

MEMORANDUM

TO: All Presidents with members in the Ministry of Health and Long-Term Care
All Stewards in the Ministry of Health and Long-Term Care

FROM: Ruth Hamilton, OPS Supervisor

DATE: 28 November 2011

SUBJECT: **Ministry of Health and Long-Term Care
ERC Minutes – June 24, 2011**

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

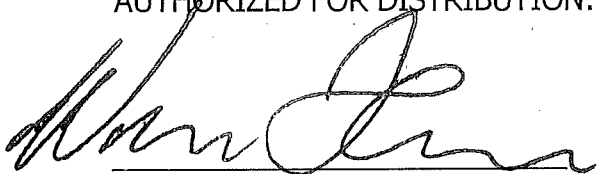
Please post or otherwise make them available to the members in your workplaces.

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
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

Ministry of Health and Long-Term Care
 Ministry of Health Promotion & Sport
 MERC Meeting Minutes
 June 24, 2011

Union	Management
C. Falcao	D. Cameron (Chair)
J. Eberle	G. Shaw
F. Pryor	H. Cooper
P. Fry-Smith	N. Gonzalez
J. Marion	M. Malcolm (Reporter)
Guest:	C. Bai, Employee Relations Analyst
Regrets:	R. Lindo (Co-Chair)

No guest presentation at today's meeting due to items on agenda

Agenda Items	Discussion	Action Required
Standing Items		
1. Previous Minutes	Minutes accepted.	December 2010 and March 2011 minutes to be posted
2. Position Descriptions and New Job Ads	No new positions	No action
3. Quarterly Fixed-Term Employee Listing	Management will provide listing	Management will provide listing


Agenda Items	Discussion	Action Required
4. Workload/ Staffing Levels in CACCs	<ul style="list-style-type: none"> • OPSEU raised health and safety concern regarding staffing levels against the ACO1 Regular Staffing Level Chart • Management advised that new hires are part of the complement as soon as they are hired. Can work independently once they are signed off on a desk. • OPSEU requested that Staffing Levels Chart be attached to the minutes • Update requested regarding new ACO hires • Union requested an updated report on call volumes for September meeting • Union raised concerns regarding backfills for leaves 	<ul style="list-style-type: none"> • No action • No action • Management to follow up • Management to follow up • Management to follow up • OPSEU to provide management with specifics
5. Employee Engagement Survey Results	<ul style="list-style-type: none"> • Corporate disclosure of the employee engagement survey to be issued early summer • Union requested copies of ministry and divisional reports • OPSEU formally requests that ACO staff receive email access to remove barrier to employee engagement 	Management to follow up
Business Arising from Previous Minutes		
6. Article 20.8 – Temporary Vacancies	<ul style="list-style-type: none"> • Management advised the information is shared corporately at the JESS table and shared by OPSEU to MERCs • Union requested confirmation on the process 	Management to follow up
7. CACC Uniforms	<ul style="list-style-type: none"> • Employer seeking new vendor for the uniforms. • Will provide a sample to OPSEU co-chair for input on selection • OPSEU questioned whether uniform needed to be worn everyday. 	Management to follow up

Agenda Items	Discussion	Action Required
8. Health & Safety Committees	<ul style="list-style-type: none"> Management provided listing of Mini Health Promotion and Sport Management confirmed a second EHS CACC employee will be trained for JHSC committees Management advised that updates for the JHSC information on the OPS Wellness site is done through self identification by the committees via the CEHSW website. OPSEU raised concerns about a JHSC committee in a particular location. The parties acknowledge that health and safety is a joint responsibility 	<ul style="list-style-type: none"> No action No action No action OPSEU to provide particulars
9. FXT Staff & CWW	<ul style="list-style-type: none"> Management confirmed communication sent to managers indicating that tracking of hours is to be done manually for credits Clarification is being sought regarding what is considered full time hours in a 24/7 environment. A communication plan will drafted OPSEU to confirm receipt of signed CWW agreements 	<ul style="list-style-type: none"> No action required Management to follow up OPSEU to follow up
10. Dispatcher Stress	Issue to be discussed at separate meeting	Parties agree to report back at next MERC meeting
11. RbP Booklet	Employer provided booklet to MERC in April 2011	Item removed
12. Administrative Support Model	Management will follow up further with Employee Engagement representative	Management to follow up
13. Merit pay for FXT employees	Union is requesting a plan for implementation	Management to follow up by end of July
14. Telework Arrangements	Corporate guideline in development	Item removed
15. Training and Development – CACCs	Defer to next meeting	No action required
16. Environmental Officers and Dietary Officers	Parties have entered into an MOS	Item removed
17. Security Checks	OPSEU has requested centrally that the Ministry's EHS security check policy be captured under the OPS Security Check Policy	No action required
18. Internet Access for CACCs	Union provided presentation on topic	Management to follow up

Agenda Items	Discussion	Action Required
New Business		
19. Results-Based Planning	Information provided	Item removed
20. TTC Metro Pass	<ul style="list-style-type: none"> • Referred by Local 504 LERC. Requesting a program for a TTC Group Metropass Discount • Employer provided information on the requirements for group discount through the TTC Metropass Volume Incentive plan • It was noted the savings provided to individual Metropass holders is comparable to discount plan members • Referred back to LERC 	Item removed
21. CWWs in CACCs	Parties will encourage conversation at the local level	Item removed
22. Registration & Claims Branch Review Update	Review is continuing and information will be provided as available	Management to follow up
23. CACCs - Upgrade Training Plan Disclosure Update	<ul style="list-style-type: none"> • Management provided information on 3 sessions held to date and further sessions to be held • Union raised accommodation issues that may be required by training attendees, Management indicated that employees need to make accommodation requirements known to their managers 	Item removed
24. Public Health Division/ Chief Medical of Health	Affected employees will be transferring to the Ontario Agency for Health Protection and Promotion on July 1, 2011	Item removed
25. EHS Chairs	Employer seeking OPSEU's involvement in selection of appropriate chair for CACC staff	OPSEU to follow up
26. LERC List	Deferred to next meeting	No action required
27. Desk Audit KPMG	<ul style="list-style-type: none"> • Union raised question about desk audits taking place at various locations • Union requesting management provide information and copy of report 	Management to follow up


Agenda Items	Discussion	Action Required
28. Payroll	<ul style="list-style-type: none"> • OPSEU reported that overpayments are being recovered from employees without notification or disclosure of calculations • Staff are not being consulted regarding repayment schedules • OPSEU insists that OSS consult with employees before they pursue recovery of funds 	Management to follow up
Next Meeting: September 21, 2011		

Approval:



 C. Falcao
 OPSEU

Dated:



 D. Cameron
 MOHLTC

Dated: September 20, 2011

