

MEMORANDUM

TO: All Presidents and members in Ministry of Natural Resources
All Stewards in Ministry of Natural Resources

FROM: Ruth Hamilton, OPS Supervisor/Negotiator

DATE: June 18, 2010

SUBJECT: **Ministry of Natural Resources
ERC Minutes –April 14, 2010**

Attached, for your information, please find the minutes of the above captioned meeting(s).

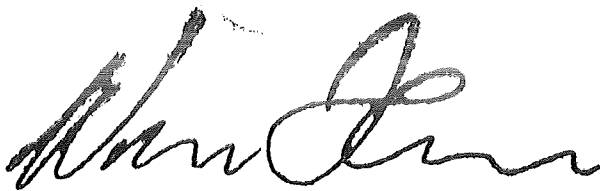
Please post or otherwise make them available to the members in your workplaces.

You will also find attached a MERC referral form which should be used when referring unresolved local issues to the ministry level. We request that you provide the Job Security Group with all supporting documentation, (i.e. 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/Negotiator

/sk
att.

cc: MERC Chairs
Ministry ERC

**Ministry Employee Relations Committee
OPSEU Regional Office
31 Wellesley St., Basement Board Room
Toronto, Ontario**

**Wednesday, April 14, 2010
9:30 – 3:30**

Present for OPSEU:

Elaine Bagnall (Co-Chair)
Dave Fluri
Pierre Verhelst
Cameron Walker
Peter Wall

Present for the Ministry:

Pat Freistatter (Co-Chair)
Joel English
Martha Baldwin
Kevin Smith
Dave Payne
Jay Nichols

Standing Items:

1. Transformation Update

The Employer provided an update on MNR realignment; highlighting ongoing work regarding administrative processes, timelines and the realignment of budgets.

The Employer confirmed that no further information regarding the OPS reduction has been received. Ministry continues to maintain assumption that it will be achieved through normal attrition.

The Employer indicated that there were no RbP updates to provide at this time.

2. Employee Engagement

The Employer responded to the request of OPSEU regarding research on the comparable use of Employee Engagement Surveys by other outside organizations. Employer spoke to the complexities that results show. Key research indicates that front line managers do play a significant role in ensuring overall engagement of staff.

Employer also provided update on what the Ministry is undertaking to respond to Engagement Survey results. Key areas of focus include: Leadership and HR Practices

3. Ministry File Review Committee (MFRC)

Elaine Bagnall of OPSEU reported that overall discussions at the MFRC table are going well between the parties. The development of a MFRC report is currently in production. Employer and OPSEU spoke to the character of MNR grievance activity at Stage 2 level

Action Item: Employer to provide indication of how Ministry is currently tracking grievances settled at the Stage 2 level relative to those that are referred to the MFRC stage.

Action Item: MFRC to continue to provide indication of how the ministry is progressing regarding the early resolution of grievances and to provide base line data and early resolution statistics when available.

4. Vacancy/Surplus New Positions Listings

The Employer spoke to the fact that Ministry is meeting broader obligation for disclosure of reports as per direction from CERC table. Parties agreed to disclose fixed term employee list two weeks before MERC meeting.

Action Item: Employer to copy OPSEU disclosure email address on new position and new classification disclosures.

5. Unclassified Position Conversion/Seasonal Employee Statistics

Parties agreed to disclose conversion reports via letter format and quarterly fixed term employee lists.

6. Schedule for Towers in Parks

Employer reported on which towers will be replaced this year outlining maintenance work that will be undertaken on towers throughout the Provincial Parks for the 2010 season.

Business Arising

1. Pandemic Planning

Employer addressed question regarding training and roles specific to Aviation by detailing plan and processes currently set through Emergency Management Ontario.

2. Results to Resources Exercise for North East

The Employer provided an update and reported on the ongoing development of the survey, worksheet and a complexity spreadsheet. Spreadsheet will involve a collection of factual information for the work unit. Intent will be to provide employees with the worksheet weeks prior to survey exercise.

Action Item: Management committed to sharing survey, worksheet and spreadsheets with MERC members when ready, prior to rolling out to staff.

3. Lake Ontario Boating Incident & UGLI TOO – Follow up

The Employer provided update on decision not to retrieve the vessel, based on MOE recommendation to leave it due to the potential for environmental damage. Parties agreed to formally remove this item from the agenda as a standing item

4. Enforcement Branch – Pre-Employment Testing & Final DCO Policy

The Employer reported on ongoing efforts regarding development of pre-employment testing. Currently employer does request a CPIC check and verification of a qualified driver's license at pre-hire stage.

The Employer reported on DCO Review regarding training requirements and expenses that are covered while taking training. Majority of participants who are appointed and receive training are currently paid employees within the Ministry.

OPSEU raised Health and Safety concerns for volunteers engaged in MNR initiatives.

Action Item: Employer to provide indication of current process regarding background for Enforcement Officers.

Action Item: Employer to agree to contact CEHSW Advisor Paul Chamberlain to confirm past review where it was determined how the Health and Safety of volunteers would be appropriately dealt with.

5. Workload Issue

OPSEU requested to defer this issue for discussion until next meeting.

6. Student Pay

The Employer responded to previous inquiries regarding the core training requirements for students currently in place. Ministry is committed to ensuring health and safety training is provided to all students, including WDHP, WHIMIS, General Health and Safety Training.

Action Item: Employer agreed to provide a clear description of the OPS Level 1 and Level 2 skill requirements.

7. ERC Training

The Parties confirmed availability and registration for May 26th AM session in North Bay. The location of the session will be determined.

8. Ontario Ranger Camps

The Parties agreed to defer discussion until next meeting.

9. Vessel Master Classification

The Employer reported that the updated position description was submitted to Enterprise Classification Unit for consideration and that it was returned with confirmation of current RT3 level classification. The rationale provided, was that the frequency with which

vessel master duties are expected to be performed in this position, is not enough to warrant reclassification to a higher level.

Action Item: Management agreed to look into having a representative from the Enterprise Classification Unit make a general presentation to MERC regarding the classification of positions and point systems.

10. Conservation Officer and Provincial Prosecutors

The Employer detailed the role of the Provincial Prosecutor and cited the differentiation between this position and those of the Conservation Officer appointment. The parties agree to remove this item from the agenda.

Action Item: Employer agreed to share the job description of the Provincial Prosecutor with Union.

11. Missing Receipt Affidavit

The Employer confirmed the source of this affidavit; citing that it is only used internally by the East Fire Region and in cases where employee may not have access to a computer in order to input their own iExpense claim. The employer confirmed that the affidavit for missing receipt form will not be adopted Ministry wide, but is part of the discretion on the part of managers in instances where the employee has misplaced the receipt for expense claim.

Action Item: Employer to provide rationale for the use of affidavit in lieu of, or in addition to the comments section function of iExpenses.

12. Re-imbursement of Lost Equipment

OPSEU clarified issue for management consideration and inquired about Employer's position as to whether an employee is expected to actually pay for damaged equipment when it is determined that the loss or damage of the equipment has resulted through negligence on the part of the employee. OPSEU's position is that the employer cannot deduct wages for damaged or lost equipment and seeks for Employer to confirm its position.

Action Item: Employer agreed to follow up and confirm application of Section 13 of ESA to Crown employees.

New Business

1. Seasonal Fire Management Tech Positions within MNR North West Fire.

OPSEU questioned rationale for the creation of 11 seasonal Fire Management Tech positions in North West (Dryden, Fort Francis, Red Lake & Thunder Bay) and asked for clarification on whether these positions were replacing full time position vacancies.

Action Item: The Employer to inquire and follow up with regarding, the nature of these new positions and rationale for their creation.

