union MERC member attend a meeting.

Management suggested that this item be referred from the LERC using the referral form.

#### **22. JPSP**

The Union advised that the JPSP has signed an agreement. The Union feels that although the agreement is progress, it does not resolve all the health and safety issues. Therefore, these will remain on the table.

### **Ministry of Children and Youth Services Transition Sub-Committee**

#### **23. Interim Agreement**

The parties agreed that some discussion regarding the interim agreement should take place between the meetings.

The Union raised this issue at the MERC table with the view to have this transition team put in place for MCYS. Management advised that they were waiting for MBS participation but agreed that dates should be set for meetings to be held, then MBS could subsequently be advised.

#### **24. MCYS Update**

Management advised that all MCYS employees were still on the MCSS payroll and as soon as IFIS is able to connect to WIN, these employees will be transferred.

## **25. Make-up of the Children and Youth Services MERC**

Management wanted to discuss what the committee will look like, who should be sitting on this committee representing different areas of the new Ministry.

The Union advised that the make-up of the Union side will be determined through elections.

Management indicated that there are some employees who will be MCYS but working mostly with MCSS and others who work for both. Management requested that the Union put some thought into how they wish to have these employees represented.

The Union advised that they are reviewing the issues of representation. The Union agrees that a MERC team should be established.

Management feels that the creation of the MCYS MERC and representation within OPSEU plays an important role in MCYS employees identifying with their new Ministry.

### **Next Meeting:**

Date: August 10<sup>th</sup>, 2004

Place: 24<sup>th</sup> Floor Boardroom, 2 Bloor Street West

Time: 10:30am to 2:30pm

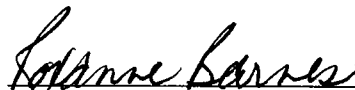
Ministry of Community and Social Services

Ministry of Children and Youth Services

MERC Minutes of June 11th, 2004 approved on *August 10, 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"/> |                                 |
| <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**

