

MEMORANDUM

TO: All Presidents with members in the Ontario Clean Water Agency
All Stewards in the Ontario Clean Water Agency

FROM: Ruth Hamilton, A/OPS Supervisor

DATE: November 18, 2010

SUBJECT: **Ontario Clean Water Agency
ERC Minutes – March 25, 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/Negotiator

/pb

att.

cc: MERC Chairs
Ministry ERC

Ontario Clean Water Agency
 Employee Relations Committee Meeting # 36
 March 25, 2010 – 11:00 A.M.
 1 Yonge Street, 17th Floor, South Boardroom

ATTENDEES:

MANAGEMENT

Tony Araujo (Co-Chair)
 Christine Fulton
 Mike Manfredi
 Jodi Travers (Recording Secretary)

UNION

Dan Vincent (Co-Chair)
 Mark Edgerton (Vice-Chair)
 Sandra Harper (OPSEU)

REGRETS: Dan Atkinson

ITEM	LEAD	DISCUSSION	ACTION ITEMS
<i>Review of Previous Minutes</i>			
Review of Previous Minutes	Tony Araujo/Dan Vincent	<ul style="list-style-type: none"> The minutes from December 3, 2009 were accepted and signed. 	Employer to post the minutes on the intranet.
<i>Business Arising</i>			
Hours Of Work Guideline	Dan Vincent	<ul style="list-style-type: none"> Guideline was sent out to all staff on August 26, 2009 via Weekly Flows. The Union raised concerns with respect to the definition of emergency; essentially most situations at OCWA could be defined as emergencies. In addition, the Union is aware of a few staff who were unable to remove themselves from on call duty after working for 16 hours. 	Management is in process of developing Qs and As to address issues that were raised. Operations Compliance Committee (OCC) will review prior to distribution.
Licenses: Pay For Certification Update	Christine Fulton	<ul style="list-style-type: none"> Given the current economic environment as well as other factors, Ministry of Government Services (MGS) will not seek approval to amend the collective agreement to increase Pay for Certification. 	Management and the Union plan to discuss possible increases to the Pay for Certification rates six months prior to the expiry of the current collective agreement. If the parties come to an agreement, any recommended increases will be brought forward to MGS in the attempt to have it tabled during the next round of collective bargaining.
Creation Of New Training Courses	Dan Vincent	<ul style="list-style-type: none"> The Union is requesting that additional advanced courses be offered by Management. Courses are 	A list of training courses is sent out weekly to all staff. Management will request

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		needed to improve skills and knowledge of employees with longer years of service. Management stated that employees should talk to their managers if they would like different courses.	that the Training department identify a contact in the weekly flows for employee suggestions.
MOA re. LERCs	Sandra Harper	<ul style="list-style-type: none"> • The Union has requested that LERCs be set up on a regional basis across the Agency. • Management does not see the need for regional LERCs and suggested that employees from other regions join the Agency ERC. • The Union has indicated that they do not have the funding for additional Union representatives to join ERC. 	Management to look into providing funding for two extra Union members to join the OCWA ERC.
Workload Studies	Sandra Harper	<ul style="list-style-type: none"> • The Union stated that members are at their maximum for capability for work. If the slightest thing happens that is not expected, it creates additional workload pressures. • Members are having a difficult time with managing their workloads. The Union would like Management to conduct a study to see if members are overworked. • Management replied that staffing levels are dictated by contracts with our clients. • Union asked at which plants the study was conducted and requested a copy of the study. 	<p>Management is currently conducting job task analyses with IAPA.</p> <p>Management conducted two studies at different facilities and did not find any issues with workload; issues were found with employees' assignment of work throughout the day.</p> <p>Issue was deferred to next meeting in May.</p>
Chlorine Gas Site Specific Training	Dan Vincent	<ul style="list-style-type: none"> • The Union would like to see regular training on this topic. There are kits at the facility in the event a situation arises, however the Union expressed concern that employees will be confused. • The Union would like Management to commit to site-specific training, in house on a quarterly or semi-annually basis. Employees should be able to sit down and work with the equipment. 	<p>Management has confirmed that courses are offered Regionally. Employees should advise their managers if there is a need to have another session in their area.</p> <p>Issue was deferred to the next meeting.</p>

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On call Committee	Dan Vincent	<ul style="list-style-type: none"> Letter in new Collective Agreement regarding assignment of on call duty Discussion took place at June ERC meeting and Union was to provide Management with a proposed message to staff. 	Union to provide document to Management prior to next ERC meeting.
Blended Rate Agreement	Christine Fulton	<ul style="list-style-type: none"> The Union and Management reached an agreement to increase the blended rate to \$2.00 for each hour an employee is "on call" as per our Blended Rate Agreement. This will be retroactive to July 1, 2009. 	Management will send out communication once a payout date is identified by OSS.
<i>Updates Lists</i>			
<ol style="list-style-type: none"> Fixed Term Employees Contract Acquisitions Contract Terminations Seniority List Organization Chart Surplus employees VEO's Telephone List 	Jodi Travers	<p>All lists were provided to the Union.</p> <p>There are no employees currently on the VEO list.</p> <p>There is one SO2 on surplus list.</p> <p>A new lateral transfer request was provided to the union for approval.</p> <p>Management provided an update on contract renewal for Nanticoke and Orangeville.</p>	Management to copy both Sandra Harper and Dan Vincent on all fixed-term conversion letters.
<i>Health and Safety</i>			
Update on Q1 2010 WSIB claim statistics	Christine Fulton/Jodi Travers	<ul style="list-style-type: none"> An update on OCWA Health and Safety Statistics was provided for Q1 2010. Management's goal for lost time incidents is zero. Management has communicated the availability of modified work to all managers and employees. Management continues to make the health and safety of OCWA employees a priority. 	Management to send out a reminder message about WSIB as well as the importance of reporting near misses.
OPEX Incident Forms	Dan Vincent	<ul style="list-style-type: none"> Management provided a copy of all near misses to the Union to date in 2010. 	N/A
Health & Safety Presentation	Sandra Harper	<ul style="list-style-type: none"> The Union requested a copy of the presentation that was developed by the Centre for Employee Health, Safety and Wellness (CEHSW). CEHSW would not provide OCWA 	N/A


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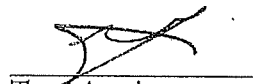
		with a copy of the presentation.	
Worker's Health and Safety Centre	Sandra Harper	<ul style="list-style-type: none"> The Union reminded Management that all OPSEU employees should be attending the Worker's Health and Safety Centre for Health and Safety certification training, as per an agreement between OPSEU and MGS. 	N/A
<i>New Business</i>			
Organizational Charts	Mark Edgerton	<ul style="list-style-type: none"> The Union inquired as to the accuracy of the Agency's Organizational Charts. Management advised that the Assistant Human Resources Consultation (AHRC) historically would update the Organizational Charts on a quarterly basis. With the current WIN clean-up project, Management expects to be able to get up-to-date Organizational Charts from WIN in the near future. 	N/A
Attendance Support Program	Sandra Harper	<ul style="list-style-type: none"> The Union inquired as to the threshold for OCWA. The 2010 threshold is 8.4, which is the same as previous years. OCWA's intranet site was updated with this information. 	Management to send out communication to staff via weekly flows.

Next Meetings:

May 27, 2010: 11am South Boardroom
 September 23, 2010: 11am Main Boardroom
 November 25, 2010: 11am Main Boardroom

Original signed by:


 Dan Vincent


 Tony Araujo