

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 – December 2, 2010**

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

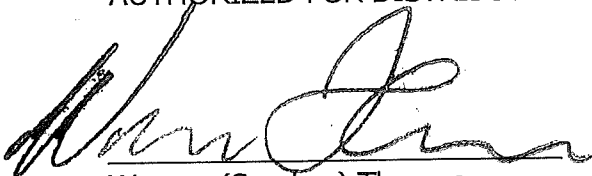
Please post or otherwise make them available to the members in your workplaces.

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
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
 December 2, 2010

Union	Management
C. Falcao (Co-chair)	J. Livingston (Chair)
J. Eberle	D. Cameron
F. Pryor	G. Shaw
J. Marion	H. Cooper
	K. DuBois
Guest	Dave Slater, Director, Payroll Operations Branch
Regrets: P. Fry-Smith	

The meeting was called to order with Management chairing.

	Agenda Items	Discussion	Action Required
	Guest Presentation: Pay Modernization Dave Slater	<p>Presentation delivered on Pay Modernization.</p> <p>Updates, issues and solutions with the new Pay Modernization system were discussed.</p> <p>If staff encounter a problem, they should contact Ontario Shared Services directly. For Emergency Health Services, the issue should be raised with their manager to forward to OSS.</p>	Remove from agenda.
	Ministry File Review Committee Holly Cooper and Cindy Falcao	<p>Presentation delivered by the co-chairs of the Ministry File Review Committee pilot, which reviews grievances after Stage Two before they are referred to the Grievance Settlement Board for resolution.</p> <p>Overall the pilot is viewed as a success as it has resolved a number of grievances (approximately 22% of grievances) and has had a positive impact on labour relations both at the committee and in the workplace.</p>	Remove from agenda.
Standing Items			
	1. Previous Minutes	Minutes accepted.	

	Agenda Items	Discussion	Action Required
	2. Position descriptions and new jobs created	Two new job descriptions were disclosed to the Union. Management to provide the Union with additional information.	Management to respond.
	3. Quarterly Fixed Term Employee List	Listing shared prior to MERC (November 4, 2010 snapshot). Union made inquiries, management to follow-up prior to the next meeting.	Management to respond.
	4. Workload issues: Provincial CACCs	<p>Provincial CACCs – Best Practice Guidelines</p> <p>OPSEU had raised concerns regarding staffing levels across the province and the communication of the Best Practices Guidelines, as it applies to staffing levels, vacation, and health and safety in CACCs.</p> <p>The parties held a meeting in May to discuss CACC issues specifically.</p> <p>Effective September 13, 2010, changes were made to the <i>Best Practices Guidelines for Ministry Operated CACCs</i>.</p> <p>Management is seeking to fill existing vacancies. Two new “Entry-to-Practice” training sessions (previously referred to as CORE training) will be held. The first training will be held in October or early November and the second training program will be held before the end of the fiscal year. Filling vacancies will help with workload issues for CACC staff and will also allow for greater coverage during peak vacation times.</p> <p>The Union asked for clarification for when a trainee is reflected as part of the shift complement.</p> <p>Management to respond.</p>	Item deferred.
	5. Employee Engagement	No updates provided.	Item deferred.

	Agenda Items	Discussion	Action Required
	Survey Results		
Business Arising from Previous Minutes			
	6. Article 20.8—Temporary Vacancies	OPSEU requested the list of surplus employees on temporary assignments as per Article 20.8 – Temporary Vacancies.	Item deferred.
	7. CACC: Uniforms	The Union expressed concerns regarding CACC uniforms (e.g. fit, comfort). Management committed to take the concerns back to the management table.	Item deferred.
	8. Health & Safety Committees	The Union inquired about the number of individuals requiring certification on a local joint health & safety committee from both a legislative and best-practice standpoint.	Item deferred.
	9. Compressed Work Weeks (CWW): Fixed-Term Employee	The Union expressed the concern that fixed-term employees within the CACCs do not earn attendance credits as per Article 31.A.8.1.	Item deferred.
New Items			
	10. Dispatcher Stress	The Union shared a report by the Tema Counter Foundation on dispatcher stress. The Union requested a meeting with management to discuss the report.	Management to follow-up.
	11. CACC: LERC Meeting Scheduling	The Union raised the concern that LERC meetings are being scheduled on union representatives day's off for compressed work week. Management sent out a communication notifying managers that whenever possible, meetings should be scheduled on days when the LERC members are on duty. When this isn't possible, management should consider changing the schedule so that members will be on duty the day of the LERC Meeting.	Remove from agenda.

	Agenda Items	Discussion	Action Required
	12. Organizational Charts	<p>The Union requested organizational charts for both ministries.</p> <p>Management directed the union to the organizational chart on the general public website. Management advised that the organizational lists down to staff levels are unavailable.</p>	Remove from agenda.
	13. LERC Committees	<p>The Union requested a list of all LERC committees.</p> <p>Management committed to provide a listing of LERC co-chairs.</p>	Management to follow up.
	14. Results-based planning booklet	<p>The Union requested a copy of the RbP booklet and requested a copy.</p> <p>Management committed to obtain a copy of the RbP booklet.</p>	Management to follow-up.
	15. Staffing-levels: Georgian CACC	<p>The Union raised the issue that staffing levels are not being maintained.</p> <p>The parties committed to look into this issue.</p>	Parties to follow-up.
	16. Administrative Support Model	Item deferred.	Item deferred.
	17. Job Advertisements	Item deferred.	Item deferred.
	Next Meeting	<p>March 23, 2011</p> <p>June 22, 2011</p> <p>September 21, 2011</p> <p>December 4, 2011</p>	

C. Falcao
OPSEU

Dated:

J. Livingston
MOHLTC

J. Livingston
Dated: November 14, 2010

