

**MEMORANDUM**

**TO:** All Presidents with members in the Ministry of Government Services  
All Steward in the Ministry of Government Services

**FROM:** Ruth Hamilton, A/OPS Supervisor

**DATE:** January 5, 2011

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

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Attached, for your information, are the minutes of the above captioned meeting.

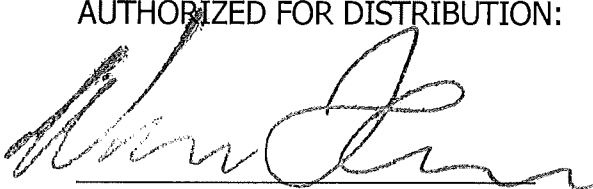
Please post or otherwise make them available to the members in your workplaces.

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.

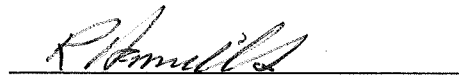
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Ruth Hamilton  
A/OPS Supervisor

/pb

att.

cc: MERC Chairs  
Ministry ERC

**Ministry of Government Services**  
**Ministry Employee Relations Committee**  
 December 08, 2010  
 777 Bay Street, Boardroom 5-3

Management Members	Dave Slater, Lee Prasaud, Matt Snyder, Jessica Brethour, Matthew Hopkins
OPSEU Member	James Cushing, Sylvie Valcourt, Lynda Ferguson, Debbie Ponte
<b>Absent:</b>	Michelle Kalsbeek
<b>Guests:</b>	

Agenda Item	Discussion	Action	Follow up
<b><u>New Business</u></b>			
Administrative updates	<ul style="list-style-type: none"> <li>- Discussion about future meeting dates (Mar. 31, June 30, Sept. 29, Dec. 8)</li> <li>- June and December at 31 Wellesley and March and September at 777 Bay</li> <li>- Subcommittee members:               <ul style="list-style-type: none"> <li>- Dale Divel and Gary Lawrence - ITS</li> <li>- Arlene Phillips and Gary Patterson – OSS</li> <li>- James Kendall and Sandra Snider – SO</li> <li>- Lynda Ferguson and Richard King – MFRC (with Frank Inglis)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Jessica will send out calendar invite</li> <li>- James will book 31 Wellesley for the June and December meetings and Jessica will book 777 Bay for March and September</li> </ul>	- ASAP

Results Based Planning	<ul style="list-style-type: none"> <li>- Disclosure provided by Employer to OPSEU</li> </ul>		
Members Listing of Service Ontario and Shared Services	<ul style="list-style-type: none"> <li>- OPSEU would like a full listing of all members for OSS, SO and other parts of MGS</li> <li>- With the vast expansion of MGS, divisional reps will help OPSEU deal with more issues and expedite resolution</li> <li>- Subcommittees will facilitate communication internally on the OPSEU side (with the exception of SO subcommittee which will still meet with the Employer)</li> </ul>	<ul style="list-style-type: none"> <li>- Jessica will provide lists</li> </ul>	<ul style="list-style-type: none"> <li>- 1 week</li> </ul>
Pay Mod (Presentation / Update )	<ul style="list-style-type: none"> <li>- Employer gave an update on difficulties with WIN system and current problems with Absence Management module</li> <li>- Employer stated that there was plans to change the repayment plans for employees who have been overpaid</li> <li>- OPSEU expressed concerns about training and user friendliness of system. For example, employees are having difficulty entering partial days</li> </ul>	<ul style="list-style-type: none"> <li>- Dave will provide number of individuals without top-up</li> </ul>	<ul style="list-style-type: none"> <li>- 1 week</li> </ul>
Barrett Infoshare Survey	<ul style="list-style-type: none"> <li>- Employer provided list of Ministries to OPSEU</li> <li>- OPSEU expressed concern about the inclusion of urban centres</li> <li>- Employer stated that intention of initiative is not only about diversity, but also about altering the culture of the organization</li> <li>- OPSEU expressed concern about exclusion of SO</li> </ul>	<ul style="list-style-type: none"> <li>- Jessica will provide more information about exclusion of SO and LRO</li> <li>- Jessica will follow-up to see if there is upcoming</li> </ul>	<ul style="list-style-type: none"> <li>- 1 week</li> </ul>

		communication to go to SO regarding exclusion	
Fee for Service in ITS	<ul style="list-style-type: none"> <li>- OPSEU is requesting a full list of consultants in Ministry</li> <li>- OPSEU is concerned that the number of consultants has increased</li> <li>- OPSEU would like to see a change in the approach towards developing staff and a decrease in open competitions (more restricted competitions)</li> <li>- Employer stated that in ITS, there is an avenue for development (through PDP process)</li> <li>- Employer suggested that the MERC team encourage employees to be more proactive in their development</li> </ul>	<ul style="list-style-type: none"> <li>- Jessica will determine if the full list of consultants can be provided</li> <li>- Jessica will link back with OCIS list to see if there are any deficiencies</li> </ul>	<ul style="list-style-type: none"> <li>- 2 weeks</li> </ul>
ServiceOntario Subcommittee	<ul style="list-style-type: none"> <li>- OPSEU expressed a concern about a reliance on teleconferencing</li> <li>- OPSEU and the Employer discussed the budget for the SO subcommittee</li> </ul>	<ul style="list-style-type: none"> <li>- James will relay information back to Jessica from OPSEU about funding</li> <li>- Jessica will follow-up on discussions about funding and recognition of SO subcommittee</li> </ul>	<ul style="list-style-type: none"> <li>- January</li> </ul>

**Previous Agenda Items:**

Accommodations: standard forms	<ul style="list-style-type: none"><li>- Employer stated that all of information about accommodations is posted on HR OpenWeb</li><li>- Employer stated that the Centre has developed a checklist to send to the employee/manager to determine ergonomic adjustments (turnaround time – three days)</li><li>- Ergonomic adjustments are being done in batches (by type, e.g. chair adjustments) over the course of a day</li></ul>	<ul style="list-style-type: none"><li>- Jessica will send James the link for employees accommodation information and the checklist for ergonomic assessments</li></ul>	<ul style="list-style-type: none"><li>- 1 week</li></ul>
OSS Mailroom	<ul style="list-style-type: none"><li>- OPSEU is concerned about a lack of disclosures (or Info Shares) regarding work being downloaded to the OSS Mailroom and the absence of consultation regarding the rollout of One Service Delivery</li><li>- OPSEU is also concerned about communication between employees and management in general</li><li>- Discussions about the value of providing information about of collaboration and disclosure and what venue to have them with management</li></ul>	<ul style="list-style-type: none"><li>- Jessica will do direct follow up with OSS HRAs</li><li>- Jessica will work with management to get an electronic copy of Q&amp;A sent to Debbie</li></ul>	<ul style="list-style-type: none"><li>- 1 week</li></ul>
Footwear policy	<ul style="list-style-type: none"><li>- HR is prepared to put forward recommendation regarding alterations to footwear policy to the ADM of CSD (\$200 allowance)</li><li>- Employer has drafted a memo to communicate to staff, but thinks that that joint effort from both parties would be beneficial</li></ul>	<ul style="list-style-type: none"><li>- Jessica will provide a follow-up</li></ul>	<ul style="list-style-type: none"><li>- Within 2 weeks</li></ul>

<b><u>Standing Items</u></b>			
<p>Lists:</p> <ul style="list-style-type: none"> <li>• Fixed term staff lists</li> <li>• LERCs / JHSC</li> </ul>	<ul style="list-style-type: none"> <li>- Lists for fixed-term employees and LERCs provided to OPSEU</li> </ul>	<ul style="list-style-type: none"> <li>- Jessica will provide the missing information from a disclosure for the reclassification of 6 employees</li> <li>- Jessica will provide JHSC link</li> <li>- James will look at LERC list and provide updated information back to Jessica</li> </ul>	<ul style="list-style-type: none"> <li>- Within 1 week</li> <li>- Updates of LERC list on an ongoing basis</li> </ul>
Guelph Data Centre update	<ul style="list-style-type: none"> <li>- Employer has provided tours and the feedback has generally been well received</li> <li>- OPSEU expressed a concern about cameras looking over employees</li> <li>- Employer gave a breakdown of locations of cameras and explained that they are not in most work areas and that the locations are similar to cameras in any comparable data centre</li> </ul>		

LERC update / Training	<ul style="list-style-type: none"> <li>- OPSEU expressed concerns about the training being very basic</li> <li>- The parties discussed having a two-tiered training initiative where there would be "intro" training followed by a more advanced module</li> </ul>	<ul style="list-style-type: none"> <li>- Jessica will link in with Corporate CER</li> <li>- Jessica will send out the updated LERC package</li> </ul>	<ul style="list-style-type: none"> <li>- 2 weeks</li> </ul>
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Union Co-Chair: J. Ludwig

Management Co-Chair: D. Shaw

Date: 8 Dec. 2010

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