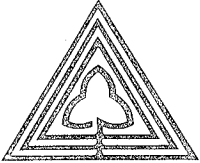


MEMORANDUM

OPSEU



SEFPO

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

TO: All Presidents with members in the Ministry of Transportation
All Stewards in the Ministry of Transportation

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: April 3, 2006

SUBJECT: **Ministry of Transportation
ERC Minutes – September 20, 2004**

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,

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Leah Casselman
President

/jm
att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor/Negotiator

MINISTRY OF TRANSPORTATION
MINISTRY EMPLOYEE/EMPLOYER RELATIONS COMMITTEE

MINUTES

Monday September 20, 2004
Boardroom B, OPSEU Toronto Regional Office

OPSEU

J. O'Brien*
S. Valcourt
B. Houston
P. Maybury
A. Kabayama

EMPLOYER

M. Weir
F. D'Onofrio
J. Stewart
M. MacLean
K.A. Wilson

Guests: B. McCullough

Regrets: C. Rogers, J. Connolly, C. Hennem

*Chair of the Meeting

97-01-02 Outsourcing

The Union inquired about an announcement from Northwest Region regarding AMC renewals, which also mentioned the proposed outsourcing of the bridge crew under a separate functional tender. The Union stated that they did not receive disclosure on this. The Employer responded that disclosure had been provided in the spring. The Union requested a detailed update on this initiative. The Employer will respond accordingly.

Remain on the agenda

97-01-03 Redeployment

The Union requested clarification of the status of two employees with regard to the redeployment list. The Employer will respond accordingly.

Remain on the agenda

99-10-03

Corporate II&E Project

The Employer provided the Union with the presentation of the II&E Secretariat's update to the CERC. The Employer agreed to provide the Union with a copy of the poster indicating the provisions of the Code of Professionalism once the poster is completed. The Employer confirmed, as far as it knows, the Secretariat is not spearheading any initiative that would bring all enforcement positions under one umbrella organization. The Union requested to know why the Corridor Management function will not have the Code of Professionalism apply to it. The Employer will respond accordingly.

Remain on the agenda

02-01-07

IRP Positions

The parties confirmed the issue remains at the JSSC.

Remain on the agenda

02-12-01

Field Management Review

The Union requested organization charts for all Operations staff in the regions indicating how many incumbents report to management. The Employer will respond accordingly.

Remain on the agenda

03-02-01

Transportation Technicians

The Employer confirmed that, although there are no guaranteed jobs for Transportation Technicians, the Employer has made an investment in them and retirements are anticipated. The Union requested to know the status of Transportation Technicians that have completed the three-year training period. The Union's position is that staff require a job description upon completion of the training period and postings should be done. The Employer agreed to investigate and report the status of Transportation Technicians that have worked beyond the three year training period.

Remain on the agenda

03-06-01

TEO BPP's

The parties discussed the contents of letters to each other since the last meeting. The parties reiterated their discussion from the May 14, 2004 meeting. The Union stated that it believes performance measures should not be included in BPP's, as they can lead to misleading statistics and do not allow employees to work efficiently. The Employer confirmed the BPP's contain targets, merit has not been denied because of the performance system in place, performance measures are not quotas, and the system is flexible and can be adjusted as employees can discuss issues with their managers. The Employer stressed a commitment to continuing efforts to promote flexibility and the recognition of different locations, circumstances, etc.

Remain on the agenda

03-06-02

Downsview Labs

The Employer advised the Labs remain under review and information will be shared when appropriate.

Remain on the agenda

03-06-05

Grievance Administration Project

The parties briefly discussed outstanding issues regarding the Terms of Reference, such as disclosure on WHDP matters, grievances concerning significant discipline, and the need to keep the terms of reference to non-complex cases as much as possible in order to achieve the objectives of the pilot project. This will be discussed in greater detail at the upcoming corporate Steering Committee. The parties agree that they remain committed to the GAP.

Remain on the agenda

03-09-03

Ontarians with Disabilities

The Employer confirmed between meetings that communications profiling the ODA was sent to all staff May 5, 2004, from the ADM, Corporate Services Division.

Remove from the agenda

03-09-04 Hiring Freeze

The Employer advised that the Hiring Freeze is continuing in its present form. Summary Information and Q&A's for staff from when the hiring freeze began are attached to the minutes herein.

Remain on the agenda

03-12-01 Ontario Works

The Union raised concerns about a placement in Downsview. The Employer confirmed it provided disclosure of the placement in February 2004 and provided further information about the placement at the meeting. The Union requested to be informed if new incumbents are assigned to a placement. The Employer agrees to continue to follow the agreed-to protocol.

Remain on the agenda

04-03-01 RUS Transformation

The Employer confirmed who the new Director of the Service Delivery Partnership Branch is. The Employer confirmed it anticipates there will be new positions for monitoring operations by the year-end. The Union requested that the positions be posted open to the public without geographic restrictions. The Employer will take this under advisement and provide updates and further information as it becomes available.

Remain on the agenda

04-03-02 Access to Classification Standards

The Employer confirmed between meetings that it will provide access to classification standards. Furthermore, the parties agree that this will be done with the expectation that the requesting employee would meet with their manager and/or local human resources consultant to discuss the classification standard and any related issues that may exist. It is the Employer's position that this practice will enhance both the employees' and the Employer's understanding of any issues or concerns with respect to the classification standard.

Remove from the agenda

04-03-03 Short-term Sickness Issue

The Employer confirmed that it's practice is to request medical information that supports and justifies an absence in accordance with the corporate policies/directives found at the following quick link: <http://intra.hropenweb.gov.on.ca/hrpolicies/iiea/index.htm> The Employer provided 3 manuals from the link to the Union.

Remove from the agenda

04-03-04 Volunteer Firefighters

The Employer advised that the 1993 Guidelines will be revised and the Union will have the opportunity to review before they are re-issued.

Remain on the agenda

04-09-01 Flag Half-mast Policy

The Employer provided the Union with copies of the Flag Half-mast Policy for clarification given that questions have been raised by the Union and staff in the past.

Remove from the Agenda

04-09-02 Downsview LERC Items

The Union tabled two issues from the Downsview LERC: (1) Union asked for a list of unclassifieds with start/end dates and who they report to in Downsview; (2) Union asked for a list that identifies backfilling for classifieds and the anticipated date of return to the classified staff's home position. The Employer advised that the information requested is not among the information the Employer is required to provide to the Union. Further, the Employer advised that the information is difficult to gather and will be outdated as soon as it is provided. As a result, the Employer confirmed that the information will not be provided.

Remain on the agenda

04-09-03

TEO Positions

The Union requested information about TEO vacancies and whether they were impacted by the hiring freeze. The Employer confirmed there are current vacancies that are being considered in light current financial restraints. The Union requested to know how many vacancies there are and how many will be filled. The Employer will respond accordingly.

Remain on the agenda

04-09-04

London LERC Item

The Union raised concerns that MTO officers are being asked to volunteer to train OPP and municipal police forces to do inspections, and that this has an impact on the MTO officers. The Employer will respond accordingly between meetings.

Remain on the agenda

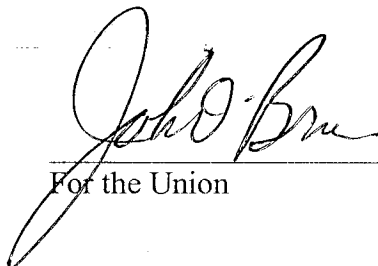
04-09-05

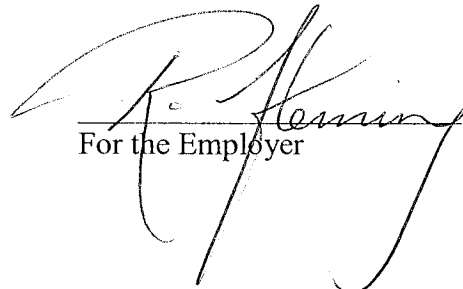
Highway 407

The Union asked know if the TEO's assigned to Highway 407 would be transferred to the employ of ETR. The Employer advised that there are no such plans and that enforcement services are provided to Highway 407 on a cost recovery basis. The Union requested to know how many TEO's are assigned to Highway 407. The Employer will respond accordingly.

Remain on the agenda

Next Meeting: December 6, 2004


For the Union


For the Employer

Hiring Freeze Summary Information

The hiring freeze is part of an expenditure reduction exercise that also includes reducing own-account expenditures.

Effective Date and Time: Friday, August 8, 2003; 5:00 pm

Duration: until further notice

Note: All recruitment activity must be reviewed with respect to business priorities and the potential for expenditure reduction

Recruitment Activity/Issue	Comments	Approval Authority (as appropriate)
Status of advertised competitions	<ul style="list-style-type: none"> • all competitions are frozen – there will be no hiring unless positions have been exempted from the hiring freeze (see below for more information) • if appropriate, selection processes can continue for advertised competitions and the results can be used at a future time • due to the power emergency, deadlines for previously advertised OPS-wide and open competitions with closing dates after August 14 and before August 25 will be extended to September 5 • new competitions for positions exempted from the hiring freeze will be advertised as appropriate – there is no restriction on external advertising; however ministries should review appropriateness of the media (e.g. trade journals and websites vs national newspaper, etc.) • prior to advertising externally, proof of deputy approval will be required (see below for more information on exemptions) 	n/a
Permanent vacancies	<ul style="list-style-type: none"> • permanent vacancies will not be filled during the hiring freeze unless they are determined to be “business-critical” (see criteria and template exemption form) • a permanent vacancy is one where there is no incumbent and no person acting in the position (either on secondment or on an unclassified contract) 	Deputy Minister
Existing fixed-term arrangements	<ul style="list-style-type: none"> • there is no requirement to end secondments, acting assignments or unclassified contracts (including seasonal) – these arrangements can continue for the term of the agreement/contract 	n/a
New fixed-term arrangements (e.g. backfill for a leave); and extending fixed-term arrangements	over 6 months: <ul style="list-style-type: none"> • must be determined to be “business-critical” (see criteria and template exemption form) 	Deputy Minister
	6 months or less: <ul style="list-style-type: none"> • if total of extensions during the freeze is greater than 6 months, DM approval required (e.g. two 4-month extensions) 	Ministry discretion
Temporary agency staff	<ul style="list-style-type: none"> • arrangements can continue; however contracts for any single position should be limited to a maximum of six months 	Ministry discretion
Over-are	<ul style="list-style-type: none"> • submissions to the Civil Service Commission can continue 	Deputy

extensions		Minister
Surplus Employees	<ul style="list-style-type: none"> no change - collective agreement and policy provisions apply 	n/a

Hiring Freeze – Questions and Answers for all staff

Q1. When is the hiring freeze effective?

A1. The hiring freeze came into effect on Friday, August 8, 2003 at 5:00 p.m. and will be in effect until further notice. Ministries will be reviewing all proposed hiring to determine how critical it is to the delivery of ministry business. Job offers extended prior to the effective date and time of the hiring freeze are not affected.

Q2. How does the power emergency affect the hiring freeze, especially with regards to jobs advertised in Jobmart and on the gojobs website?

A2.

The deadline for OPS-wide or open competitions that were underway prior to August 8, whose closing dates were after August 14 and before August 25 will be extended to Friday, September 5.

Ministries have discretion to extend the closing date for all ministry-specific competitions.

Hiring for positions that are not deemed critical at this time will not proceed but may be considered at a later date.

Consult with your Human Resources Branch and the gojobs website for further information. www.gojobs.gov.on.ca

Q3. Does the hiring freeze affect jobs that aren't advertised in jobmart or on the gojobs website?

A3. Yes, the hiring freeze affects **all** recruitment activity, whether the position is advertised or not. All proposed staffing decisions will be reviewed by ministries. Some competitions may still proceed if the positions are deemed critical to a ministry's business. Deputy minister approval will be required for all hiring for terms of over six months.

Q4. Does the hiring freeze affect jobs that are restricted to the OPS?

A4. Yes, the hiring freeze affects **all** recruitment activity, whether the position is advertised restricted to the OPS or open to the public.

Q5. Will there be any hiring during the freeze?

A5. Yes – competitions determined to be critical to ministry business may proceed. Ministries will be reviewing **all** proposed recruitment activity. Hiring for periods of over six months must receive deputy minister approval to be exempt from the hiring freeze.

Q6. If a position receives an exemption from the deputy minister, can it be advertised open to the public?

A6. Yes, if the position has been determined to be critical to the business of the ministry, then ministries have discretion in how they advertise for it (e.g. open or restricted, and in what media – newspaper, website, etc.).

Q7. Do OPS staff on secondments have to return to their home positions?

A7. No, this is not a requirement of the hiring freeze.

Q8. Will ministries be required to end unclassified contracts early?

A8. No, this is not a requirement of the hiring freeze.