

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: August 27, 2010

SUBJECT: Ministry of Training, Colleges and Universities
ERC Minutes – July 7, 2010

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

/sk
att.

cc: MERC Chairs
Ministry ERC

100 Lesmill Road
Toronto, Ontario
M3B 3P8
Tel: 416-443-8888
Fax: 416-448-7469

Toll free:
1-800-268-7376
TDD: 416-443-9898
or 1-800-663-1070

opseu@opseu.org
www.opseu.org
OPSEU is affiliated
with the OFL, CLC
and NUPGE

100, chemin Lesmill
Toronto (Ontario)
M3B 3P8
Tél: 416-443-8888
Télé: 416-448-7469

Sans frais:
1-800-268-7376
ATS: 416-443-9898
ou 1-800-663-1070

sefpo@sefpo.org
www.sefpo.org
Le SEFPO est associé
à la FTO, ou CTC
et au SNEGSP



**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 BOARD ROOM 721, 7TH FLOOR MOWAT BLOCK, 900 BAY STREET
 July 07, 2010**

For Management:

Pat Macdonald-Rea, MANAGEMENT CO-CHAIR

Robert Dupuis, Director – Eastern Region, Employment and Training Division (TCU)
 Jay Naik, Employee Relations Advisor, Centre for Employee Relations (MGS)

Guests:

Chris Hahn – Manager, Apprenticeship Modernization Project, Business and Systems
 Management Branch (BSMB), Employment and Training Division (ETD)
 Lucille St-Onge – Business Coordinator, BSMB, ETD

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:

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

*Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. Confirmation of Agenda	<p>The agenda was confirmed with the following items:</p> <ul style="list-style-type: none"> - Movement of the following to Standing Items: <ul style="list-style-type: none"> ➤ <i>Employment and Training Consultant Development Initiative</i> ➤ <i>Second Career</i> ➤ <i>Ministry Diversity Initiative</i> - Consolidate Training Updates in Standing Items with the Employment and Training Consultant Development Initiative in the Standing Items. 	No Action Required.
2. Minutes	Minutes of the June 03, 2010 meeting were signed off by all parties.	No Action Required.
NEW BUSINESS		
1. Corporate Travel Cards	<p>OPSEU inquired about the eligibility requirement for their members to receive corporate travel cards.</p> <p>OPSEU raised a concern that certain members were being denied corporate travel cards.</p>	No Action Required.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Management stated that the Corporate Travel Card Program was established to: facilitate government employee business-related travel; to limit the requirement for travel advances; and to minimize the need for employees to use their own personal credit cards.</p> <p>The Information for All OPS Employees document states that the Government of Ontario's Corporate Travel Card Program is:</p> <ul style="list-style-type: none"> - A Charge Card available to employees with regular business-related travel; - A convenient and cost-effective method for OPS employees to pay for business-related travel; - A requirement of the Travel, Meal and Hospitality Expense Directive; and - A BMO MasterCard with high levels of merchant acceptance. <p>Management stated that OPSEU members who have been denied Corporate Travel Cards are encouraged to speak to their managers / Directors about their particular circumstances.</p> <p>Management will be informing staff about the requirement and process for getting a Corporate Travel Card.</p>	
<p>2. Bluetooth</p>	<p>OPSEU questioned whether or not all members will be given blue tooth devices.</p> <p>OPSEU stated that there are times when Employment and Training Consultants are on the road and have to respond to calls therefore as a Health and Safety measure it would be beneficial to have Bluetooth devices.</p> <p>Management stated that it recognizes that some OPS employees depend on their cell phone or smart phone for work. Those staff who depend on their cell phone should pull off the road to receive or make a work related call. In certain OPS jobs, employees need to use hand-held communication devices and those exemptions are included in the supporting regulation.</p> <p>Management stated that it is the Ministry's position that mobile communication technology should only be used when absolutely necessary. Staff will not automatically be given hands-free devices. Staff should discuss with their manager the business-related needs for access to cell phone communication while driving on ministry business and their requirement for Bluetooth devices.</p>	<p>Management to review the matter with Regional Directors and provide an update to OPSEU at the next MERC meeting.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Management stated that it will review each request on a case by case basis.</p> <p>Management is to review the matter amongst all Regional Directors and provide an update to OPSEU at the next MERC meeting.</p>	
<p>3. Temporary Assignments</p>	<p>OPSEU asked if the Ministry is tracking surplus employees who are eligible for assignment into temporary assignments in the last two (2) months of their notice.</p> <p>Management stated that it is aware of the requirements for the Employer to share job registry and redeployment data with CERC. The Ministry is reviewing this matter in consulting with other Ministries and will provide a response shortly.</p> <p>OPSEU asked if there is a date by which this will happen.</p> <p>Management stated that it will be providing a response to OPSE at the next MERC meeting.</p>	<p>Management will provide an update at the next MERC meeting.</p>
<p>4. Ontario Youth Apprenticeship Program</p>	<p>OPSEU raised a concern with regards to the OYAP Coordinators doing bargaining unit work. Additionally OPSEU was concerned by a statement in the Manager's Toolkit regarding OYAP which stated that, "the Ministry Employee Relations Committee has been notified of these changes and did not raise any concerns."</p> <p>Management stated that although this information was in a slide deck presented at the last MERC meeting, it may not have been covered in its entirety and apologized to OPSEU.</p> <p>OPSEU inquired if Managers will be informed that OYAP was not discussed at MERC.</p> <p>Management stated that the Manager's Toolkit will be updated to remove the aforementioned statement and that communications will be going out to Managers informing them that OPSEU and Management are in discussion regarding this matter.</p> <p>OPSEU stated that there was meeting held with school boards for OYAP. The message given to the administrators were that they would be doing the registrations. OPSEU raised concerns that this is bargaining unit work and also raised privacy issues with regards to the collection of SIN numbers. OPSEU stated that the message given to these individuals was that for existing employers they would be doing registrations for them. OPSEU stated that the Teachers were</p>	<p>Management to provide OPSEU with documents prior to next MERC meeting.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>quite concerned that they would have to take this additional work on.</p> <p>Management confirmed that Employment and Training Consultants will continue to finalize the registrations and that this will not be done by the Coordinators. The registration process is the responsibility of the ETC . The ETC does the registration and the admin staff input the contract of apprenticeship (TQAA) and/ or the training agreement (ACA) .Now what the School Boards will do is that they will enter the information directly into the Employment Ontario Information System. The information will then come to MTCU for registration.</p> <p>Management stated that the ETC will have that contract they don't have to hand write all of the information as it will be populated by the EOIS. The ETC can take all of the information, phone the employer and make that decision. The signing is not being done by OYAP Coordinator.</p> <p>OPSEU stated that their members have not been given appropriate and consistent information about this initiative.</p> <p>Management stated that it will look into how this can be better communicated to staff.</p> <p>OPSEU asked who is going to be providing the training to Co-op teachers.</p> <p>Management responded that it will be online training and there will be tight controls around what information can be viewed.</p> <p>OPSEU requested additional information regarding the changes to OYAP.</p> <p>Management stated that it will provide those documents prior to the next MERC meeting.</p>	
<p>5. The Employment and Training Consultant Development Initiative</p>	<p>Management shared a draft communications which is go out to staff requesting input sought on the Employment and Training Consultant Learning and Development Program.</p> <p>OPSEU asked if the representative group will be joining the first meeting via video conference or in person.</p>	<p>Management will invite a guest speaker for the next MERC meeting to provide a demonstration of the Learning Wizard.</p> <p>Management to provide OPSEU with an update regarding the initiative at the next MERC meeting.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Management responded that they would be attending in person.</p> <p>OPSEU asked how the organizational readiness unit would be involved.</p> <p>Management responded that the unit would be responsible for the training.</p> <p>OPSEU stated that the individual may think they have the competencies but the Managers may not.</p> <p>Management stated that Managers have been asked to buy into the process.</p> <p>Management reiterated that this training and the related competencies are not part of the performance management process.</p> <p>OPSEU questioned whether or not anyone will be denied an opportunity to travel to attend courses at the CFLL based on budgetary constraints.</p> <p>Management stated that CFLL can be asked to bring training to certain areas so that staff have access to the training. Additionally Management stated that if courses are mandatory, employees will not be denied an opportunity to attend the courses.</p> <p>OPSEU asked two questions:</p> <ul style="list-style-type: none"> (1) When will the time frames be attached to this process? (2) When will everyone be done receiving a substantial part of the training? <p>Management confirmed that they hope to have the working group ready by August and that the other timelines will have to be amended based on the changes in implementing the initiative.</p> <p>OPSEU inquired as to how Management will determine who will be accepted to the working group and how members of the working group will be selected.</p> <p>Management stated that the initial communication will ask members to express their interest to their managers. Subsequent to this the interested individuals will</p>	

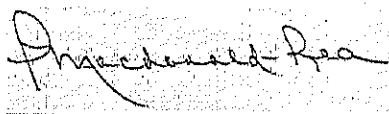
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>be then asked to convey their knowledge, skills and experience.</p> <p>OPSEU clarified that individuals need to understand that this is not a job competition and that it is merely for the purposes of forming a working group.</p> <p>OPSEU stated that it needs to be communicated to members that the Development Initiative is not linked to their performance plan.</p> <p>OPSEU asked who is identifying the core competencies.</p> <p>Management stated that the working group will be identifying the competencies.</p> <p>Management stated that Employment and Training Consultant position has close to twenty competencies. The working group will select the core competencies from this list of competencies.</p> <p>OPSEU stated that the on the job training could work on a buddy system.</p> <p>Management stated that it is in agreement with this kind of an approach.</p> <p>OPSEU asked if the presentation will be modified to reflect the updated discussion.</p> <p>Management confirmed that it will amend the presentation to reflect the changes.</p>	
BUSINESS ARISING FROM NEW BUSINESS (LAST MEETING)		
<p>1. Second Career</p>	<p>Management stated that since the last meeting with Second Career nothing has changed. Management commended staff for having done a fantastic job in training service providers on the changed guidelines.</p> <p>Management stated that they are working hard to meet targets.</p>	<p>Management to provide OPSEU with updates as they are available.</p>
<p>2. Travel Expenses Central Region</p>	<p>Management stated that the memo shared by OPSEU with Management at the last MERC meeting was out of date and that Management was in agreement to an amended memo.</p>	<p>Management to share the revised Central Region memo with the OPSEU MERC team prior to sending it out to OPSEU members.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Management will be revising the memo and will be sharing it with OPSEU prior to it going out to its members.</p> <p>Management confirmed that the Ministry will only be using the Corporately developed Travel, Meal Expense Hospitality Directive documentation (including the checklist entitled <i>Getting Reimbursed for Expenses – A Checklist for Claimants</i>).</p>	
<p>4. Pilot Project - Examination Preparation Initiative</p>	<p>Management stated the report is currently in the approvals phase and as soon as it is ready it will share the results with OPSEU.</p>	<p>Management to provide an update once the report is available.</p> <p>Management to invite the Manager of Standards and Assessment, Strategic Policy and Programs Division to report on the update of the evaluation for the Examination Preparation Initiative for the next MERC meeting.</p>
<p>5. Cell Phones</p>	<p>OPSEU stated that all Employment and Training Consultants should have access to phones.</p> <p>Management stated that it confirmed that all regional offices should have a floater phone for staff to use when traveling.</p> <p>OPSEU mentioned that there should be a ratio of phones to staff which does not currently exist.</p> <p>OPSEU asked if staff are aware of the floater phone in each office.</p> <p>Management stated that the Regional Directors have been informed to have one phone per office.</p> <p>Management stated that members who are concerned that they do not have access to a phone should inform their Managers.</p>	<p>No Action Required.</p> <p>Item to be removed from future agenda.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
6. Ministry Diversity Initiative	Management stated that it is currently exploring opening the Diversity Mentorship program up to the bargaining agents. The Ministry is running data to analyze what levels in the bargaining agents the Ministry would consider starting the pilot program with.	Management will provide an update about the Diversity Mentorship Program at the next MERC meeting.
6. French Language Services Testing	Management confirms that during the time of the Federal Transfer, Federal Employees transferring into Provincial positions did not have to be tested in French. However there was an agreement amongst the parties at the time that once the transfer was done and the transferees were interested in applying for future bilingual positions within the OPS that they would have to abide by the French Language Testing processes when applying for bilingual positions.	No Action Required. Item to be removed from future agenda.
7. Rental of Vehicles	<p>Management confirmed that if employees are driving more than 200 kilometers a day they should consider using either a government or rental vehicle as opposed to their own vehicle.</p> <p>Management stated that the use of personal vehicles is at the discretion of the employee. They may be used if they are more economical than a rental vehicle however because the use of privately owned automobiles on the Employer's business is not a condition of employment, travellers are strongly encouraged to rent cars for business travel instead of choosing to use their own vehicle.</p> <p>Management stated that the Ministry will <u>NOT</u> reimburse costs of business use coverage or collision and liability coverage of personal vehicles as per the Travel, Meal Expense and Hospitality Directive.</p> <p>Management stated that the approver has to make a decision on the type of vehicle used for travel (personal or rental) based on the frequency of travel as well as the distance per trip. If a decision is made with the approver for the individual to continue using their own vehicle both the research and the rationale must be documented.</p> <p>Management stated that on the issue of the Fleet Review, the Ministry engaged the Bronson Consulting Group, a consulting firm to assist with the consultations and to make recommendations based on the Ministry's needs and fleet management best practices. The consultation process with the program areas has been completed and a final draft report is being developed by the consulting firm. The next steps will involve validating the report contents with the appropriate program areas and then providing recommendations to the Chief</p>	Management to provide updates on the Fleet Vehicle review at the next MERC meeting.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Administrative Officer.</p> <p>OPSEU requested a copy of the final report with respect to the Fleet Review.</p> <p>Management stated that it will be providing an update to OPSEU at the next MERC meeting.</p>	
<p>8. Portfolio Change</p>	<p>Management stated that once the Employment and Training Consultant Development Initiative is fully implemented individuals will be able to have access to all of the portfolios.</p> <p>Management stated that they have opened the opportunity to assign case load and that the Regional Directors are aware of this.</p> <p>OPSEU stated that when positions are being advertised they are being advertised as Apprenticeship and EBSM versus being posted as Employment and Training Consultants in general.</p> <p>Management stated that it will review this matter and ensure that it is communicated to the Regional Directors that the postings should appropriately reflect the Employment and Training Consultant role in its entirety.</p>	<p>No Action Required.</p> <p>Item to be removed from future agenda.</p>
<p>STANDING ITEMS</p>		
<p>1. Redeployment</p>	<p>Nothing to Report.</p>	<p>No Action Required</p>
<p>2. Seniority List / True Vacancy Report / Unclassified Report</p>	<p>Lists provided at last MERC meeting.</p>	<p>No Action Required</p>
<p>3. Regional Employee Relations Committee</p>	<p>Management agrees in principle and is supportive of the development of Local / Regional Employee Relations Committees.</p> <p>Management is requesting some additional time to review the OPSEU proposal and provide a response well in advance of the next MERC meeting.</p> <p>OPSEU stated that due to the ongoing office collocations there may be changes to</p>	<p>Management to provide a decision at the next MERC meeting.</p>

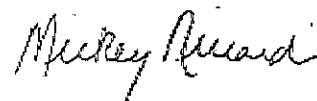
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>their proposal.</p> <p>Management stated that it will be review the proposal with the aforementioned changes in mind.</p>	
<p>4. Training Updates:</p> <p><i>(a) Employment Service Transformation</i></p> <p><i>(b) Cross-Training: EBSM, Apprenticeship, Literacy and Job Connect</i></p>	<p>The parties agreed to consolidate this item into the Employment and Training Consultant Development Initiative agenda item.</p>	<p>No Action Required.</p>
<p>5. Business Process Re-Engineering</p> <p><i>(a) Future of Target Wage Subsidy</i></p>	<p>Management stated that the Targeted Wage Subsidy program will be phased out shortly.</p> <p>OPSEU stated that there was no mechanism in place to consult with OPSEU regarding the future of the TWS. OPSEU stated that in the field hey have not heard about the phasing out of this program</p> <p>Management stated that it will provide more information on how the program will be phased out.</p>	<p>Management to provide an update at the next MERC meeting.</p>
<p>6. Next Meeting</p>	<p>It was agreed that the next meeting will be taking place on Tuesday September 21, 2010 at 900 Bay Street.</p>	<p>No Action Required.</p>



Pat Macdonald-Rea, for Management

Aug 25/2010

Date



Mickey Riccardi, for the Union

Aug 25/2010

Date