

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor

DATE: January 13, 2009

SUBJECT: **Ministry of Government Services
ERC Minutes – December 02, 2009**

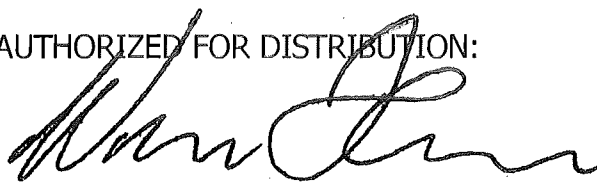
Attached, for your information, are the minutes of the above captioned meeting.

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.

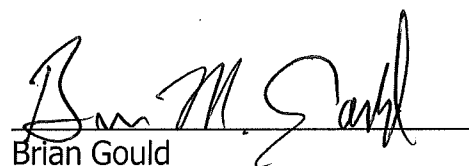
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:



Warren (Smokey) Thomas
President

IN SOLIDARITY,



Brian Gould
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

Ministry of Government Services

Ministry Employee Relations Committee

31 Wellesley St. East. Toronto, ON

December 02, 2009

Attendees Present:	
Management	Dave Slater, Michelle Kalsbeek, Lee Prasaud, Richard Novak (Resource), Michele White (Resource), Jessica Brethour (Resource), Sarah O'Callaghan (Support)
OPSEU	Cheryl Rhodes, Cameron Walker, James Cushing, Sandra Snider, Jeannie Sheonarain
Absent:	Jane Lee
Guests:	Noeline Ah-hone (OPSEU guest)


Agenda Item	Discussion	Action
<u>New Business</u>		
Update on the ServiceOntario Subcommittee	Management updates that committee is meeting every two weeks. Union proposes deliverable dates be set on all action items as per the ServiceOntario subcommittee.	Going forward, both parties commit to deliverable dates being set for all action items.
MERC meetings – minutes and how they are handled	Union to get back to management with changes. Management to get draft minutes to union as soon as possible after meeting. Union would like to suggest if not signed off at end of meeting, five working days to get to parties.	Union to send agenda items a week before MERC meeting. Management to share agenda items with union a week before MERC meeting as well. Will attempt to review minutes at the end of each issue and sign off at the end of the meeting.
Job posting alert Service	MTO gone back to issuing job alerts. Could the same thing be done with MGS positions. Union requests a memo sent by management re: issuing notices on MYOPS on job after being reinstated. Also on OPS careers website.	Union has requested that a memo sent out staff regarding job alerts on MYOPS. Management to follow up on alerts with

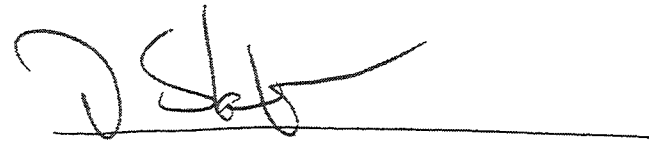
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		enterprise recruitment centre.
Attendance Program – H1N1 and the MGS threshold	Union questions scope of ASP program and how the program is being administered.	Management to look at communication as well as training options/tools with regards to ASP and management discretion piece. Management commits to sharing the results of the absenteeism results from 2009.
Footwear policy in MGS – Discuss an interim solution until addressed by CERC	Union communicates that this policy is currently set at \$100, with the policy interpreted by some managers as one pair per year. Union tables proposal to raise limits from \$100 per pair to \$200 per pair.	Union to communicate policy from 2004 to Management. Management to start discussions with HR in creating a proposed draft of policy.
List of disclosures and communication between meetings	Union has sent previous list to Management. Management has followed up and distributed list as per format sent by union. Union proposes to send this list with agenda.	Management commits that this disclosure list will be attached with agenda going forward.
What is the MGS Emergency preparedness procedure and why has this not been communicated to staff (provide a copy of procedure)?	Union raises concerns with employees giving personal information for phone trees and lack of communication to managers and staff on the implementation of phone trees. Management informed that personal information given to managers is important for the purposes of emergencies when staff and managers are not in the workplace. Management also informed that business continuity plan approvals occur in January.	Management to invite guest from corporate services division at next meeting to give further information on process and communications regarding the business continuity plan. Management to send a clarification memo on phone trees and

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		confidential information to managers.
Ministry of Health disclosure – what is happening?	Management updates that currently, any further investigation into this matter has been put on hold.	No Action Item.
Guelph Data Contact Centre	Management updates that currently no issues from staff on this matter, and management is awaiting staff decisions on relocation.	Management to follow up after staff decisions are made with a teleconference to union.
Employee's doing PDP on their Supervisors CCU OSS	Union raises concerns with employees being mandated to do PDP's on supervisors and confidentiality of survey monkey. Management clarifies that these survey responses are not mandatory. Management also suggests there be further discussions at LERC table.	Management to give communication to managers regarding the use of surveys and messaging to staff on their voluntary nature. Business advisors to work with their clients at executive tables regarding use of 360 reviews.
Not filling positions at the OSS contact centre in Peterborough	Union raises concerns with three positions vacant at the OSS Contact Centre, and requests further information from management with regards to these vacancies.	Management to follow up within two weeks with response on this issue.
MGS Telephone Tree Testing	See Business Continuity Planning Section	

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Ministry of Revenue Disclosure re: HST Impacts on OPSEU members	Management confirms that these positions and work have been absorbed.	Management to give a letter of explanation to union regarding the disclosure from MOR.
<u>Standing Items</u>		
Lists: <ul style="list-style-type: none"> • Fixed Term Staff • LERCs • Health and Safety 	Management communicated to union that a new JHSC tool through MYOPS no longer requires the updating of a manual health and safety list. Union raises concerns with staff knowledge of this tool.	Management to follow-up with CEHSW regarding the communication of this JHSC tool.
LERC Update	Management communicated information on the high attendance of the LERC training. Union raises concerns with management attendance at LERC training. Union proposes a review of training practices for LERC, as an addition to corporate LERC training.	Co-Chair's to send letter to LERC's that all LERC minutes be forwarded to MERC Co-Chairs. Both parties to discuss LERC's and JHSC's functioning at next teleconference. Management to follow-up with ERD regarding training for LERC's in addition to the corporate LERC training.
ITS: Any General I&IT Updates		
OSS: Update on Compressed work weeks	Union raises concerns regarding why a CWW has not been implemented at the OSS Peterborough Contact Centre. Union would like more transparency at to the decision not to have a CWW and requests a CWW pilot at this location.	Management to follow-up.

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OSS: EFSD, the movement of work of a higher classification to a lower classification	Management confirms that OAG9 job descriptions were rewritten and submitted to ECU. Union suggests that this item be pushed back down to the LERC.	No Action Item
Next MERC meeting dates – discussion about future dates - 2010	Next MERC dates: February 17 th , May 19 th , September 22 nd , December 8 th	No Action Item


 UNION


 Mgmt