

## 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, OPS Supervisor

**DATE:** September 23, 2011

**SUBJECT: Ministry of Training, Colleges and Universities  
ERC Minutes – September 22, 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  
OPS Supervisor

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att.

cc: MERC Chairs  
Ministry ERC

**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES  
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC) MINUTES**

Date: September 22, 2011, 9:00 AM – 3:00 PM

Location: Boardroom 821, 8<sup>th</sup> Floor, Mowat Block, 900 Bay Street, Toronto, Ontario

FOR THE MANAGEMENT	FOR OPSEU
*Pat Macdonald-Rea, Strategic Business Unit Manager (MANAGEMENT CO-CHAIR) Noah Morris, Director, Student Financial Assistance Branch Robert Dupuis, Director, Eastern Region, Employment and Training Division  Jared Friesen, Employee Relations Advisor	Sophia Ambrose, Communications Officer, Student Financial Assistance Branch (Acting OPSEU CO-CHAIR) Maurice Blais, Employment and Training Consultant, Northern Region, Employment and Training Division  Stephen George, OPSEU Job Security Officer
GUESTS	REGRETS
Aaron Verdoch Louis D'Alonzo	Mickey Riccardi, Employment and Training Consultant, Western Region, Employment and Training Division (OPSEU CO-CHAIR)
*Chair of the Meeting	

Item	Description	Action
<b>Preliminary Business</b>		
1. June 14 MERC minutes	Minutes finalized and approved.	Remove from agenda.
2. Approval of Agenda	Agenda approved.	
<b>New Business</b>		
1. Learning & Development	a) <u>Administrative Professionals Week - regional participation</u>  The Union raised concerns that training and development opportunities are not equally available across the regions. Options to offer more opportunities in the regions were discussed. The Parties agree that communication regarding managerial decisions is important when reviewing requests.	Management to request the Organizational Learning Unit to review training and development opportunities in the regions. A response will be requested before the

	<p><u>b) Training and Development - specific number of days per person</u></p> <p>Referenced in June 14<sup>th</sup> MERC minutes.</p> <p><u>c) Budget for training/Personal development</u></p> <p>Referenced in June 14<sup>th</sup> MERC minutes.</p> <p><u>d) Job Trade Pilot (Joint CERC Announcement)</u></p> <p>The Union asked if MTCU is participating in this project and if this ministry is exempt from using the Employee Portfolio for this project. Management responded that MTCU is not currently participating.</p>	<p>next MERC meeting.</p> <p>Remove from agenda.</p> <p>Remove from agenda.</p> <p>Management to meet with the senior management team and respond prior to the next meeting.</p>
2. Article 7.2.2 tracking members who are reclassified downwards	<p>There is currently a corporate grievance regarding this issue. Management is unable to respond.</p>	<p>Remove from agenda.</p>
3. Merit pay for fixed term Article 31A.2.3	<p>The Union asked whether MTCU is implementing the merit pay for fixed term employees. Management advised that the ministry is implementing retroactively according to the corporate agreement.</p>	<p>Remove from agenda.</p>
4. Alternate Work Arrangements	<p>a) Telework – Standard Framework- identify arrangement in place.</p> <p>b) Variable Hours of Work Agreement</p> <p><u>c) Flexible Hours of Work Agreement</u></p> <p>The Union asked if there are any telework, variable hours, or flexible hours of work arrangements in the ministry. The Union also asked if there are any general restrictions for any employees to enter into these agreements.</p>	<p>Management to investigate and report back.</p>

	<p>Management responded that there are no general restrictions and that each request should be reviewed on a case-by-case basis.</p> <p>The Union highlighted the importance of raising awareness regarding the CERC document templates.</p> <p><u>d) CWW – ETD Approach</u></p> <p>Management provided the draft CWW Manager’s Guide for the Employment and Training Division (ETD).</p>	<p>Management to take action to ensure awareness by all staff.</p> <p>Remove from agenda.</p>
5. Employee Engagement Survey discussion	The parties discussed the results of the 2011 Employee Engagement Survey.	Move to standing item.
6. Apprenticeship Modernization	Management gave a presentation on Apprenticeship Modernization.	Move to standing item.
7. Program Reviews	The Union asked if any program reviews were underway within the ministry. Management confirmed that there were no program reviews.	Remove from agenda.
8. New process on travel arrangements	The Union raised concerns about employees in a region required to provide appointment schedules and travel expense estimates one week in advance of incurring the expense.	Management will follow up and respond.
9. MERC discussion	<p><u>a) Posting of minutes - location on Ministry website</u></p> <p>The MERC minutes are available on the ministry intranet site, following the ‘Employee Toolbox’ → ‘Human Resources’ link. A Spotlight announcement will be made identifying access to the minutes.</p> <p><u>b) Process for understanding MERC minutes</u></p> <p>MERC minutes will be reviewed with all managers via teleconference within a week of the MERC meeting. Furthermore, these minutes will be forwarded to all</p>	<p>Remove from agenda.</p> <p>Remove from agenda.</p>

	<p>directors for dissemination to managers.</p> <p><u>c) MERC - Terms of Reference</u></p> <p>Defer to next MERC meeting.</p> <p><u>d) RERCs / LERCs - draft Terms of Reference</u></p> <p>Defer to next MERC meeting</p>	<p>Parties to review and submit feedback prior to next MERC meeting.</p> <p>Parties to review and submit feedback prior to next MERC meeting.</p>
<b>Business Arising</b>		
1. Employment & Training Division	<p><u>a) Pilot Project-Examination Prep. Initiative</u></p> <p>Management sent information in June.</p> <p><u>b) Bargaining Unit Work being performed by Local Apprenticeship Committees (LACs)</u></p> <p>The Union raised concerns that LACs are being given the Contract of Apprenticeship.</p> <p>The Union raised concerns about the monitoring of apprentices registered to provincial LACs.</p> <p><u>c) CWW Days- Process- copy of signed agreements to staff</u></p> <p>The Union asked if signed CWW agreements exist for staff currently enrolled in a</p>	<p>Management to resend information.</p> <p>Management will follow-up and respond.</p> <p>Management will follow-up and respond.</p> <p>The Union will provide the</p>

	<p>CWW schedule.</p> <p><u>d) Literacy Issue</u></p> <p>The Union asked about the status of the ministry disclosure.</p>	<p>names to Management. Management to follow-up and respond.</p> <p>Management to follow-up.</p>
2. Postsecondary Education Division	<p><u>a) Job Mapping/Work Plan Initiative</u></p> <p>Referenced in June 14<sup>th</sup> MERC minutes.</p> <p><u>b) Denial of CWW Days- Thunder Bay – referral from LERC</u></p> <p>Management provided a response mid-July (attached).</p>	<p>Remove from agenda.</p> <p>Referred back to LERC for further discussion. Remove from agenda.</p>
3. Corporate	<p><u>a) Ministry's Results Based Planning</u></p> <p>The Union asked: (1) What were the number of vacancies used to reach the FTE reduction target? (2) What positions were given up? (3) For the next round of FTE reductions (April 1, 2012, to March 2014) as referenced in the 2011 budget, what will be the impact on MTCU?</p> <p><u>b) Travel Expense form/Rental Vehicles/Fleet</u></p> <p>A communication went to all staff informing of the process.</p> <p><u>c) Lateral vs. Accommodation process</u></p> <p>An Employee Mobility Coordinator is not available to present at this time.</p>	<p>Management will respond at the next MERC meeting.</p> <p>Remove from agenda.</p> <p>Management to invite an EMC to the next MERC</p>

	<p>d) Pilot Project – Health Related employment accommodation</p> <p>There is a union-management working group in place and an evaluation will be presented to CERC.</p>	<p>meeting.</p> <p>Remove from agenda.</p>
<b>Standing Items</b>		
1. Redeployment	No update.	
2. Seniority list, True Vacancy Report, Unclassified Contracts Report	Reports provided.	
3. Update on the College of Trades	No update.	
4. Ministry Diversity Initiative	<p>The ministry is preparing to close out the pilot mentorship with an evaluation around October. The review will be concluded by the end of November. The new program will align with the rest of the OPS in April 2012.</p> <p>MTCU is partnering with MGS and MTO on the development of an e-recruitment tool to increase awareness on a barrier-free recruitment process. The Union asked if the ministry used the Employee Engagement results in developing the diversity initiative. Management confirmed that the 2009 results were the basis of the initiative and the initiative will build on the 2011 results.</p>	
5. Employment and Training Consultant Development Initiative	Defer to next MERC meeting.	
6. Temporary Agency Staff	Defer to next MERC meeting.	

Positions		
7. Bill 168	Defer to next MERC meeting.	

Sophia Ambrose  
Sophia Ambrose, for the Union

Pat Macdonald-Rea  
Pat Macdonald-Rea, for Management

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