

**MEMORANDUM**

**OPSEU**



**SEFPO**

Syndicat des Employé-e-s  
de la Fonction Publique  
de l'Ontario

**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:** Terry Baxter, OPS Supervisor/Negotiator

**DATE:** August 3, 2006

**SUBJECT:** **Ministry of Health and Long-Term Care  
ERC Minutes – February 8, 2006**

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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.**

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Leah Casselman  
President

/jm  
att.

cc: MERC Chairs  
Ministry ERC

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Terry Baxter  
OPS Supervisor/Negotiator

**MINISTRY OF HEALTH and LONG-TERM CARE**  
**EMPLOYEE/EMPLOYER RELATIONS COMMITTEE (MERC)**  
**MEETING MINUTES**

Date: Wednesday February 8, 2006  
Location: Rideau Room, Macdonald Block  
For OPSEU: Carlyle Lochan, Patrick Fry-Smith, Emily Bartlett and Bill Playter  
For the Employer: Stephen Jarvis, Bryan Clarke, Gloria Shaw, Nick Paul and Neil Campbell

NOTE: MERC meeting minutes are also available electronically at <http://intra.moh.gov.on.ca/>  
Click on "Human Resources" Intranet, on "For staff", and then on "Employer/Employee Relations"

**Business Arising and Standing Items**

**MERC General**

**1. Previous Minutes**

The parties signed the December 2005 minutes.

**Status: Joint update.**

**2. Operation of Local Employee Relations Committees (LERC(s))**

Management provided a list of ministry LERC(s). A few committees need to be encouraged to meet but no particular problems with the functioning of LERC(s) were identified.

**Status: Management to update.**

**3. Local Employee Relations Committee Training**

Training for the LERCs will take place after training of the MERC.

**Status: Joint update.**

**4. Joint Training for MERC members**

It was agreed that management will enquire about the availability of training similar to that given in December 2004. MERC members will also be oriented to the training that will be offered to the LERCs. Timing and content will be discussed further at the co-chair's teleconference.

**Status: Joint update.**

## **5. Grievance Administration Project (GAP)**

The parties agree that it would be desirable to initiate a GAP project at the ministry and will have further discussions with the Employer and corporate OPSEU concerning the nature and location(s) of such a project. The issue will be discussed further at the co-chair's teleconference.

**Status: Joint update.**

## **6. Lateral Transfer Process**

A specific case in Registration and Claims will be addressed outside of the MERC process.

**Status: Management to update.**

## **7. Human Services Cluster I&IT Review**

Further information about the realignment of the Human Services Cluster was disclosed to OPSEU and employees have now been given an overview. While the date for split of the Cluster has not been firmly fixed, the target is by the end of the 05-06 Fiscal Year.

**Status: Management to update.**

## **8. Affect of the Creation of the Ministry of Health Promotion (MHP)**

There was no new information to report. MHP employee relations issues will come through the MOHLTC MERC until further notice.

OPSEU noted that MHP has not been set an attendance support threshold. OPSEU recommended that the threshold for MHP be the MOHLTC threshold.

**Status: Management to update.**

## **9. Trillium Drug Benefit Plan**

A joint meeting took place February 3<sup>rd</sup> to review how the parties could work together to assist employees affected by the divestment. The OPSEU MERC co-chair will continue to monitor issues that arise.

**Status: Joint update.**

## **10. Personal Security Checks**

OPSEU is reviewing the list of names of members who will be affected by the next phase of the personal security checks.

**Status: Joint update.**

## **11. Workload Issues**

### a) Thunder Bay Regional Public Health Laboratory

Management explained the process used to determine staffing levels at the Health Laboratories. The work load at Thunder Bay increased by 3% last year

Management undertook to look into whether there were any special circumstances at Thunder Bay.

It was noted that there is a grievance at the Thunder Bay Regional Public Health Laboratory asking for the conversion of a part time job to full time.

**Status: Management to update**

### b) Replacement of CACC employees in Windsor, Sudbury and Hamilton

The parties discussed issues at these CACCs. Management noted that unique circumstances of Hamilton following the creation of the Niagara Ambulance Communication Centre. The issues relating to the necessary level of unclassified staffing was discussed.

**Status: There will be a further discussion within EHS.**

## **12. Position Descriptions**

Management provided position descriptions.

**Status: Management to update.**

## **LABORATORIES**

### **13. Respiratory Protection Policy: Request for Personal information**

Management will review the union's concerns with the Employee Health Physician.

**Status: Management to respond.**

#### **14. Status of the Public Health Laboratories**

No decision has been made about the relationship of the Public Health Laboratories to a public health agency and no decision has been made about the status of any agency.

Location of the central laboratory is still under consideration.

Dr. Basrur will be invited to the next meeting of MERC.

**Status: Management to update.**

#### **HOSPITALS:**

#### **15. Provincial Psychiatric Hospitals (PPH) – Update**

Whitby employees received offer and option letters on February 6 and 7. The transfer will take place effective March 26, 2006.

There is nothing to report on the status of Mental Health Centre Penetanguishene. OPSEU commented on how the uncertainty about Penetanguishene's future was stressful for the employees.

**Status: Management to update.**

#### **16. Penetanguishene: Restructuring of the front office.**

On going issues relating to the restructuring were outlined. OPSEU emphasized the importance of the front office for institutional security. It was agreed that further local discussion was desirable.

**Status: Joint update.**

#### **New Issues**

#### **17. Penetanguishene: Confidentiality oath**

OPSEU asked why the Hospital was asking employees to sign an oath different from the oath signed by all members of the Ontario Public Service. Management undertook to investigate.

**Status: Management to update.**

## **18. Leave requests**

The parties discussed the process and parameters for leave requests under Article 24 of the Collective Agreement.

**Status: Remove from the agenda.**

## **19. Needle systems**

Throughout the health care sector OPSEU is promoting safe practices for employees who give needles. The information was received with thanks by the committee.

**Status: Remove from the agenda**

## **20. Pandemic planning**

OPSEU is concerned that health care workers and their representatives have sufficient input into planning. Workers are not confident that their concerns are being heard. The example of masks was given.

**Status: Management to update.**

## **21. Ergonomic questions from the CACC**

The Hamilton CACC LERC was going to invite Occupational Health Clinics for Ontario Workers (OHCOW) to do an assessment of the chairs in use at the CACC but have been advised that any assessment must be through a vendor of record. OPSEU is concerned that an assessment be done without unnecessary delay.

**Status: Management to update.**

## **22. CTO skill maintenance**

Several Training Officers have asked that they be given opportunities to update their skills and understanding of the dispatch process by sitting in on calls. These individuals will be asked to raise this issue through their bargaining agent.

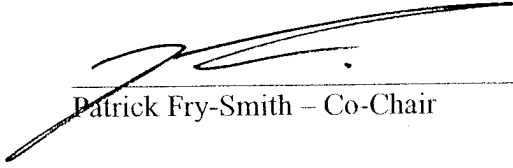
**Status: Remove from the agenda.**

## **22. WIN Hours of Operation**

OPSEU is concerned that the WIN hours of operation are not friendly to shift workers.

**Status: Management to update.**

**Approved:**



Patrick Fry-Smith – Co-Chair



Stephen Jarvis – Co-Chair