

**Framework Document for
MERC Sub-Committee For Probation and Parole Workload Working Group**

PURPOSE

The purpose of the MERC sub-group is to provide a forum for Probation and Parole Officers to identify workload issues and recommendations for potential solutions. Minutes of the working group shall be forwarded to MERC and the Community and Young Offender Operations Committee (CYOOP).

MEMBERSHIP

Union	MERC Representative - Probation & Parole MERC Co-Chair Probation and Parole Health & Safety Rep Two PPO's to be identified by the Union
Management	Regional Director Management MERC Representative Three Area Managers
Resources	Staff Relations Officer Policy Analyst

TIMEFRAME

This sub-group will meet at least four times, the first being on November 25, 2002. As a result of these meetings, a report identifying workload issues and recommendations for potential solutions will be produced and forwarded to MERC and CYOOP in March, 2003. Thereafter this Committee will meet quarterly, for a total duration of one year, to review the progress of the recommendations and the communication processes from staff meetings and Regional ERCs.

ADMINISTRATION

Staff attending these meetings will be treated as a Duty Assignment and Travel Expenses shall be paid according to travel expense policies.

GENERAL PRINCIPLES

- There is recognition from both Parties that there are other vehicles that provide a forum for dealing with the working conditions of the Probation and Parole Staff, and that this committee has not been established to duplicate or replace those processes (i.e., Health and Safety, MERC, Collective Agreement).
- The Parties agree that where possible, workload issues should be resolved at the lowest possible level.
- The Parties recognize that the Employer will continue to address workload issues separate and apart from this process.
- Since this framework is to provide an inclusive forum for probation and parole staff to make recommendations to deal with workload issues that includes enhancement of the service delivery at the local level, the Parties agree that workload shall be a standing agenda item at the local monthly staff meetings in all Regions and at the Regional ERCs.

Signed this 30th day of October 2002, in Toronto