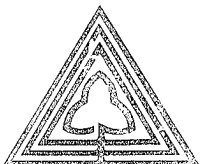


**OPSEU**



**SEFPO**

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

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

**DATE:** August 3, 2006

**SUBJECT:** **Ministry of Training, Colleges and Universities  
ERC Minutes – February 24, 2006**

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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:

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Leah Casselman  
President

/jm  
att.

cc: MERC Chairs  
Ministry ERC

Terry Baxter  
OPS Supervisor/Negotiator

**Ministry Employee Relations Committee**  
**Ministry of Training, Colleges and Universities**

**Minutes**

Friday, February 24, 2006  
Temagami Room, Macdonald Block  
9:00 a.m. – 2:00 p.m.

**For the Employer**

Lisa Sherin (Co-Chair)  
Barb Simmons  
Mary Joe Freire  
David Doherty  
Natalia Gonzalez

\*Chair of the Meeting

**For the Union**

Mickey Riccardi (Co-Chair)\*  
Stephen George  
Sophie Ambrose  
Maurice Blais

**PRELIMINARY BUSINESS**

**1. Review of the Agenda**

The draft agenda was amended and adopted.

**2. Review of the Minutes**

The draft minutes were amended and adopted.

**BUSINESS ARISING**

**1. Rest Periods**

Management advised the Union that clarification of the meal and rest period practice in the affected office had been provided at an all-staff meeting held February 23, 2006. Copies of the minutes of that meeting were distributed. The Union expressed disappointment that the meeting was held at a time when a number of staff, including a MERC member, were unavailable.

## 2. **Personal Performance Assessment Device (PPAD)**

Management reported that a survey was conducted across the Workplace Training Branch, which confirmed that all performance planning documents include statistical targets as one method of evaluation. These targets are not intended to be punitive in nature, and should take environmental and economic factors into account.

The Union reiterated its concern over assigning individual targets, suggesting that targets should only be set on a district basis. The focus on individual targets fails to take into account things other than apprenticeship registrations that contribute to team success. It fails to address contextual factors which may make it more difficult to meet targets in some area offices or for some client groups. Assigning individualized targets also detracts from the ability of Training Consultants to act as a team. The Union reported that some Training Consultants feel that managers are holding the targets over their heads, leading to unjustifiable workplace stress.

Management took the position that assigning individualized targets helps Training Consultants appreciate their role in meeting team objectives. It stressed that these targets need to be set and assessed in the context of the economy in different areas, the client base for each Training Consultant, and other ways in which the Training Consultant contributes to the team. The targets should not be inflexible - they should be revised throughout the year to reflect changing conditions. Finally, Management reiterated that the targets should not be punitive and should never be the only criteria upon which performance is assessed.

Management indicated that it heard the Union's concerns. It stated that it would continue to use targets for the current year, but would be willing to review the issue in the context of the new ASA technology being introduced. In the meantime, any specific concerns of managers 'holding targets over employees' heads' can be reported to the Program Manager.

The Union reiterated its disagreement and opposition to individual registration targets. The Union indicated in response to Management's proposal, that it is the Union's position that PPAD evaluations be related to office targets and that they not be used for punitive or disciplinary purposes.

*Commitment: Move to Standing item.*

## 3. **Mileage / Use of Personal Vehicles / Insurance**

Management has incorporated the revisions to the Workplace Training Branch "Tip Sheet for Staff and Managers on the Use of Personal and Rental Vehicles", as requested at the

last MERC. The revisions have not yet gone out as further revisions are being incorporated to reflect changes resulting from the implementation of a new corporate travel card. Management clarified that one of these changes - the availability through the travel card of off-road insurance coverage - is an add-on feature with an annual premium.

*Commitment: Management will send out the revised tip-sheet within the next few weeks.*

#### **4. Heat Stress (Closing of Offices)**

Management confirmed that a memo to managers on closing offices in the case of heat, weather conditions, power failures etc. has not yet been sent. A draft is currently being reviewed.

*Commitment: Management will send the memo, with a copy to the MERC, prior to the next MERC meeting.*

#### **5. Local Employee Relation Committees (LERC'S) – Membership and Locations**

The Union confirmed that it had received the list of LERC members and locations sent by Management. It reported a change to the Union representation on the Thunder Bay LERC. Management indicated that it will send an email to area managers reinforcing the value of LERCs and recommending that LERCs meet at least quarterly, preferably coordinated with MERC meeting dates.

The Union suggested holding MERC meetings in different regions and inviting the LERC members to attend. Management agreed that this would be a valuable experience for both MERC and LEC members.

*Commitment: Management will send a memo to area managers reiterating the importance of LERCs. Management and the Union will work together to organize MERC meetings at different locations across the province at which LERC members would be invited to attend.*

### **STANDING ITEMS**

#### **1. Workplace Discrimination and Harassment Prevention (WDHP) Policy**

Management reported that it is continuing to review how best to ensure employees remain current on a range of policies, including the WDHP Policy. It confirmed that the current new employee orientation package includes a WDHP fact sheet, which provides a

reference to where the policy can be found on-line, as well as the name and contact information of the Ministry's WDHP coordinator. The Union requested a copy of the current orientation package.

*Commitment: Management will provide MERC members with a copy of the existing orientation package.*

**2. Redeployment**

Management reported that no surplussing is being contemplated.

**3. Seniority List, True Vacancy Report, Unclassified Contracts Report**

Management distributed the lists. The Union requested an electronic copy in the future.

**4. OAG Learning Needs Update**

Management reported that the report is almost completed. It indicated that the review had used a number of focus groups as well as an on-line survey. The Union indicated that staff of the Student Support Branch in Thunder Bay, where there are approximately 45 Office Administration employees, had not been given an appropriate opportunity to participate in the focus groups and therefore the results would not be accurate.

*Commitment: Management will follow-up on the issue of participation of Thunder Bay staff in the review process.*

**5. Workplace Training Branch Local Employee Relations Committee (LERC) Update**

Management reported that the Northern District Manager has sent an e-mail to staff canvassing staff interest in establishing a Northern District LERC. Meetings could be held following regular District meetings, or through teleconference.

**6. One-Stop / No Wrong Door**

Management reported that the One-Stop project will be wound down effective March 31, 2006. The No Wrong Door pilot project is also coming to an end. Each pilot community will contribute a report, which will be reviewed in mid-March. The information in these reports will likely be incorporated into a final report.

The work of the One-Stop project will be integrated with work arising from the Labour Market Development (LMDA) and Labour Market Partnership (LMPA) agreements. A Transition Management Office (TMO) has been created to deal with the LMDA/LMPA. Management is currently identifying what positions will be required to support the TMO. Once this is done it will provide disclosure to OPSEU pursuant to the *Interim Disclosure Directive*.

***Commitment:*** Management will provide the MERC with copies of the No Wrong Door pilot reports and any final reports.

#### **7. OSAP IT Renewal Project**

Management reported that an OSAP IT Renewal website will be set up, to be announced shortly in an all-staff email. This website will include links to the project Requests for Proposal.

#### **8. ASA Project**

Management confirmed that the job descriptions have been updated to reflect changes arising from the ASA project, including new technology and new language pertaining to the ASA. No substantive changes occurred during this process. Draft copies were sent to OPSEU Corporate, with signed and dated hard copies to follow. Signed and dated copies of the job descriptions will be distributed to staff before the March 6, 2006 launch date. They will be reviewed with staff at that time.

***Commitment:*** Management will present the Union with a copy of the class standard for the ITO1 and ITO2 classifications and the classification rationale referenced in these specifications.

#### **9. Electrical Safety Authority**

Management reported that the Electrical Safety Authority pilot projects have ended. Evaluations are currently being conducted by the Ministry of Labour and are expected to be completed by mid-March, at which point they will be shared with the Union.

***Commitment:*** Management will share the evaluations of the pilot projects with the Union, when available.

## **10. Pre-Apprenticeship Programs**

The Union had previously indicated a concern with what it considered a potential conflict of interest related to a pre-apprenticeship program offered through a partnership of the International Brotherhood of Electrical Workers and the Electrical Contractors Association. Management indicated that its legal counsel has confirmed that no conflict of interest has occurred. The focus of this program has been to allow under-privileged groups access to apprenticeship opportunities. The Union enquired who would be liable for participants injured while on a work placement.

*Commitment: Management will follow up on the issue of liability for injuries in this program.*

## **11. Modular Pilot Project**

The Modular Pilot Project is an initiative under which application forms for the Modular Training Program are made available at the Ottawa Service Ontario counter. Counter staff are not to answer questions regarding the applications but are to refer all inquiries to Workplace Training Branch staff. Management reported that no formal evaluation of this pilot project has taken place, but indications are that there has been little if any activity. Due to a late start the project is just now reaching the six-month mark, which was the original target date for an evaluation.

The Union indicated that it was inappropriate for the applications to be obtained at Service Ontario counters as the Modular Training Program is employer initiated. Applications are to come from the employers so providing the forms to potential trainees is not useful.

*Commitment: Management will present the Union with a written evaluation of the pilot at the next meeting.*

## **12. Reaching Higher**

Management indicated that there was nothing to report on this matter.

## **13. Competency Profiles for Training Consultants**

Management reported that it has been working with a consultant to compile and integrate the suggestions of staff. The revised profiles are currently being reviewed by

Management. The final versions are expected to be available for distribution to staff by the end of March. They will also be placed on the Learning Wizard.

***Commitment:** Copies of the competency profiles will be distributed to MERC members once finalized.*

## **NEW BUSINESS**

### **1. Report – Conestoga Connect Life & Learning**

Management reported that this presentation was first made to senior program management, which neither endorsed the proposal nor committed to funding. A later presentation was made at the Waterloo Area Office as part of a regular planning meeting with Conestoga College Staff. Area office management was not aware of the presentation's content nor the way in which it was being positioned. Since that meeting, discussions have occurred with area management about the positioning of the presentation, and the perceptions of staff. An e-mail was then sent to all staff at the Waterloo Office clarifying that the Ministry did not endorse or support the presentation in any way. The Union reported that stakeholders had the impression that the presentation had been supported by the Ministry.

### **2. LMDA / LMPA**

This item was discussed under Standing Item 6 'One-Stop / No Wrong Door.'

### **3. HR Plan – Ministry Human Resources Plan**

Management reported that the Ministry of Government Services has moved to an integrated Human Resource Planning model, rather than ministry specific human resource plans. On December 1, 2005 an all-staff memo was sent notifying staff of the release of the OPS Human Resource Plan. As indicated in that memo, the plan focuses on three key priorities: engaging employees, attracting talent, and building OPS capacity. Also included in the email were nine key strategies: promoting ideas, innovation and recognition, performance management, organizational health and wellness, recruitment, youth and new professionals, total compensation, OPS Leader Manager Model, OPS Learning, and integrated talent management framework. A fact sheet and a link to the full plan were provided with the e-mail.

Management is reviewing existing Ministry HR strategies for alignment with the OPS plan. It noted as examples of these initiatives the Youth Strategy, the MAX leadership development program, the OAG initiative, and an initiative to develop an Executive Assistant feeder group. The Union expressed concern over whether there is the will and capacity to deliver on these commitments across the OPS, particularly in light of the anticipated need to replace approximately 1/3 of the OPS over the next 5 years. Management pointed to the HR Transformation exercise as driven in part by a need to improve the OPS capacity to deliver on significant HR initiatives OPS-wide. It noted that the Deputy Ministers are very concerned over the recruitment issue, and appreciate the need to develop an OPS-wide response, especially for positions identified as critical.

#### **4. HR Transformation**

Management reported that a new model of HR Service Delivery was launched in November 2005 to create effective and efficient structures, systems and processes to enable the delivery of horizontal HR services which are aligned with Ministry businesses and which support the achievement of government priorities and business objectives. The model, which will be implemented over the next three years, has 3 components: regionally delivered common HR services, accessible to all line managers, and to OPS employees; Centres of Expertise ensuring access to subject matter experts when line managers need them; and lean, ministry-based strategic HR units focused on coordinating services and aligning people strategies with Ministry specific business needs.

*Commitment: Management will forward the Framework for Action to MERC.*

#### **5. Minutes on Ministry Intranet Site**

Management reported that the minutes can normally be posted to the website within 24 hours of signing.

*Commitment: Management committed to getting the October 2005 and December 2005 minutes posted.*

#### **6. Continuous Improvement Performance Management System (CIPMS)**

Management reported that the Continuous Improvement Performance Management System (CIPMS) is the Workplace Training Branch response to the Government's increased focus on results based management, and the Provincial Auditor's recommendations regarding measuring performance outcomes. CIPMS is a three phased project to establish outcome measures for effectiveness, efficiency and quality. While the

project is management mandated, it is largely driven by staff who participate in setting goals and targets for the Branch. CIPMS is intended as a tool to assess the performance of the Branch and to identify priorities and directions for improvement. It is not intended as a performance management tool at the individual level, though individual performance plans should be consistent with the directions identified for the Branch in CIPMS. While the project will end shortly, the practices associated with it will continue. The Union raised a concern over the lack of a definition of 'Training Consultant' in the document.

***Commitment:*** Management will review the definition issue and report back prior to the next MERC.

## **7. IFIS System**

The Union reported that the system does not accommodate the needs of Training Consultants. It noted in particular, that while the system does track annual kilometres claimed per employee for purposes of payment of expense claims, it does not provide the employee with any indication of the kilometres already claimed at the time when claims are inputted. Consequently the confirmation issued by IFIS at the time of claim may be greater than the payment ultimately received. Furthermore, by not indicating to employees when they are getting close to a distance threshold, employees are not in a position to make reasoned decisions on whether to use their own vehicles or rent vehicles.

***Commitment:*** Management committed to relaying the Union's concerns to the Ministry of Government Services, through the IFIS coordinator's network. Management committed to reporting back to the union.

## **8. New Job Specification Disclosures - Article 1.4 of the Collective Agreement**

The Union thanked Management for the recent disclosure of new positions under article 1.4. It tabled a template which it requested Management use in making future disclosures under this article.

***Commitment:*** Management will provide a response once it has had an opportunity to review the template.

**9. Job Connect**

The Union claimed that the Ministry is using Job Connect Program partners to make apprenticeship program presentations to Ministry clients, in alleged violation of minutes of settlement.

*Commitment: Management and Union representatives will discuss the matter further.*

**10. ASP Threshold**

The Union reported that notice of the Attendance Support Program threshold has not been distributed to staff. Management indicated that a communication to staff will be sent shortly and that the threshold remains unchanged at 8.4 days.

*Commitment: Management will send out notification of the current ASP threshold to all staff before the next meeting.*

**11. MERC Membership**

Management reported that Barb Simmons will leave the Workplace Training Branch to join the Transition Management Office as the Project Director of Program Integration. Mary Joe Freire, Acting Senior Program Manager, Workplace Training Branch will replace Ms Simmons as a management representative on the MERC. It was also reported that Shamira Madhany, Director, Colleges Branch will be replaced on the MERC by Richard Jackson, Director, Student Support Branch.

**The Meeting was adjourned.**

Signed: *July* 2006

  
Lisa Sherin  
For Management

  
Mickey Riccardi  
For the Union