

**MEMORANDUM**

**OPSEU**



**SEFPO**

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

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

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

**DATE:** February 15, 2006

**SUBJECT:** **Ontario Clean Water Agency  
ERC Minutes – November 25. 2005**

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,

Leah Casselman  
President

/jm  
att.

Terry Baxter  
OPS Supervisor/Negotiator

cc: MERC Chairs  
Ministry ERC

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**Ontario Clean Water Agency  
Employee Relations Committee Meeting #30  
Friday November 25, 2005 - 12:00 P.M.  
1 Yonge Street, 17<sup>th</sup> Floor, Main Boardroom**

**ATTENDEES:**

**MANAGEMENT**

Janice Cameron (Co-Chair)  
Dan Atkinson  
Mike Manfredi  
Jodi Travers (Recording Secretary)

**UNION**

Claude Brochu (Co-Chair)  
Mark Edgerton (Vice-Chair)  
Sandra Harper (OPSEU)

**DISCUSSION**

**1. Review of Previous Minutes**

The minutes from the June 7, 2004 meeting were discussed, accepted and signed.

**Items from previous minutes:**

**Item # 3: Grandparented Operators**

The Union was provided with an updated list of employees who have received their licenses as well as those who have not yet written their exam(s). A total of 27 employees are still required to obtain their licenses for water.

Management confirmed that the practical exam is plant-specific. Management also confirmed that prep courses for exams are available through MOE and private training providers. OCWA does not have any input into exam locations or dates and is not able to hire administrators to run the exams.

**Action:** Management to provide updated list of Grandparented operators to OPSEU in January 2006 that includes the employees' reasons for not yet being certified. Management will also keep a list of employees who obtain their license through the practical exam, in the event redeployment is required in the future.

**Item #4: Blended Rate – Communication Devices**

Communication was sent out on April 1, 2005. Neither party is aware of ongoing issues in the North.

**Item #5: OPS Ideas Campaign**

No update

**Item #6: LERC Belleville**

Parties are awaiting direction from LERC in Belleville.

**2. Updated Lists**

The following lists were provided to OPSEU:

- Surplus Employees
- Unclassified Employees
- VEOs
- Contract Acquisitions
- Contract Terminations
- Seniority List
- Organization Charts

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The Union confirmed that P.C. had accepted a conditional assignment.

The Union requested that a column entitled "potential staff impact" be added to the contract termination chart.

Management explained that training is a new type of business that has been added on the contract acquisition chart. OCWA will be unaware of the impact until the Walkerton Training Centre is established.

Management explained changes to the Human Resources and Business Development organization charts were as a result of an ongoing organizational review.

**Action:** Management to update Contract Termination chart with new heading. The heading "staff additions" will also be added to the contract acquisition chart. Both charts will be re-distributed.

**3. Operator with Overall Responsibility (ORO)**

Management distributed the information on ORO from OCWA's intranet site and confirmed the following:

- Determination of ORO is a management decision, based on hub budgets and licenses of staff. If there is more than one employee who is eligible to be ORO, the assignment of ORO may be rotated. There will not be consistency across OCWA on designation of ORO.
- Any employee with the appropriate license can be ORO, including OPSEU, AMAPCEO and management excluded employees.
- Scheduling of ORO should be communicated to employees.
- Retro ORO payments will hopefully be paid out in January. OCWA is in the process of collecting data for Ontario Shared Services (OSS).
- An ORO of water is entitled to maximum compensation of \$80/week. An ORO of wastewater is also entitled to maximum compensation of \$80/week. If one employee is ORO of both water and wastewater, he/she is entitled to maximum compensation of \$160/week.
- Blended rate and ORO premium are separate and distinct premiums.

**Action:** Management to send communication out to OCWA managers to include ORO designation on schedules. Management to provide a list of OPSEU members designated as ORO.

**4. PIR Report**

Management confirmed that OCWA has been cooperating with MOE by providing information. OCWA has not heard anything further and is not aware of potential timelines. OPSEU is concerned that OCWA may become an arms length agency.

**Action:** OCWA to provide OPSEU with a list of all projects that OCWA runs.

**5. Confirmation of licenses (Pay for Certification)**

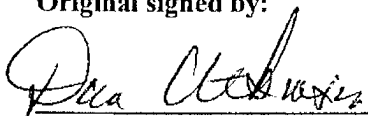
Pay for Certification rates are no longer included on the pay stubs. Management confirmed that Ontario Shared Services (OSS) would not be adding these rates back on the pay stub. Employees are able to determine their own pay for certification rate by accessing WIN. If employees are concerned and cannot access WIN, they can contact their manager or administrative assistant to ensure they are being paid properly. Paperless pay system is not currently planned for OCWA.


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6. **Access to WIN**  
Management confirmed that all OCWA employees are given access to WIN (automatically sent their WIN access number). If they need to add their WIN profile to their computer, they should contact OCWA's IT Help Desk.
7. **Employment transition**  
Management acknowledged new procedures effective January 1, 2006.
8. **Contract Terminations**  
Management expressed concern over the number of contract terminations OCWA has had in the past year. OPSEU and OCWA have the same goal of keeping jobs and increasing OCWA's business. OCWA will contact OPSEU if a situation arises that may impact an OCWA contract.
9. **Review Terms of Reference**  
Management inquired whether there was interest in updating our ERC's Terms of Reference, which were last signed off in 1995. OPSEU did not think this was necessary. ERC minutes will be posted on OCWA's Intranet and OPSEU's website.
10. **Updated telephone list for OCWA**  
Management provided Sandra Harper with an updated telephone listing of all OCWA employees.
11. **Next meeting date**  
Wednesday February 8<sup>th</sup> at noon.
12. **Other Business**  
HR Transformation: Management confirmed that OCWA is not in scope for this project.  
WSIB statistics: Management provided OPSEU with WSIB statistics for the first three quarters of 2005. OPSEU and Management would like to look at trends to ensure action is being taken.

**Minutes approved by:**

**Original signed by:**

  
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for Janice Cameron

  
\_\_\_\_\_  
Claude Brochu