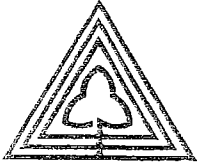


**MEMORANDUM**

**OPSEU**



**SEFPO**

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

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

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

**DATE:** November 4, 2004

**SUBJECT:** **Ministry of Training, Colleges & Universities  
ERC Minutes – September 11, 2003**

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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 our 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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AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

Leah Casselman  
President

/ms  
att.

cc: MERC Chairs  
Ministry ERC

Terry Baxter  
OPS Supervisor/Negotiator

# MINISTRY EMPLOYEE RELATIONS COMMITTEE

## MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES

Thursday, September 11, 2003  
Room 341, Mowat Block  
9.00 am – 12.00 pm

### For the Employer:

Donna Marafiotti (Co-Chair)\*  
Kim Bellissimo  
David Doherty  
Kevin French  
Pamela Sebestyen  
Barb Simmons

### For the Union:

Terri Elliott (Co-Chair)  
Sophie Ambrose  
Stephen George  
Lucie Rondeau

\*Chair of this meeting

### REVIEW OF AGENDA:

The agenda was reviewed and the following items were added: ODA Compliance and Health and Safety Concerns.

### BUSINESS ARISING:

#### 1. Training Consultant Generic Job Posting

Management corrected the Training Consultant posting in the February 7 *Jobmart* that had contained an error. The job posting was corrected on the intranet and Management followed up with *Jobmart* as well.

Management provided a copy of the corrected job posting to the Union.

Action: N/A

Action: N/A

## **2. Government ID Cards**

The creation of Photo ID cards has been completed in Thunder Bay. Management also ensured that the email distribution list is correct for Thunder Bay.

Action: N/A

## **3. LERCs**

The Union commented that Management in the Eastern and Western Districts of WSSB had approached them about LERCs and that there have been LERCs set-up in these districts.

The Union has not heard about LERCs being set up in the Northern and Central Districts of WSSB but commented that management is working on this issue and that it's a positive thing.

Action: The Union will follow-up at the next MERC.

## **4. Training in Thunder Bay Student Support Branch**

Management reported that a number of training activities have been undertaken since January 1, 2003. They have included: a Lunch and Learn session, ongoing job training in February 2003 for all staff, in addition to other activities. The Union commented that the all staff training in February 2003 is an annual event where required job training is provided. Management provided the Union with a list of all training activities undertaken since January 2003. The Union will comment on this list at the next MERC meeting.

Action: The Union will comment on the list of training activities undertaken since January 2003 in Thunder Bay at the next MERC.

## **5. WDHP**

Management had committed to send out a broader communication to staff regarding WDHP training offered by SSB. However, this communication was delayed because Management Board Secretariat indicated that it would be preparing a comprehensive training package for all staff. The Union inquired as to when this training would be rolled out and whether this training would be mandatory for staff. Management responded that this training will be introduced at branch/unit meetings and that they would confirm the date and provide an update at the next MERC meeting.

Management also highlighted that the orientation package now contains an insert with information regarding the WDHP policy for employees.

Action: Management to provide an update to the Union at the next MERC meeting.

## **6. Cell Phones**

Management advised that a rental agreement is being finalized to make satellite phones available to WSSB Northern District staff for travel in areas where there is no cell phone reception. It is expected that a test rental will occur shortly and that an announcement to staff regarding the availability of these phones will be sent out after that test is completed.

Action: N/A

## **7. Ontario Works**

Management advised the Union that Ontario Works targets are disclosed corporately to OPSEU through the Deputy Minister of the Ministry of Community, Family and Children's Services. The targets are broken down by Ministry when disclosed corporately to OPSEU. Management provided a sample placement form to the Union. Management also stated that there is currently 1 Ontario Works placement in TCU and that there have been a total of 3 placements in the year 2003.

Action: N/A

## **8. Establishment of Private Institutions Branch**

Management provided the organization chart for the Private Institutions Branch to the Union. The Union inquired which positions were OPSEU on the organization chart as it was not listed. Management committed to clarifying that information and providing an updated organization chart to the Union that will identify OPSEU positions. The Union asked whether the organization chart for the Private Institutions Branch was available on the internet and whether names could be included on the updated chart. Management responded that the organization chart is not available on the internet and that names will not be included on the organization chart as this is not normal practice.

Action: Management to provide the Union with an updated organization chart for the Private Institutions Branch identifying OPSEU positions at the next MERC meeting.

## **STANDING ITEMS:**

### **1. Redeployment**

Status: Management advised that no new activity was occurring.

## **2. Student Support Branch**

Status: The Union advised Management that there were no issues arising at the moment. Management inquired as to whether it should continue on as a standing item. The Union indicated that it would prefer to keep it as a standing item.

## **3. School Scheduling Project**

Status: Management advised that the information on school scheduling projects may have been misconstrued in the last MERC minutes (February 11, 2003). There were at one time two school scheduling projects, one regarding piloting of the school scheduling function being delivered through a community college, and the second involving revision of school scheduling policies, procedures and manual. This second project is continuing to be active, while the first is on hold.

The Union agreed to take this issue off of the standing items but stated that if the first project becomes active again, they should be notified.

## **4. OAG Learning Needs**

Status: Management reported that a number of Munch and Movies sessions have taken place in Toronto and in the regions as well. Two conferences have taken place – one in London (the Western District) and one in Toronto. The workshops offered at these conferences included how to read job ads, prepare cover letters and focused on work/life balance. The OAG website was launched in April and the slogan (“Seeing Opportunities, Using Abilities, and Reaching Goals”) has been adopted by one other Ministry. Senior Management is updated regularly on the status of this initiative and encouraged to provide their support. Munch and Movies sessions will recommence in the fall and another regional conference in Thunder Bay will proceed at that time as well. The Union expressed enthusiasm for this initiative and have encouraged their members to attend, when possible. Management also advised the Union that they are looking into establishing an OAG Community of Practice. Management is looking forward to continuing the focus on this initiative and has received positive feedback from staff that have attended the events and conferences.

## **5. IFIS**

Management reported that there is no update regarding IFIS. The Union was provided with the *Eye on IFIS* Bulletin from July. If there are any specific issues regarding IFIS Management is prepared to discuss them. It was agreed that this item is no longer a standing item.

Action: N/A

## **6. Seniority List**

Status: Management corrected the error identified in the seniority list. The employee's location has been corrected and Management explained that the data was incorrect due to a computer glitch. The employee works in Thunder Bay but reports to a manager in Toronto. The Union was provided with a current seniority list.

### **NEW BUSINESS:**

#### **1. Lieu Time/Averaging Hours**

The lieu time issue has been resolved. Both the Union and Management worked cooperatively to complete the Schedule A, Lieu Time Guideline. The Union expressed their thanks to Management for their work on the Schedule A guideline and Management also thanked the Union for their efforts.

Action: N/A

#### **2. Job Posting – ITO 1**

The Union raised a concern regarding an ITO 1 job posting that stated "travel is required." The Union asserted that the ITO 1 job specification does not state that travel is required in this position, but several job ads have stated that "travel is required." Management presented an ITO 1 job specification that required a valid driver's licence for travel. The Union then presented two ITO 1 job specifications that did not contain a requirement for a driver's licence or travel. Management responded that they will clarify which specification is in use at present and stated that the requirement for travel will depend on operational needs. They also advised that "the ability to travel" will be included in the ITO 1 job specification.

Action: Management will clarify which job specification is in use at present and provide an update prior to the next MERC meeting.

#### **3. Job Connect Pilot Projects**

The Union stated that they were told that these pilots would end as of March 31, 2003. However the pilots have recommenced and have been announced to staff via email.

Management stated that there was no commitment that the pilots would not recommence. The numbers were so small that the pilots need to be continued in order to gain further results. The Union asked if Management would be expanding the pilots and Management responded that they would not be expanding the pilots at this point. The Union inquired as to how long the pilots will continue and Management responded that the pilots will continue until March 31, 2004 at which point Management will evaluate whether to expand, continue, or discontinue the pilots.

The Union brought forward a question regarding the Operational Plan for 2003-2004. On page 11 there is the phrase "Continue to build the strategy for further integration of local JC and apprenticeship services". The Union inquired as to what Management meant by "integration" in that sentence. Management explained that the word "integration" in the context of the Operational Plan means working together with our outside partners.

The Union stated that they were given the sense that these pilots were coming to an end in March 2003. They believe that these pilots are mirroring the work of the bargaining unit. The Union asserted that people working in the JobConnect pilot are doing similar work to the Training Consultants (ITOs). The Union asked that Management's explanation regarding page 11 of the 2003-2004 Operational Plan be reflected in the minutes.

Management was advised by OPSEU that Job Connect would be included in a policy grievance with respect to fee-for-service.

Action: N/A

#### **4. Business Plan – Electrical Safety Authority assuming responsibility for Electrical trade enforcement and certification. From 2002-2003 Accomplishments (page 3)**

The Union raised concerns regarding a statement listed under the Accomplishments section in the 2002-2003 Branch Operational Plan (page 3). The statement was – "Participating on inter-ministerial committee exploring Electrical Safety Authority (ESA) assuming responsibility for managing enforcement, recertification requirements in electrical industry." Management explained that the ESA are promoting the value of trade certification and that trade certification for electrical contractors is the responsibility of the Ministry of Labour. The Ministry of Labour ensures electrical contractors are certified and the municipalities may also licence them as municipal contractors. The Ministry of Labour is responsible for checking the Certificates of Qualification for electrical contractors as part of their enforcement and inspections responsibilities. Neither The Ministry of Labour nor the ESA are registering apprentices or issuing certificates.

Action: N/A

#### **5. School Boards – Apprenticeship Presentations**

The Union expressed some concern that School Board staff (i.e. OYAP coordinators employed by school boards) were making Apprenticeship presentations, and that this was an infringement on the work of the ITO 2 position as Training Consultants (ITO 2) used to make these presentations and the Union stated that it is identified as part of their work. There was also concern that some Training Consultants have been told that they are not permitted to make these presentations.

Management responded that although making these type of presentations may be in the Training Consultant (ITO 2) job specification this does not mean that others will not perform this task as well. Many organizations do presentations regarding apprenticeship. The Union responded that they view these as fee-for-service arrangements and that the OYAP Coordinators do not have the knowledge that Training Consultants possess. Management suggested increased dialogue between Training Consultants and OYAP Coordinators at the local level.

Action: N/A

## **6. Operational Management Team (OMT) Minutes – April 16-17/03 Corporate Update**

The Union highlighted that in these minutes Management made the statement “How we do things will change.” Management clarified that these comments made reference to the rollout of the ASA and that it was too early to be specific as to what those changes may be. Management explained that more detailed presentations regarding the ASA rollout will occur this fall.

Management explained that continuous improvement will occur and everyone needs to continue to be open to discussions on this topic. Many things are impacting on the way we do our work and we are all striving for continual improvement. Should there be any job changes Management assured the Union that they will inform them formally as required by the Collective Agreement.

Action: N/A

## **7. OPIC – Ontario Pork Industry Council**

The Union brought forward the fact that the Ontario Pork Industry has now hired a Link Coordinator to recruit for Apprenticeship. Management explained that OPIC Link Coordinators will find and recruit 20-25 meat inspector apprenticeships however the assessing, monitoring and registering of these apprenticeships is still with the Ministry’s Training Consultants.

Action: N/A

## **8. Staffing Freeze/Expenditure Management Exercise**

Management explained the hiring procedure that is taking place during the staffing freeze/Expenditure Management Exercise. All positions are reviewed by the Deputy Minister and are screened against business critical criteria. The Union asked what criteria are used for business critical approval. Management indicated that the business critical approval criteria include the following:

