

**MEMORANDUM**

**TO:** All Presidents with members in the Ministry of Training, Colleges and Universities  
All Stewards in the Ministry of Training, Colleges and Universities

**FROM:** Ruth Hamilton, A/OPS Supervisor

**DATE:** February 14, 2011

**SUBJECT: Ministry of Training, Colleges and Universities  
ERC Minutes – February 10, 2011**

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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.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Ruth Hamilton  
A/OPS Supervisor

/pb

att.

cc: MERC Chairs  
Ministry ERC



**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES  
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)  
 Boardroom 432C, 4<sup>th</sup> FLOOR MACDONALD BLOCK, 900 BAY STREET  
 February 10, 2011**

**For Management:**

**\*Pat Macdonald-Rea, MANAGEMENT CO-CHAIR**

Noah Morris, Director- Student Financial Assistance Branch (Postsecondary Education Division)

Robert Dupuis, Director – Eastern Region, Employment and Training Division (TCU)

Katherine Gee, Employee Relations Advisor, Centre for Employee Relations (MGS - Resource)

**For OPSEU:**

**Mickey Riccardi, OPSEU CO-CHAIR – Employment and Training Consultant – Western Region**

Sophia Ambrose, Communications Officer, Student Financial Assistance Branch

Stephen George, OPSEU Job Security Officer

Maurice Blais, Employment and Training Consultant – Northern Region

**Regrets:**

**Guests:**

Annette Gljuscic

**\*Chair of the Meeting**

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b>1. Confirmation of Agenda</b>	One item added – Temp Agency Staff	No Action Required.
<b>2. Minutes</b>	No comments on previous minutes	No Action Required.
<b>NEW BUSINESS</b>		
<b>1. Literacy Issue</b>	OPSEU inquired as to the Employer's timelines for providing communications to affected employees. The Employer is working on a strategic plan which will include consultation with staff, and will share the strategy with the Union per the Disclosure Directive.	
<b>2. Lateral vs. Accommodation process</b>	The Employer will invite a Employment Mobility Coordinator to speak to this issue at the next MERC	
<b>3. Mileage/Time Credits Accumulated While Traveling</b>	The Union received the Employer's communiqué regarding travel time and raised concerns regarding the clarity. The Employer will prepare a memo correcting the initial communiqué, share it with the Union for verification and then distribute to staff.	
<b>4. Travel Expense Form/Rental/Fleet of Vehicles</b>	The Employer indicated that the current approval process allows for approvals for a broad time period. The Employer is developing a process for the management of travel in the Employment and Training Division. The Employer will provide an updated communication to staff regarding the use of fleet vehicles.	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
5. Process for understanding signed MERC minutes	The Union raised concerns about the applicability of the commitments made at MERC. Management has committed to discussing the commitments made with the Directors of the Employment and Training Division. Management will also include instructions on the applicability of the MERC minutes in the Labour Relations training program for Employment and Training Division Managers.	
6. Draft MERC Terms of Reference	OPSEU is reviewing the Terms of Reference and will provide a draft document prior to the next MERC.	
7. Pilot project – health related employment accommodation	The Union queried as to the status of the pilot project. The parties will defer this item to the next MERC meeting.	
<b>BUSINESS ARISING FROM NEW BUSINESS (LAST MEETING)</b>		
1. Pilot Project-Examination -Preparation Initiative	The Employer will send the Union the Report and project summary from the pilot project, and will also share the guidelines that have been developed.	
2. Ontario Youth Apprenticeship Program	The Union raised concerns about OPSEU work being performed by non-bargaining unit staff. OPSEU has advised that they will be proceeding with a policy grievance on this issue.	
3. Bargaining Unit Work Being Performed by LACs	The parties agree to defer this item to the next MERC meeting.	
4. CWW days - process	The Employer will provide OPSEU with a draft communiqué to managers regarding the process.	
<b>STANDING ITEMS</b>		
1. Redeployment	No update	No action required
2. Seniority List / Unclassified Report	Lists provided to OPSEU	
3. Update on College of Trades	<p>Presentation by Annette Gljuscic</p> <p>A Memorandum of Agreement was finalized between the Ministry and OPSEU regarding the multi-incumbent positions in December 2010. The Employer and OPSEU held four information sessions for impacted staff on various employment matters in January 2011. The Appointment Council website has been launched and communications provided to all impacted staff. The College of Trades will take occupancy on the 5<sup>th</sup> and 6<sup>th</sup> floors of 655 Bay St., Toronto, in mid-March, 2011. Outstanding administrative matters, such as pension agreements, are currently being finalized.</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>The application process has begun, an email blast on February 10<sup>th</sup> notes the extension of the application deadline to March 31, 2011. Registrar recruitment is underway.</p> <p>The Employer will continue to share relevant information with the Union.</p>	
4. Ministry Diversity Initiative	The Employer provided a copy of the OPS Diversity Program Guide. The MERC members discussed the value of education and awareness about mental health issues in the workplace. The Employer will provide an update on the Diversity Mentorship Program at the next MERC meeting.	
5. Employment and Training Consultant Development Initiative	<p>The Employer indicated that the long-term goal is for all Employment and Training Consultants to have the required knowledge and core competencies to be able to work with the full range of services provided by the Division; the Employer will include training and education for staff as part of the ETC Learning and Development Strategy.</p> <p>The Union expressed concerns around the clarity of the information provided to some staff at the recent teleconferences. The Employer will provide a communiqué to ETC staff to provide reassurance and clarify the intent of the process. This process is not a review of the Employment and Training Consultant classification, nor is it about performance management.</p>	
6. Temp Agency Staff		The Employer will survey other Ministries to determine the process employed across the OPS and report back to OPSEU.
7. Regional Employee Relations Committee	The parties agree to defer this item to the next MERC meeting.	
8. Bill 168	The Employer provided an update on the Ministry completion rates of the mandatory training module. The Strategic Business Unit will be providing Joint Health and Safety Committees with specific information on the results of the threat/risk assessments for each Ministry location. The module will be part of new staff orientation.	
9. Next Meeting		

Pat Macdonald-Rea  
Pat Macdonald-Rea, for Management

February 10, 2011  
Date

M. Riccardi  
Mickey Riccardi, for the Union

Feb 10/2011  
Date

## MERC - TCU Meeting ( 15552 )

Event Name: MERC - TCU Meeting ( 15552 )

Location:

Activity: CP01-10-48 - EERC-OPS

Location Detail:

Coordinator:

Phone Number:

Number of Days:

Facilitators:

Start Date: 2/10/2011 9:00:00AM

2/10/2011 9:00:00AM

Support Staff:

End Date: 2/10/2011 5:00:00PM

2/10/2011 5:00:00PM

Open:

### ATTENDANCE REGISTER

Local	Last Name	First Name	Member ID	Day 1	Day 2	Day 3	Day 4	Day 5	Sign In
<u>Unknown</u>									
736	Ambrose	Sophia	193503	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>S. Ambrose</i>
628	Blais	Maurice L.	283821	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>M. Blais</i>
154	Riccardi	Michelina	351759	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>M. Riccardi</i>
<b>TOTAL MEMBERS LISTED = 3</b>									

