

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor

DATE: March 30, 2010

SUBJECT: **Ministry of Training, Colleges and Universities**
MERC Minutes – March 2, 2010

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

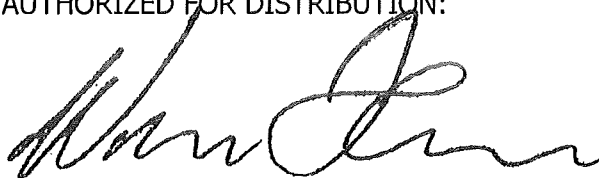
Please post or otherwise make them available to the members in your workplaces.

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



Brian Gould
OPS Supervisor

/jk

cc: MERC Chairs
Ministry ERC

**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 BOARDROOM A – OPSEU OFFICE – 31 Wellesley Street East
 March 02, 2010**

For Management:

Pat Macdonald-Rea, Co-Chair (A) *
 Sandra Diprospero, Director - Strategic HR Business Unit
 Robert Dupuis, Director – Eastern Region (ETD)
 Noah Morris, Director – Student Financial Assistance Branch (PSED)
 Jay Naik, Employee Relations Advisor, CER (MGS)

For OPSEU:

Sophia Ambrose, (MERC CO-CHAIR) – Program Administrator, Student Financial Assistance Branch
 Stephen George, OPSEU Job Security Officer
 Carla Scherle Thompson, Employment and Training Consultant, EBSM – Western Region
 Maurice Blais, Employment and Training Consultant – Northern Region

Guests:

Mike Mackie – Regional Health & Safety Consultant,
 Centre for Employee Health, Safety & Wellness, MGS
 Annette Gljuscic – Human Resources / Labour Relations Project Manager,
 Ontario College of Trades Implementation Project, TCU
 Margaret Watson- Employee Relations Advisor, CER (MGS)

*Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. Confirmation of Agenda	Agenda was confirmed.	No Action Required
2. Minutes	The November 17, 2009 minutes were signed off on December 24, 2009 and posted to the TCU intranet.	No Action Required
3. Housekeeping Items	Management and OPSEU agreed to change the next MERC meeting date to Thursday June 03 (1pm – 4pm) to coincide with the Employee Relations Committee training (9am – 12:30 pm). OPSEU and Management will endeavor a draft Terms of Reference document prior to the formal Employee Relations Committee training session in June.	Management to share the new format document for MERC Terms of Reference.
NEW BUSINESS		
1. Health and Safety in My Workplace Resource	Management invited a Regional Health & Safety Consultant from the Centre for Employee, Health, Safety and Wellness to demonstrate how the new OPS Health and Safety in My Workplace on-line resource tool works.	No Action Required.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>2. Revised Travel, Meal and Hospitality Expenses Directive</p>	<p>OPSEU has some concerns with the timing regarding the revision of the Travel, Meal and Hospitality Expense Directive.</p> <p>OPSEU is requesting the elimination of the separate tracking sheet for the Central Region. OPSEU does not feel that there is a need for this tracking sheet and stated that their members do not need to do the same job twice.</p> <p>Management stated that they are waiting for the final outcome of the revision of the Travel, Meal and Hospitality Expense Directive and will review the Central Region matter once the revised directive has been finalized.</p> <p>OPSEU questioned when the corporate review will be completed.</p> <p>Management responded that it is expected that the revised directive should be available by the end of March, 2010 and will be shared with OPSEU prior to the next MERC meeting.</p>	<p>Management to share the revised directive with OPSEU prior to the next MERC meeting.</p>
<p>3. Rental of Vehicles</p>	<p>OPSEU asked if the 200km limit is daily or for a period of the expenses submitted.</p> <p>OPSEU confirmed that the rental of a vehicle is allowed for <u>less than</u> 200 km with prior approval from Management.</p> <p>OPSEU questioned whether or not the Ministry has considered looking at fleet vehicles for the Ministry.</p> <p>Management stated that there is a current Ministry review underway regarding fleet vehicles.</p> <p>OPSEU stated that individuals need to be reminded not to use their own vehicles due to the insurance implications.</p>	<p>Management will get clarification on the specific details of the 200 km limit.</p> <p>Management to provide information to OPSEU regarding the fleet vehicle review when it is available.</p>

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AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>4. French Language Service Testing</p>	<p>Management stated that the Ministry's best practice is that individuals applying to positions designated bilingual will be tested for their French Language skills. While the Federal Government is officially bilingual in the sense that both languages are used as the language of business, Ontario's language of business remains English. Therefore the only measure of French Proficiency is French Language Testing for designated positions.</p> <p>Management provided several documents provided by the Office of Francophone Affairs which speaks to the process.</p> <p>Vendors are selected through the formal vendor selection process done by the procurement office at the Ministry of Government Services.</p> <p>Complaints about French Language Service provider vendors can be forwarded to (Jeffrey Rose) the Contract and Services Coordinator-Services Portfolio, Vendor of Record Program, Goods and Services Procurement Branch, Supply Chain Management, Ontario Shared Services who will investigate the matter further.</p> <p>Additionally there has been a Community of Practice group developed including all French Language Service Coordinators across the OPS to look into any other issues (such as conflict of interest) regarding French Language Services in the OPS. Concerns about providers or the process can also be forwarded to the Ministry French Language Service Coordinator.</p> <p>OPSEU questioned whether bilingual Federal Transfer Employees would have to be tested in French when applying for designated positions.</p>	<p>Management will follow up and provide an update prior to the next MERC meeting.</p>
<p>5. Ministry Attendance Threshold for 2010</p>	<p>OPSEU asked whether the new threshold has been released for the Ministry.</p> <p>Management confirmed that the Ministry's threshold for the 2010 year is 8.4 days and that this will be communicated to all staff shortly.</p>	<p>No Action Required.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
BUSINESS ARISING FROM NEW BUSINESS (LAST MEETING)		
<p>1. Second Career</p>	<p>Management stated that the Ministry will continue to offer Second Career opportunities to unemployed Ontarians through modified accessibility and suitability criteria adopted in November 2009. MTCU staff in the Regional Offices continue to have the responsibility to review the client assessments recommended by Service Providers and calculate and approve financial assistance for SC clients.</p> <p>The Ministry has publicly announced target of 8000 Second Career approvals between October 2009 and the end of the current fiscal year. The Minister has stated that the program will be secured for the next three years. The selected agencies will have an assessment role under second career. There will be greater accessibility for clients.</p> <p>OPSEU questioned if there is a targeted number for September 2010 to May 2011.</p> <p>Management stated that at this time there are no targeted numbers.</p> <p>OPSEU requested that an update on the targeted numbers and a progress on the program be shared once they are available.</p> <p>OPSEU asked about Second Careers with respect to training of Employment and Training Consultants.</p>	<p>Management will provide updates as they become available.</p>
<p>2. Travel Expenses – Central Region</p>	<p>Please refer to New Business item #2.</p>	<p>Please refer to New Business item #2.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>3. Pilot Project – Examination Preparation Initiative</p>	<p>Management provided the following update regarding the initiative:</p> <ul style="list-style-type: none"> • 4 exam sessions were held on February 26th. The majority of the 25 exam sessions will be held on March 5th. • Feedback from Colleges and non-College training deliverers has been very positive in particular the collaborative working relationship with local office staff. • There is an understanding that the number of system work-around is not ideal and the Ministry is working with the business support unit to identify improvements. • The Ministry will be undertaking an evaluation of the pilot and look forward to learning from what has been done well and what we need to be doing better. • There will be a brief pause for the evaluation and then continue to move ahead. 	<p>Management will provide an update on the evaluation prior to the next MERC meeting.</p>
<p>4. Cell Phones</p>	<p>Management stated that Regional Directors are aware of the need to make a cell phone available to staff who travel outside the office.</p> <p>Management requests that OPSEU provide a list of offices that are of concern and Management will follow up with those offices.</p> <p>OPSEU stated that their members have not yet heard any updates regarding this matter from their members.</p>	<p>Management will follow up and provide an update prior to the next MERC meeting.</p>

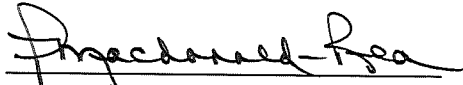
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>5. Ministry Diversity Initiative</p>	<p>Management provided updates regarding the initiative.</p> <p>OPSEU asked who will be covered by the Mentorship program.</p> <p>Management stated that the program has not yet fully started. The Mentors for the pilot will be Assistant Deputy Ministers and the Mentees will be the individuals in the Senior Management Group.</p> <p>OPSEU raised a concern that at the Multi Bargaining Agent table they are hearing that the program will be expanded to bargaining unit members however the Learning Ministries have not yet looked at extending the program to its members. OPSEU stated that they have informed the Diversity Office that the TCU MERC Chair has been identified as the Ministry contact for the program.</p> <p>OPSEU questioned who is working on these initiatives.</p> <p>Management stated that it is the Ministry Diversity Working Group is working on the Ministry Diversity initiatives.</p> <p>OSPEU raised a concern that the December 2009 launch of the initiative in the regions was not communicated or planned effectively.</p> <p>OPSEU asked that the summary update document regarding the initiative be attached to the minutes.</p>	<p>Management will follow up with the Diversity Office and provide an update to OPSEU regarding the mentorship program.</p> <p>OPSEU requested that this issue be moved to the Standing Items for future MERC meetings.</p>
<p>6. College of Trades</p>	<p>Management invited the Human Resources / Labour Relations Project Manager from the College of Trades Implementation Project Office to come and provide an update.</p> <p>OPSEU questioned how appointments will be made to the board.</p> <p>Management stated that appointments are being recruited for by the Minister's Office and the Public Service Secretariat.</p> <p>OPSEU questioned when the application process for the board closed.</p>	<p>Management to provide the job ad prior to the next MERC meeting.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Management responded that applications closed in January.</p> <p>OPSEU requested copies of the job postings for the board positions.</p> <p>OPSEU stated its concerns with regards to the implementation of the College of Trades and ratios with reference to its impact on small businesses.</p> <p>OPSEU stated its concern that a majority of people are not aware of the College of Trades as there has not been very much marketing regarding the implementation of the College of Trades.</p> <p>OPSEU asked who will be part of the transfer negotiating team.</p> <p>Management stated that they will be negotiating with the College on the Ministry's behalf.</p> <p>OPSEU raised a concern that the College of Trades may be an exercise in downsizing.</p> <p>Management will continue to consult with OPSEU regarding the College of Trades matter.</p> <p>OPSEU asked if the presentation on the College of Trades can be shared with staff.</p> <p>Management stated that the information can be shared with staff.</p> <p>OPSEU requested that their members have representation when the Ministry meets with them.</p> <p>OPSEU reiterated its position that it would like bargaining unit status to remain for all of its transferring members and future hires of the College.</p> <p>OPSEU stated its position that all transferring members and future hires should be in the OPSEU Pension Trust.</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
7. Portfolio Change	Management is scheduled to discuss the matter at the next Employment and Training Division, Divisional Executive Committee meeting which is to be held on March 10, 2010.	Management will set up a separate meeting with OPSEU following the Divisional Executive meeting to discuss the outcome prior to the next MERC meeting.
STANDING ITEMS		
1. Redeployment	Nothing to Report.	No Action Required.
2. Fixed Term Report	<p>OPSEU stated that they would like to continue to get Seniority lists as they could address omissions, etc. by reviewing the lists. OPSEU is requesting that they could be provided with the same lists on a quarterly basis in order to have a substantive discussion at the MERC table.</p> <p>OPSEU raised a concern about the work in the Kenora Office being done by staff in the Thunder Bay office and whether or not CDO3 vacancy in the Kenora office will be filled.</p> <p>Management responded that the Kenora office will be undergoing a review of their permanent staffing model which will address the staffing issues in the Kenora office. The specifics of the review will be disclosed to OPSEU appropriately.</p> <p>OPSEU requested that bargaining unit positions be filled as quickly as Management positions so as to be able to best serve the public effectively.</p>	Management will review the OPSEU's request and respond prior to the next MERC meeting.
3. Local Employee Relations Committee	OPSEU provided the draft Local Employee Relations Committee documents with Management.	Management will review the documents provided and will share their comments with OPSEU at the next MERC.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>4. Training Updates:</p> <p><i>(a) Employment Service Transformation</i></p> <p><i>(b) Cross-Training: EBSM, Apprenticeship, Literacy and Job Connect</i></p>	<p>Management stated that the Minister announced the implementation of Employment Services on January 20th. All selected service providers have been advised of their service targets and level of funding. Service providers not selected have also been advised and given 6 months notice to wind down their current Employment Ontario operations. Employment and Resource Centers, Practice Firms and those Employment Assistance Service providers who serve persons with disabilities exclusively will continue to receive funding and serve clients until at least March 31st 2011.</p> <p>OPSEU asked if Ontario Disability Support Program will be impacted.</p> <p>Management stated that those services will be provided separately from MTCU.</p> <p>Employment Service providers will have to be accessible to persons with disabilities.</p> <p>Management stated that a communication will be coming out from the Assistant Deputy Minister of the Employment Training Division to staff in the Division regarding the changes to the Employment Services.</p> <p>OPSEU stated that Management needs to act quickly on the cross-training as there is concern about the futures of individuals.</p> <p>Management stated that training for future Employment and Training Division users of the Employment Ontario Information Systems Case Management System (CaMS) will be based on their system roles in CaMS and depending on their roles, training could be comprised of computer-based training (using on-line modules) and/or 1-day classroom instruction.</p> <p>Management shared with OPSEU the draft Employment Service Training Calendar: December 2009 – September 2010.</p> <p>OPSEU raised a concern that not all Employment and Training Consultants are being offered the same training across the board.</p>	<p>Management will continue to provide updates as they become available.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>OPSEU stated that the Division is still working in separate silos in terms of the specific program areas but should focus on integrating the various roles so that better service is provided to clients. This can be done through training all staff equally.</p> <p>Management stated that training for all staff will continue as the Employment Service transformation occurs.</p> <p>Management stated that the Employment Ontario transformation continues within the Division.</p> <p>Management will raise with the Divisional Executive Committee the possibility of a variety of staff to attend the training.</p> <p>Management will facilitate a discussion with the DEC on the broader learning strategy for all ETCs (e.g. Secondments, acting assignments, job shadowing, mentoring and formalized training).</p> <p>OPSEU stated that when OPSEU sat down with the Employer to draft the blended job specification with the understanding that staff would be trained within the entire scope of the position. OPSEU's concern is should the government change and a program is cut, many of their members will be impacted especially with regards to Article 20 – Employment Stability (Surplus Employee) where employees will be required to fill out a portfolio. OPSEU recognizes Management's challenges but states that they are officially bringing this to the table.</p>	
<p>5. Business Process Re-Engineering</p> <p>(a) Future of Target Wage Subsidy</p>	<p>Management stated that Targeted Wage Subsidy will be extended past March 31 2010. Agreements under the current process will be entered until July 31, 2010. After that date, the Employment Services network will provide the service through the Job matching and Placement function of Employment Services.</p>	<p>Management to provide updates as they become available.</p>
<p>6. Next Meeting</p>	<p>It was agreed that the next meeting would be taking place on Thursday June 03, 2010 from 1:00 pm – 4:00 pm at Macdonald Block - 900 Bay Street in the Ottawa Room.</p>	<p>No action required.</p>


Pat Macdonald-Rea, for Management

Friday March 12, 2010

Date


Sophia Ambrose, for the Union

Wednesday March 17, 2010

Date