

MEMORANDUM

TO: All Presidents and members in Ontario Clean Water Agencies
All Stewards in Ontario Clean Water Agencies

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: July 9, 2007

SUBJECT: **Ontario Clean Water Agencies
ERC Minutes – June 7, 2006**

Attached, for your information, please find the minutes of the above captioned meeting(s).

Please post or otherwise make them available to the members in your workplaces.

You will also find attached a MERC referral form which should be used when referring unresolved local issues to the ministry level. We request that you provide the Job Security Group with all supporting documentation, (i.e. minutes, correspondence, etc.), with any referrals.

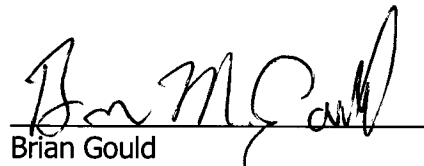
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

/gi
att.

cc: MERC Chairs
Ministry ERC

**Ontario Clean Water Agency
Employee Relations Committee Meeting #31
June 7, 2006 – 12:00 P.M.
1 Yonge Street, 17th Floor, North Boardroom**

ATTENDEES:

MANAGEMENT

Dan Atkinson
Janice Cameron
Mike Manfredi
Kierstyn Ellis (Recording Secretary)

UNION

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

DISCUSSION

1. **Review of Previous Minutes**
The minutes from February 8, 2006 were reviewed, accepted and signed.

2. **Business Arising**

Brockton Contract

Management brought the issue of the Brockton contract forward. Although every effort was made to retain the contract, OCWA was not successful in their service bid. Management explained that OCWA may have to service the Brockton contract after the June 30th expiry date as it is not clear the transition will be completed as previously thought. Management disclosed that Viola is the new service provider.

Clothing Allotment

The Union inquired if the policy had changed. Management explained this policy was updated in 2004 and is available on the “ABC’s of OCWA.” Management stated that employees must ensure that proper approvals are in place for the purchase of clothing. Only those employees that need clothing for their duties fall under this policy. Promotional items with OCWA’s logo can be bought by staff members for personal wear. Replacement clothing is provided as the need arises and is up to management’s discretion to approve. Management also reaffirmed that employees must ensure that they change clothing when exiting a wastewater facility and entering a water facility to avoid contamination. The Union stated that in the North East area there is not a lot of locker space to ensure employees follow proper procedure.

ACTION: Union to follow up with Management in North East Region regarding locker space.

Posting of Vacancies

The Union raised the issue of posting of vacancies that were not on the Intranet or in Jobmart but were posted in other areas. Management explained the protocol for filling a vacancy that is longer than six months. There have been some rare instances when due to miscommunication this process is not followed completely. However, the Employer is committed to a fair and transparent recruitment process.

Ontario Clean Water Agency
Employee Relations Committee Meeting #31
June 7, 2006 – 12:00 P.M.
1 Yonge Street, 17th Floor, North Boardroom

ACTION: Any temporary vacancies that were over six months and not previously posted as per Article 6 of the Collective Agreement will be posted accordingly and incumbents will not be offered extensions without being the successful candidate.

Payment for Certification Clarification

The Union stated that employees sometimes find it difficult to understand exactly what certification they are being paid for. At times, administrative assistants are unable to show documentation as to how the payment is calculated. Management shared that Ontario Shared Services has stated that they can not show a breakdown of this payment on pay stubs. Both Management and the Union agreed that pay for certification is a complex process. Management shared that monthly teleconferences to train administrative assistants on a variety of HR topics and processes would begin in June. In addition to this, HR staff have visited local hubs to discuss payroll issues. Both the Union and Management agreed that employees should be told how their pay for certification is calculated.

ACTION: Managers will talk to Administrative staff about setting up a chart to be posted in the hub outlining the certification that all employees have or are deemed to have.

Overall Responsible Operator

The Union said that there are still a lot of issues surrounding the Overall Responsible Operator. Management stated that this is a complex matter as different hubs have different circumstances. Protocols did go out to staff explaining the process surrounding the designation of the Overall Responsible Operator. The Union stated that the Manager could be the Overall Responsible Operator, but staff need to be compensated if they make decisions in management's absence. The Union also stated that if the Overall Responsible Operator is not in the subsystem, other employees must write their names in the logbooks. Management said that legislation does not state that Overall Responsible Operators need to be on site and that there are legal ramifications to not entering the Overall Responsible Operator for the shift in the logbook. This is an acceptable practice. The Union asked that a subcommittee be formed to discuss and release communication on the Overall Responsible Operator designation.

ACTION: Management to organize teleconference between Dan Atkinson, Kierstyn Ellis, Claude Brochu and Mark Edgerton regarding these issues. Communication will then go out to employees.

3. Updated Lists

The following lists were provided to OPSEU:

- Surplus Employees
- Unclassified Employees
- Contract Acquisitions
- Contract Terminations
- Seniority List
- Organization Chart

There was discussion about conversions of unclassified employees who are backfilling for employees who are on temporary assignments.

4. Health and Safety

**Ontario Clean Water Agency
Employee Relations Committee Meeting #31**

June 7, 2006 – 12:00 P.M.

1 Yonge Street, 17th Floor, North Boardroom

Management provided the Union with WSIB statistics for 2006 Q1. There were a total of 14 WSIB claims initiated during Q1 of 2006, which is one number less claims filed compared to this time in 2005.

The Union brought the concern that it may be a health and safety issue for employees to be working long or back to back shifts if asked to work overtime.

ACTION: Management to follow up with Regional Managers on ways to alleviate back to back shifts.

5. New Business

Labour Relations Symposium

Both the Union and Management Co-chairs found the Labour Relations symposium very helpful in fostering their partnership. A synopsis of the day will be attached to these minutes.

Communication regarding Employee Relations Committee

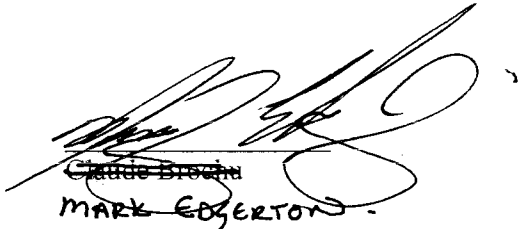
Both the Union and management recognize the importance of coming together at Employee Relations Committee (ERC) meetings to discuss issues. It is important that employees and managers also understand the importance of these meetings. In order to raise awareness of the ERC, a weekly flow will go out to staff indicating the purpose of the ERC, when minutes are posted and the names and numbers of the Union co-chairs. The idea of rotating the meetings to different locations and having employees participate as guests was also discussed.

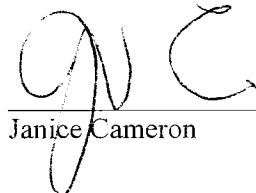
ACTION: Management to develop a weekly flow message about the importance of ERC. Management to follow up with local managers on the importance of allowing union co-chairs time to prepare for meetings. The Union has agreed to try to submit agenda items, along with a brief description a week in advance of the meeting.

6. Next Meeting

September 13, 2006 at noon

Original signed by:


~~Claude Brisson~~
MARK EDGERTON


Janice Cameron