

MEMORANDUM

TO: All Presidents with members in the Ministry of Community Safety & Correctional Services
All Stewards in the Ministry of Community Safety & Correctional Services

FROM: Ruth Hamilton, A/OPS Supervisor

DATE: November 23, 2010

SUBJECT: **Ministry of Community Safety & Correctional Services
ERC- July 17, 2009**

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
A/OPS Supervisor

/pb

att.

cc: MERC Chairs
Ministry ERC

**Ministry of Community Safety and Correctional Services
Ministry Employee Relations Committee for Community Safety**

Meeting Minutes
July 17, 2009

Opening:

The regular meeting of the Ministry Employee Relations Committee for Community Safety was called to order at 10:00 A.M. on July 17, 2009 in Mississauga by Meeting Co-Chairs Dan Hefkey and Sandra Harper.

Present:

- Dan Hefkey
- Sandra Harper
- Debbie Clarke
- Mike Stewart
- Timothy Bingham

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Approval of Minutes

The Union noted that the minutes from the last meeting were outstanding and the Employer agreed to follow-up and determine if they were recorded and available.

C. Open Issues

Job Rotation Program

The Union asked what are the terms of reference of the Job Rotation Program which was raised at an employee engagement presentation on HR transformation?

The Employer will follow-up to determine if this program exists or was just a talking point.

D. Standing Items

OPSEU indicated that it had been regularly provided certain lists detailed below. None of these lists were available.

OPSEU was concerned that it was guaranteed that HR Transformation would provide the same level of service and so OPSEU expects same level of sharing of said reports.

The employer indicated that it would determine how such could be provided in the future. Because none of the lists were available discussion of the lists were deferred for now.

OPSEU provided the following description of the expected content of the lists:

Surplus List

This is a list of

- Active surplus
- Pending surplus

Voluntary Exit Opportunity (VEO)

The list should indicate who is on the list for both sides of the Ministry.

Ontario Works List

OPSEU was not sure if the Ontario Works Program is still being used in the Ministry. There had not been anyone on the list for some time.
If the program is still being used then the list should include: the position, classification, and duration etc....

Also if the Program is being used who manages it?

Out of Country Hires

OPSEU was getting a notice as to how many out of Country Hires were in place even though there was not a large number.

OPSEU wants a formal letter at the time of hire and a summary at quarterly meeting – list will indicate start and finish dates.

Interns

OPSEU enquired as to whether there are any interns placed within Community Safety as per Appendix 19 – Ontario Internship Program.

List of all Fixed-Term Employees

OPSEU wants a list of all current fixed term employees.

The list would include: name, position, FT or PT, classification, office, location, start of contract finish date.

OPSEU provided a past list to demonstrate the expected format.

Major Items

OPSEU expects a list of upcoming issues that may have an impact/interest on BU? (ie HR Transformation. Expect single paragraph explanation – HQ may be moving

D. New Business

OPC

There are no more OPSEU members at the OPC.

ASP Program

The new threshold for the ASP program within Community Safety is 9.6.

Survey Results

The Union asked what the results of the engagement survey were.
How does it compare to the previous survey?

The Employer indicated that the results from new survey were made available online June 12, 2009.

The survey was conducted by MCSCS and MOL Labour as a pilot project.

In MCSCS was a 34% response rate – about 6,000 employees, which was a 40% increase over the previous similar survey.

MCSCS staff identified 4 key areas for improvement:

- Leadership practice
- Opportunities for growth and advancement
- Organizational communication
- Human Resource practices

The reporting was by divisions and information is parsed to that level of detail except if less than 20 people in a division not reported as division but included in the aggregate.

All ADM's have created priority areas and ADMs will be executive leads of Task Groups who will examine the 4 areas.

Six step process

1. define the problem
2. develop solutions and options
3. test drive
4. recommendations to DMs
5. if recommendations accepted then communications approach
6. feedback and evaluation

The Union asked how MCSCS will define the problems.

MCSCS indicated that while there was/is no specific method it would find a way to do so through membership on each of the teams.

OPSEU believes the solutions to these areas for improvement should be in consultation with OPSEU. For example, has successor planning been considered for the BU. For example educate in writing a cover letter.

Employer will send the EMO selection process flowchart presentation to OPSEU.

E. Agenda for Next Meeting

To be determined

Adjournment:

Meeting was adjourned. The next general meeting will be at 1300 hours (1pm) on September 30 in Orillia.

Minutes submitted by: Timothy Bingham

Approved by:


For Union



Michael Stewart
OPSEU Co-Chair

5 Nov 10
Date

For Management



Dan Helkey
Management Co-Chair

8 Feb 10
Date