

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: Brian Gould, OPS Supervisor/Negotiator

DATE: June 26, 2008

**SUBJECT: Ministry of Training, Colleges and Universities
ERC Minutes – December 13, 2007**

Attached, for your information, are the minutes of the above captioned meeting.

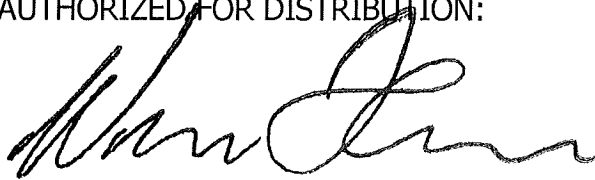
Please post or otherwise make them available to the members in your workplaces.

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



Brian Gould
OPS Supervisor/Negotiator

/gj
att.

cc: MERC Chairs
Ministry ERC

11/11/11

MTCU MERC MINUTES

December 13th, 2007

For Management:

Lisa Sherin*
 Bill Craig
 Richard Jackson
 Peter Armstrong
 Kathryn DuBois

For Union:

Mickey Riccardi
 Maurice Blais
 Sophia Ambrose
 Stephen George

*Chair of the Meeting

Guests:

Emily Azubalis, Service Delivery Branch, Operations for the Apprenticeship Program,
 Program Coordinator

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Approval of the Agenda	The Union added the following items to the agenda: -Employee Engagement Survey -Workplace Violence -Posting of Positions	
Review of Minutes	Minutes from last meeting were shared.	The Union will get back to Management with any comments.
BUSINESS ARISING		
New Forms (TQAA and ACA)	Management addressed concerns that arose in terms of the signing of the forms. Management acknowledges that the guidelines in Trades Qualification and Apprenticeship Act (TQAA) are out of date. Both the TQAA and Apprenticeship Certification Act (ACA) require the director to approve the contracts/ training agreements. The Director determines what the process of approval is. Management and the apprentice are the parties to both the training agreement and the contract under the TQAA and ACA.	The parties agreed to investigate whether the act requires the signature of the training consultants. Move to Standing Items

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	<p>The Union raised the concern that in the past the Employment Training Consultant signed the contracts. The Union raised concerns around the apparent lack of accountability without having signatures on the TQAA and ACA forms. There are further concerns relating to validating ratios and wage percentages.</p>	
Transforming TCU	<p>On September 24, 2007, the new organizational structure came into effect. An independent survey firm contracted by Management sent a survey to the employees in November regarding their thoughts about the new organization. Management is currently developing a communication strategy and a plan to respond to the results. There was an overall 40% response rate for the survey. The highest response rate came from the regions.</p> <p>The Union asked how the members of the TCU reference group were chosen and whether they could receive meeting minutes. Management indicated that there was a memo that was sent to all staff asking for volunteers and will confirm that was the vehicle for communications.</p>	<p>Management commits to share the results of the survey and next steps.</p> <p>Management agreed to provide a copy of the memo that was sent to all staff. In addition, Management will provide a copy of the meeting minutes for the reference group.</p>
Classification Review	<p>The first phase of the classification has been completed. The recommendations will be reviewed on December 13th, 2007 by senior management and then shared with the MERC.</p>	<p>Management agreed to send the Union a list of those positions to be included in Phase 2, which concludes in March. Management will also share the recommendations for Phase 1.</p>

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Asbestos Abatement Worker	The Union raised operational concerns about colleges administering the asbestos abatement worker exam.	The Union will follow-up with management, by sending material related to these operational concerns. Management agreed to consider these concerns.
Vacation Requests	Item deferred.	
Conversion of Unclassified Staff	<p>Management recognized that the Union should have been advised about the conversion of the Employment and Training Consultant position to classified status. Management agreed to investigate further the move of the position to Owen Sound.</p> <p>Management provided the staffing complement for the Waterloo office to the Union.</p>	This issue will be discussed further between the MERC meetings.
STANDING ITEMS		
Orientation Package/WDHP	<p>The parties discussed how to move forward on the WDHP training issue and agreed that the standing committee will meet in the near future.</p> <p>The Union discussed the new orientation website and had several suggestions for improvement. The Union asked that the name of the local union representative be identified in letters of offer. In addition, the Union asked if the manager can introduce new staff to the local steward.</p> <p>Management noted that the launch of the orientation website received a positive response.</p>	<p>The WDHP standing committee will teleconference to address next steps.</p> <p>Management will send a list of offices to the Union to receive a list of Union representatives.</p> <p>Management agreed to update letters and the orientation checklist to include these references.</p>

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Redeployment	At this time, there is no new information to report.	No Action
Seniority List	<p>The Union expressed concern about the number of unfilled positions in the true vacancy list. Further, many of these positions are not being backfilled. The Union is concerned that some employees were told that there is a hiring freeze.</p> <p>Management indicated that there is no hiring freeze in the Ministry and that managers fill positions based on their operational requirements.</p>	Management agreed to provide the Union with an update of the number of positions that are under recruitment.
OAG Learning Needs	<p>Management launched the pilot learning program in November. Module 2 of the training was held on December 12, 2007. The 2008 dates are January 23rd, February 25th, March 25th and April 21st.</p> <p>The Union was concerned with the lack of transparency and fairness in the selection of participants. Management indicated that management nominated individuals for the program. Nominations were reviewed by a selection panel.</p>	Management committed to provide the Union with the number of participants enrolled in the pilot learning program from each of the regions.
Labour Market Development Agreement	No updates at this time.	No Action
OSAP IT Renewal Project	<p>Management confirmed the project's completion for October 2009. Management reported that all business requirement documentation was completed on schedule. The OSAP IT Renewal project is currently developing data and image conversion strategies. User test case</p>	A meeting to update staff will take place early in 2008.

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	<p>scenarios are being finalized to be used in testing of business rules computer programming.</p> <p>Management communicated that the project team has recently been selected as one of the top three exceptional project teams within the OPS by the project management centre of excellence.</p> <p>The Union is concerned about the possibility of potential downsizing and noted that staff are concerned that they may need to reapply for their positions as the organization implements the new process to support the delivery of student assistance. Management reiterated that this is not a downsizing exercise and acknowledged that business functions are being reviewed. The staffing strategy has not yet been determined and Management will be working with the Union on next steps in this regard.</p>	
ASA Project	Management agreed to send an update to the Union. Management explained that there is no impact for staff.	No Action
RERC	This item is deferred.	
Walk-In Service for Trade Exams	<p>The Union had suggested that exams should be conducted by appointment at 625 Church Street if this site was going to increase their capacity.</p> <p>Management indicated that Wednesday and Thursday afternoons have been set aside for exams by appointment only.</p>	No Action
HR Transformation	Management provided an update on the HR transformation.	No Action
NEW BUSINESS		

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ETC assisting AAP Advisors-clarification on roles, responsibilities	The Union expressed concern that ETCs were being asked to perform certain AAP functions without the appropriate compensation.	The Union agreed to share specific information with respect to this item between the meetings. Management agreed to investigate.
Posting of permanent positions	The Union is concerned that a permanent position was posted while the home incumbent was on an acting assignment.	Management agreed to investigate.
Travel Hours vs. Overtime hours	The Union is concerned about how travel hours and overtime hours are treated.	Management committed to provide the Union with communication clarifying the difference between travel hours and overtime hours.
Individual Targets for Apprenticeship Staff	The Union is concerned with their members' ability to meet individual targets for enrollment of apprentices. IN particular, this concern arises out of the creation of the new ETC job specification.	Management committed to look into this issue.
Missing Job Functions of the ETC's	The Union would like to include a provision identifying frequent travel as a requirement of the ETC position. In addition, the Union suggested that management include providing back up services for exam invigilation as duties included in the specification.	Management agreed to consider and respond to this request.
MTCU Service Delivery Framework and Standards Project	The Union asked to be kept informed of the status of the MTCU Service Delivery Framework and Standards Project.	Management agreed to maintain communication with the Union regarding the impact of this project as well as the Business Process Reengineering project on staff. The parties agreed to

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		include both the projects as standing items.
Expressions of Interest in Program Areas	The Union voiced concern about management's use of expression of interests and the way in which these positions are filled. The Union asked that the process be administered in a fair, open and transparent way.	The Union agreed to provide specific examples identifying areas of concern. Management agreed to respond.
Training Update -- ETC	<p>Management explained that the ETC training is designed using a modularized approach. A job connect training session will be conducted during the week of December 17th, 2007.</p> <p>The Union is concerned that the modularized training is not happening as quickly as they had hoped.</p>	Management agreed to provide further information with respect to the training plan.
New Dates	February 21, 2008 May (TBD) September (TBD). November 25, 2008	The parties will confirm dates for May and September.
Employee Engagement Survey	Item deferred.	
Workplace Violence	Item deferred.	
Posting positions	Item deferred.	
Results from Culture Survey	Item deferred.	
Report of Regular and Premium Payment Hours Form	Item deferred.	
Harassment, Bullying and Intimidation	Item deferred.	
Co-located Staff/ Hours of Operation	Item deferred.	

Yusef Cheari

, for Management
Date

M. Murad June 13/08

, for the Union
Date

RECEIVED
JUN 18 2008
JOB SECURITY