

MEMORANDUM

TO: All Presidents with members in the Ministry of Government and Consumer Services
All Stewards in the Ministry of Government and Consumer Services

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: July 9, 2008

**SUBJECT: Ministry of Government and Consumer Services
ERC Minutes – May 22, 2008**

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

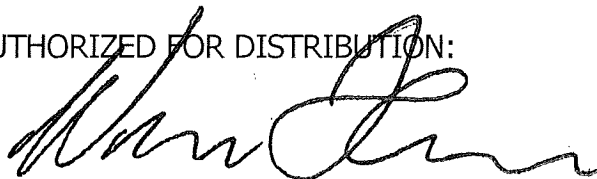
Please post or otherwise make them available to the members in your workplaces.

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.

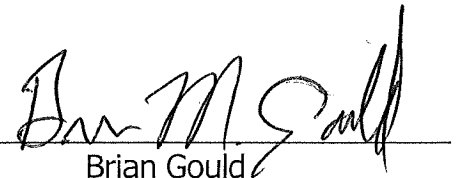
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

/tl
att.

cc: MERC Chairs
Ministry ERC

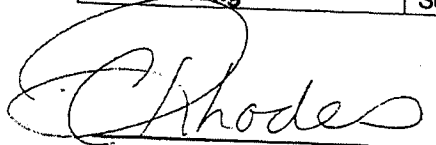
**Ministry of Government and Consumer Services
MINISTRY EMPLOYEE RELATIONS COMMITTEE
MAY 22, 2008**

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| PRESENT: | Management Kelly McAslan (Co-Chair) Lee Prasaud Jane Lee | Union (OPSEU) Cheryl Rhodes (Co-Chair) James Cushing Spencer Mitchell |
| SUPPORT: | Juanita Yarascavitch | Marg Simmons |
| RESOURCE: | Jas Mahal | |
| GUESTS: | Jacques L'Abbe | |
| OBSERVER: | Matt Siple | |
| REGRETS: | Dave Siater | Sandra Snider |

| ITEM | DISCUSSION | ACTION |
|---------------------------------|--|--|
| <u>Standing Items</u> | | |
| ServiceOntario Update | <p>Some ServiceOntario locations in Northern Region currently house both MGCS and MNDM employees. OPSEU asked if there are any plans to move the MNDM staff to MGCS. Management indicated that there are no such plans at this point in time.</p> <p>Management provided an update on the classification review for positions that are cross trained in locations where ServiceOntario is co-inhabiting with other Ministries. It is anticipated that this review will be completed in the next month.</p> <p>An update was provided regarding the transfer of services from MOR/MOF to ServiceOntario. The employer indicated that once transfer effective dates and impact on staff are confirmed, it will notify the Union.</p> | <p>Management to inform OPSEU of timelines around co-habitation training and implementation.</p> |
| KCPC and I&IT Update | <p>Management updated the union on the current review of job descriptions occurring within ITS. The union raised a concern that it was not informed of an ITS wide classification review. Management clarified that a review of job descriptions did not necessarily mean a review of classification.</p> | <p>Management to provide an update on the status of the job description review at the next MERC meeting.</p> |

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| <p>Health and Wellness Update</p> <p>JHSC List</p> <p>Disclosure Notifications</p> <p>LERC Update</p> | <p>Kingston Card Production – 15 out of 30 employees are currently on temporary assignments and the remaining 15 have moved into permanent positions or have moved onto other opportunities.</p> <p>The parties discussed the possibility of exploring a number of positions recently transferred to ServiceOntario. Once a review of these positions has occurred, the parties will meet to discuss.</p> <p>Management suggested that a memo to KCPC employees be sent offering additional training for resume writing and interview skills.</p> <p>Management requested that the KCPC Sub-committee move to monthly meetings. OPSEU raised concerns about the idea of monthly meetings, stating that they feel the parties have not explored all options. The parties agreed to hold monthly meetings, which will be reviewed at the next MERC meeting.</p> <p>OPSEU inquired whether all public ServiceOntario sites were equipped with Automated External Defibrillators (AED). Management stated they would look into OPSEU's question.</p> <p>List Provided</p> <p>List Provided</p> <p>List was provided. Training is continuing. OPSEU raised concerns that because of a number of changes in membership occurring at LERC's throughout the ministry, LERC's that have participated in ERC training will have to be retrained.</p> <p>OSPEU also stated that the ERC training is a good start, but additional conflict resolution training should be provided to LERC's.</p> | <p>Management to review recently transferred positions and discuss with OPSEU</p> <p>Management to send memo offering training for resume writing and interview skills.</p> <p>Parties to schedule monthly KCPC sub-committee meetings starting in June 2008.</p> <p>Management to follow up regarding the presence of AED's at public ServiceOntario sites.</p> |
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| <p>Business Arising</p> <p>a. Policy Grievance – 7.2.2.</p> <p>b. Update on CWW in OSS</p> | <p>The parties discussed their intentions regarding holding a Stage two meeting. The parties agreed that this was the preferred approach before heading to mediation.</p> <p>The employer indicated that training has been provided to OSS management on the implementation of CWW at OSS. An update/confirmation will be provided at the next MERC meeting. OSPEU requested a copy of the training package given to managers.</p> | <p>Management to provide update as to when a stage two meeting can be expected.</p> <p>Management to look into providing OPSEU the manager training packages.</p> |
| <p>New Business</p> <p>c. Article 5</p> <p>d. Update on Emergency Management Planning within MGCS</p> <p>e. Scent Free Workplace policies at MGCS</p> | <p>OPSEU raised concerns that some new employees are not being provided with the information stated in Article 5 of the Collective Agreement.</p> <p>Management provided an update on the progress of the 2008 Emergency Management and Continuity of Operations Plan. The 2007 plan received a passing grade. OPSEU has concerns that plans are not being sufficiently communicated to their members.</p> <p>OPSEU inquired about the existence of a Ministry wide Scent Free Workplace policy. Management indicated that no such policy exists and that such issues should be dealt with at the local level.</p> | <p>Management to work with HRC's to ensure managers meet their obligations under Article 5.</p> <p>Management to provide feedback to Robert Mathew regarding employee preparedness.</p> <p>Update on emergency management planning to be provided at the next meeting.</p> |
| <p>Next Meeting</p> | <p>September 18, 2008</p> | |



 Union Co-Chair



 Management Co-Chair