

MEMORANDUM

TO: All Presidents with members in the Ministry of Government Services, Service Ontario
All Stewards in the Ministry of Government Services, Service Ontario

FROM: Ruth Hamilton, A/OPS Supervisor

DATE: December 2, 2011

SUBJECT: Ministry of Government Services, Service Ontario
ERC Minutes – December 8, 2010

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.

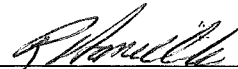
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Ruth Hamilton
A/OPS Supervisor

/pb

att.

cc: MERC Chairs
Ministry ERC

MERC Subcommittee Meeting

Meeting Date: December 8, 2010 1:30 – 3:00 pm				
Management Members	Jane Lee, Ruth Henderson, Michelle Kalsbeek, Erin Sarantis, Jessica Brethour			
OPSEU Member	James Cushing, Sylvie Valcourt, Debbie Ponte, Sandra Snider, Lynda Ferguson, James Kendall			
Absent:	Rakhi Lad, Debbie Farr			
Guests:	Catriona McConville, Jacques L'Abbe			
Table Date	Subject	Discussion	Action	Follow up Date
New Items				
December 8, 2010	Administrative Updates	<ul style="list-style-type: none"> • MERC Dates: March 31, June 30, Sept 29, December 8 • subcommittee will meet the last Thursday of each month, except for December • OPSEU committee lead: Sylvie Valcourt, Sandra Snider and James Kendall. Lynda Ferguson, Debbie Ponte and James Cushing will support for subcommittee • OPSEU will bring back a funding proposal to this table for discussion 	Jessica to set up calendar invites	Within 1 week
December 8, 2010	Ad hoc Posting	<ul style="list-style-type: none"> • OPSEU curious about additional ad-hoc postings (London and a few other locations) – OPSEU would like clarity on why additional ad-hocs are being hired 	Jane will follow up regarding how the	

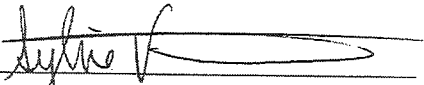
		<ul style="list-style-type: none"> • OPSEU has seen a large increase in the number of unclassified staff • Management suggests the staffing model moving forward is to have fulltime staff as the core, also a group of RPT used regularly to staff front counter at peak times. Ad-hoc used to backfill fulltime and RPT for vacation, sick leave or training. • Management waiting to finalize capacity plan • recent ads posted because a lot of the ad-hoc staff have been successful in permanent positions - management needs to replenish the ad-hoc pool as a result • OPSEU brings up past practice of allowing the RPT groups the option of covering hours, then offering to ad-hocs. • Management responds that much depends on the nature of the work (ex. hunting and fishing licensing), what we are trying to figure out now is to ensure ad-hoc staff are working enough hours to allow them to be current with the different services being offered • OPSEU would like to see a consistent process across the province • OPSEU also raises concern that ad-hocs in some offices are not available to come in on major holidays 	<p>coverage options work – if they are offered first to RPT or ad-hoc</p> <p>Jane will also follow up regarding ad-hoc holiday schedules</p>	
December 8, 2010	LRO ROB/CVPB	<ul style="list-style-type: none"> • OPSEU raises the issues of staff development cross training – as the organization moves forward, we have shifted responsibilities, asking if there is a plan for staff development between various positions 	<p>Updates to be provided as</p>	

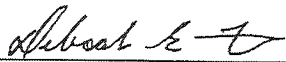
		<ul style="list-style-type: none"> • Management is trying to finalize a date in January for the first pilot where co-located LRO staff would do training for interested staff on the work that happens at the front counter – basic knowledge: eligibility, documents required, etc. • At a later date, consider offering the reverse training for counter staff regarding LRO business • OPSEU raises concerns for LRO members regarding job security – no full time vacancies being recruited. Management recognizes this concern exists and have been working to try and alleviate concerns where possible 	information becomes available	
December 8, 2010	Headquarter Changes	<ul style="list-style-type: none"> • OPSEU looking for employees reporting into different locations to be kept to a minimum – creates some difficulties for the employees • OPSEU contends that instead of being offered to fulltime perm staff, it is being offered to ad-hoc • Management explains that some hiring has been delayed, we have been asking for volunteers to assist - agrees with OPSEU we will be looking for a solution and for this to be kept to a minimum 	N/A	N/A
December 8, 2010	Staff working alone	<ul style="list-style-type: none"> • OPSEU raises concerns regarding staff in areas of the organization that are working alone – raised to local management's attention • Health and Safety concerns regarding individuals working alone ServiceOntario wide. Suggestion to send work volumes around the province. Management recognizes this opportunity but has to balance it 	Sylvie will go back and send over the specific office locations –	

		<p>against the other offices where work would need to be taken away</p> <ul style="list-style-type: none"> • OPSEU asks if all offices have Brinks pick up – in some offices staff are still doing deposits. Management is looking into this, specifically in co-located sites • Management understands the concerns, looks at places such as court houses where there are various other people, also ensures that panic buttons are available and staff wear them around their neck. In most cases there are more than one person in the building 	Jane will follow up with these specific sites	
December 8, 2010	Lateral Transfer Policy	<ul style="list-style-type: none"> • OPSEU is looking for a consistent process across the province 		
December 8, 2010	Logistics night shift to Day shift agreement	<ul style="list-style-type: none"> • OPSEU understands that a communication will come out regarding no planed changes to nightshifts • Management confirms, no plans to eliminate nights shift in Thunder Bay • Management is looking at the possibility of moving some staff from night shift to day shifts • Mounddale location has undergone construction to create additional space • Jacques will be meeting with the evening shift staff tomorrow in Thunder Bay – some are quite anxious to move to day shift • Management is not comfortable at this stage to make a final decision to move them over to the Mounddale location at this time 	Updates to be provided as additional information becomes available/as decisions are made	

December 8, 2010	Microfilm in Kingston	<ul style="list-style-type: none"> • Jacques L'abbe provided a presentation regarding prepping process work and what work is transferred to Kingston Community Living • OPSEU brings forward question on if health has changed their prepping process – seems to be inconsistent process organization wide • Management clarifies that Community Living staff are not OPS employees • Kingston Community Living is a Not-for-profit group 	N/A	N/A
December 8, 2010	Attendance Support Program	<ul style="list-style-type: none"> • OPSEU is looking to see a copy of the review taking place • OPSEU is requesting a presentation be done on the review, or an update in the new year 	Jessica will follow up with program area	
December 8, 2010	Subcommittee Costs	<ul style="list-style-type: none"> • OPSEU will be bringing forward a proposal for funding 		
Standing Items				
June, 2010	Family Friendly Hours	<ul style="list-style-type: none"> • Deferred to January 2011 		
June, 2010	TtL Update	<ul style="list-style-type: none"> • Deferred to January 2011 		
Follow up Items				
June, 2010	Ad hoc staff merit, reports on number of hours by person and	<ul style="list-style-type: none"> • Deferred to Thursday call 		

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Union Sign off: 
Date: June 3/11

Management Sign off: 
Date: August 25, 2011