

MEMORANDUM

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

FROM: Ruth Hamilton, OPS Supervisor/Negotiator

DATE: August 16, 2010

SUBJECT: **Ministry of Transportation**
ERC Minutes – July 14, 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

MTO Ministry Employee Relations Committee (MERC) Minutes

July 14, 2010

OPSEU Toronto Regional Office, 31 Wellesley St. E.

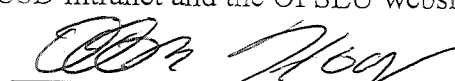
In Attendance (* chair of meeting)			
For the Union	For the Employer	Guests	Regrets
S. Valcourt* D. McKnight B. McCullagh C. Blaney J. Marion	R. Fleming B. Gaston A. Hogan K.A. Wilson		M. Goodale
Agenda Item (year-month-agenda#)	Standing Items		Action
97-01-02 Outsourcing/Disclosures	<p>The Employer provided an updated chart to the Union.</p> <ul style="list-style-type: none"> • RUS Business Relations: The Employer provided information regarding a review of the business operations/relationship between the RUS Divisions, Regional Operations Branch and Carrier Safety and Enforcement Branch. There is no anticipated staff reductions resulting from this review. • RUS Long Term Investment Strategy for Truck Inspection Station Network: The Employer provided information regarding the Truck Inspection Station Network and the development of a long term plan with a focus on priority locations and completing an Asset Management plan within the year. There is no anticipated staff reductions resulting from this review. • Motor Vehicle Inspection Station Program: The Employer provided an update regarding stakeholder consultations regarding the MVIS program. Impacts on staff and their work is yet to be determined. • Change of Structure, Regional Operations Branch, RUS: The Employer provided information regarding the realignment of the ROB in which Central Region has been split into two separate administrative areas - Central Region East and Central Region West. The current Regional Manager will manage the new Central Region West. A competition will be held shortly for the Manager, Central Region East position. There is no staff reductions resulting from this change in structure. 		Remain on the agenda.

03- 01 Transportation Enforcement Officers (TEO) Business Performance & Learning Plans (BPLP)	The Employer reiterated the TEO activity report is used as an information management system for program planning/delivery.	Remove from the agenda.
04-03-01 Road User Safety (RUS) Modernization	The Employer provided an update to the Union.	Remain on the agenda.
05-10-05 Training for MERCs and LERCs	The parties will report back at the next meeting to confirm whether the London LERC received ERC training.	Remain on the agenda.
07-10-02 Employee Engagement Survey	The Employer provided an update regarding the status of employee engagement activities in the Ministry and confirmed the next survey will be released in February 2011.	Remain on the agenda.
07-12-01 Provincial Highway Management Update	The Employer will provide an update to the Union at the next meeting regarding the status of the PHM/P&P Environmental Policy project.	Remain on the agenda.
06-03-07 Downsview Site	The Employer confirmed information sessions with Downsview staff will be taking place over the summer. The Union expressed concern that information is not being received by staff in a timely manner. The Employer indicated the MTO intranet now has a direct link to the Downsview Redevelopment website. The Employer will look into further improving communication and respond accordingly.	Remain on the agenda.
09-04-04 TEO Class Series	Deferred to the next meeting.	Remain on the agenda.
09-09-01 2003 TEO Memorandum of Settlement (MOS)	The parties agreed to meet and discuss this further during the summer.	Remain on the agenda.

10-03-05 Results-based Planning	The parties discussed the MTO 2011 RbP. The Employer will provide updates to the Union as available.	Remain on the agenda.
10-04-06 Fleet Repairs	The Employer will provide the relevant St. Catharines job specification.	Remain on the agenda.
10-04-07 Environmental Staff Training Event/Conference	The Employer provided their position regarding compensable time. The Union disagrees.	Remove from the agenda.
10-04-08 Local Book-off Time	Deferred to the next meeting.	Remain on the agenda.
Agenda Item (year-month-agenda#)	New Items	Action
10-07-01 Job Competition Area of Search	The Union raised concerns regarding job competitions, area of search, and opportunities for OPS employees. The Employer provided information from the OPS Staffing Operating Policy and an MTO area of search tip sheet (attached). Employees are encouraged to contact the panel chair of a competition with regard to area of search concerns.	Remove from the agenda.
10-07-02 Temporary Assignment List	The Union requested a listing of staff who are currently on surplus who have been assigned to a temporary position as per Article 20.8. The parties recognize this is being discussed at the corporate level.	Remain on the agenda.
10-07-03 Area Maintenance Contract Service Delivery	The parties discussed a recent letter to all PHM staff regarding the conversion of Managed Outsourcing Contracts in Thunder Bay, Huntsville and Kenora to the performance-based Area Maintenance Contract model.	Remain on the agenda.

Note: These minutes can be located on the CSD intranet and the OPSEU website.


For the Union


For the Employer

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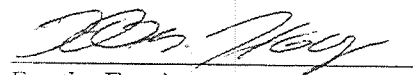
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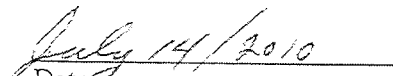
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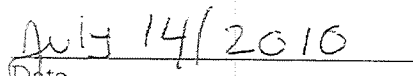
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For the Union


For the Employer


Date


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FISCAL 20010/2011 - MTO INITIATIVES

INITIATIVE	SCHEDULE/TYPER	DISCL. MADE	COMMENTS
Windsor BIIG Reclassification	1 OPSEU Envi. Planner	01-Apr-10	
RUS Modernization Update	MVIS Program - Announcing Stakeholder Engagement	01-Apr-10	
Cochrane Mo-AMC conversion	Announcing the successful bidder	12-Apr-10	
Update on PHM Activity	Examine business processes for efficiencies and consistencies	23-Apr-10	
Contract management Office - PHM	Change in Reporting Relationship	21-May-10	
RUS - Business Review	Between Regional OPS Branch and Carrier safety and Enforcement	02-Jun-10	
RUS, TIS Review	Long term investment strategy	02-Jun-10	
Rus - Change in Structure Regional Operations Branch	Split into 2 separate administrative regions	15-Jun-10	

INITIATIVE	SCHEDULE/TYPE	DISCL. MADE	COMMENTS
PHM- maintenance delivery model	Conversion of Thunder bay, huntsville and Kenora HWY maintenance	21-Jun-10	

Staffing Operating Policy

Mandatory Requirements

1.3 Area-of-Search

- An area-of-search must be broad enough so that at least three qualified candidates are likely to apply to the competition. The rationale for the area-of-search (open or restricted) used must be documented.
- Organizational restrictions (e.g., ministry or branch-restricted) in area-of-search must only be used when necessary to meet specific business objectives, such as human resources development.
- Geographic restrictions must not be used in open competitions.



MINISTRY OF TRANSPORTATION

HUMAN RESOURCES GUIDELINES

Area of Search

What is an area of search?

An area of search defines the breadth of your competition. It is an area from which you accept applicants' resumes.

What to consider

- Mandatory requirements under the collective agreements of this position
- The area of search that will ensure a large enough pool of candidates; area of search should be as broad as possible (open or broad enough to attract at least three qualified candidates)
- Limit the use of geographic restrictions
- Limit the use of organizational restrictions, e.g. ministry, division, branch, office
- Relocation expenses and support for travel costs may apply if unrestricted area of search is used.

Mandatory requirements

- Area of search restrictions cannot be used for open competitions (recruiting outside the OPS), only for OPS internal competitions.
- Document rationale for area of search in the competition file.
- For AMAPCEO positions, the only search restrictions permitted are: geography and restricting to employees working in the OPS. AMAPCEO competitions cannot be restricted by ministry, division, branch or office.

Best practices

- The area of search should be open or broad enough that at least three applicants are eligible and likely to apply.
- Consider if work can be done remotely and what are the travel requirements for the successful candidate.
- Widen the area-of-search in employment advertising as a means to promote the broad access principle. Use a broad area of search when posting for permanent vacancies and temporary assignments.
- Organizational restrictions (e.g. ministry- or branch-restricted area of search) should only be used in limited situations.
- For example, restricted competitions can be used for short-term projects, when a fully trained employee is required to perform at maximum skill immediately.

Area of Search

Relocation entitlements

- There are no relocation entitlements for temporary assignments.
- Relocation entitlements apply for open competitions, as per the Relocation Expenses Policy.
- For OPSEU employees, relocation expenses apply beyond 125 km.
- AMAPCEO and PEGO relocation expenses apply beyond 40 km.
- MCP/Excluded relocation applies beyond 40 km for direct assignments or 125 km if the moves result from a competition.
- OPSEU and MCP/Excluded employees cannot apply to competitions outside the area of search.
- OPSEU employees cannot waive relocation entitlements.
- AMAPCEO employees residing outside the area of search may be able to access AMAPCEO competitions in accordance with the AMAPCEO CA Article 18.5.2:

"Notwithstanding that a position advertised with a restricted area of search, any employee who resides outside the identified area of search may apply for the competition. If they apply, they will be deemed to have waived entitlements to any relocation or travel expenses (pursuant to Article 18.4 and 18.5.1) as a condition of gaining access to the competition process".

- PEGO employees residing outside the area of search may be able to access PEGO position competitions in accordance with the PEGO CA Article 7.5.2:

"Notwithstanding that a position advertised with a restricted area of search, any employee who resides outside the identified area of search may apply for the competition, and in that case notwithstanding Articles 7.4 and 7.5.1, that employee shall have no entitlement to any relocation or travel expenses as a condition of gaining access to the competition process".

References

A Manager's Guide to Staffing in the OPS

MTO Relocation Policy

Relocation Expenses, Corporate Policy
Branch, February, 2003