

APPENDIX A
 THE CROWN IN RIGHT OF ONTARIO
 (THE MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES
 (CORRECTIONAL SERVICES DIVISION)
 AND MINISTRY OF CHILDREN AND YOUTH SERVICES
 (YOUTH JUSTICE SERVICES) AND THE MINISTRY OF GOVERNMENT SERVICES)

AND

ONTARIO PUBLIC SERVICE EMPLOYEES UNION (OPSEU)
 JOINT ATTENDANCE STRATEGY AND IMPLEMENTATION COMMITTEE
 (JASIC)

TERMS OF REFERENCE

Purpose

The parties recognize that regular attendance and a positive work environment are significant factors affecting operations, and undertake to work co-operatively towards improving both through the following joint objectives:

- 1 Establishing and maintaining a consistent level of improved attendance in the workplace
- 2 Discussing various strategies to address important issues related to attendance
- 3 Monitoring the rates of attendance
- 4 Assisting Employees in reaching the targets set out in Article COR15.1 and COR18.1 of the Correctional Bargaining Unit Collective Agreement
- 6 Exploring health and productivity programs to improve health, wellness and levels of attendance and cooperative approaches to accommodation.
- 6 Promoting and maintaining positive labour relations and effective communication between the parties

Furthermore, the parties recognize the value of discussing issues of mutual interest in order to achieve understanding and, where required, resolution and thus enhance the relationship between Management, the Union and the Employees. It is understood that resolutions reached at these meetings shall respect the rights and entitlements contained in the collective agreement.

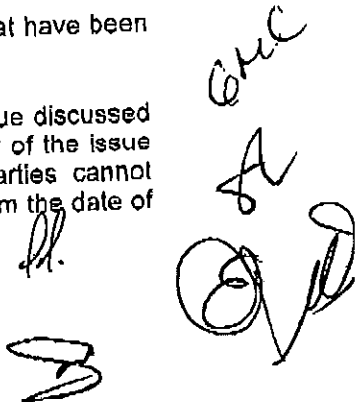
Duties of the Committee

The JASIC shall discuss issues as submitted by the parties in sufficient time to allow for proper preparation in advance of the meeting.

Items may be raised at the meeting itself but only for the purpose of being scheduled for discussion at a subsequent meeting, unless otherwise agreed to by the parties.

The JASIC shall discuss issues that have been referred from the workplace level that have been discussed at that level but have not been resolved.

The committee will establish a timeframe within which to respond to an agenda issue discussed at a meeting. In determining a timeframe the parties shall consider the complexity of the issue and allow sufficient time to investigate and respond. In the event that the parties cannot determine a timeframe, a response must be given within thirty (30) working days from the date of



 CMC
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 [Signature]
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the meeting at which the issue was discussed.

An agenda as developed by the Co-Chairs shall be circulated to the members of the committee at least three (3) working days in advance of the date of the meeting.

Minute taking will be the responsibility of the Employer. Minutes taken at each meeting shall be signed by the Co-Chairs who authorize them for distribution. The signed minutes will be posted on the Employer's intranet and on the Union's website.

Issues resolved informally by the parties between formal JASIC meetings may, subject to mutual agreement, be reflected in the subsequent set of minutes of JASIC meetings.

Composition

The JASIC shall be composed of representatives from MGS, MCSCS MERC and MCYS MERC.

There shall be up to Six (6) members from the Union, plus an OPSEU staff, and an equal number from Management.

Other resources can join a meeting to provide expertise and advice on a particular item on the agenda as required, subject to the mutual agreement of the parties.

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BY mutual agreement of
~~At the request of either party,~~ *JASIC representatives for MCYS and MCSCS shall meet separately to discuss ministry-specific issues or approaches to resolution.*

Chairs

The committee shall have Co-Chairs, one from MGS and the Union Co-Chair role will be shared between the MCSCS MERC Chair and the MCYS MERC Chair who will ensure the following:

- 1 Schedule meetings
- 2 Develop and circulate agenda prior to each meeting
- 3 Ensure that minutes are prepared and released in a timely fashion
- 4 Alternate as Chairs of a meeting. It shall be the responsibility of the meeting Chair to ensure that discussion proceeds in a manner that allows full discussion of the views of the members in an atmosphere of dignity and respect.

Frequency of Meetings

There shall be at least four (4) meetings per calendar year. Additional meetings may be scheduled with the agreement of the Co-Chairs.

Time Off to Attend Meetings

Union members of the JASIC shall have the time spent traveling to scheduled meetings, and the time spent at the joint meetings of the committee with no loss of regular pay, seniority and credits.

Bargaining unit representatives will not be entitled to receive pay for attending meetings on their own time. However, it is understood that rescheduling of the individual's time will be accommodated pursuant to Article 5.3 (Shift Schedules) of the applicable Bargaining Unit Collective Agreement with respect to Working Conditions and Salaries.

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Bargaining unit representatives of the JASIC shall be granted their normal working day off with pay and no loss of credits on the day prior to a JASIC meeting.

Travel and other expenses as the result of leaves granted above shall be borne by the Union.

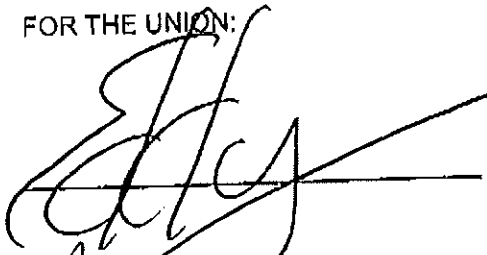
All JASIC subcommittee costs will be borne by the Employer.

Miscellaneous

These JASIC Terms of Reference, JASIC discussions or JASIC meeting minutes shall not be subject to mediation or arbitration.

Dated: 23 Dec. 2009

FOR THE UNION:



J. Caldwell

Nancy Hayes

FOR THE EMPLOYER:

