

TERMS OF REFERENCE
For
MERC Diversity Subcommittee
and
Local Diversity Working Groups

Whereas it is understood that it is the Ministry's ultimate responsibility to manage all human rights, diversity, equity and inclusion issues, including organizational change within the Ministry, the Ministry recognizes that the Ontario Public Services Employees Union (OPSEU) plays a vital role in the successful implementation of the Ministry's *Transformational Strategy* within the Correctional Services Division.

Purpose

The Ontario Public Service Employees Union (OPSEU) and the Ministry of Community Safety and Correctional Services (MCSCS), Correctional Services Division, agree to focus on human rights, diversity, equity and inclusion issues, as part of the broader Ministry-led *Transformational Strategy* which will take a more holistic, integrated approach at systemic and organizational change within Corrections.

Key Functions

In order to effectively support transformational change, both parties agree to the creation of a MERC Diversity Subcommittee and Local Diversity Working Groups (LDWG).

Key Functions of the MERC Diversity Subcommittee are:

- Advise the Ministry on the division's issues concerning human rights, diversity, equity and inclusion;
- Support, lead and monitor the Local Diversity Working Groups;
- As part of MERC's standing agenda item, regular reporting will be required;
- Participate in the development of the Ministry's *Transformational Strategy*, by developing/consulting and/or commenting on the establishment of priorities and change initiatives;
- Oversee the ongoing implementation of the Systemic Change Program (SCP) initiatives, upon disbandment of the Systemic Change Steering Committee (SCSC).

Key Functions of Local Diversity Working Groups are:

- Advocate for the Ministry's *Transformational Strategy* at the local level;
- Embed principles and change initiatives into the routine of Ministry offices and institutions;
- Support the effective implementation of the above;



- Provide leadership, resources and ongoing support in the implementation of *Transformational Strategy* and Systemic Change Program Initiatives;
- Report as requested to the MERC Diversity Subcommittee on finances, working group business, statistical or any other information as requested from the MERC Diversity Subcommittee;
- Regularly provide agenda and minutes from each Local Diversity Working Group meeting to representatives from the MERC Diversity Subcommittee.

Structure

The MERC Diversity Subcommittee will be ultimately accountable to the MERC, as guided by the Collective Agreement. The Local Diversity Working Groups will be guided by and report to LERC and MERC.

Membership and Composition

MERC Diversity Subcommittee:

The committee shall be comprised of four OPSEU members and four Management members with resource persons for both OPSEU and Management. OPSEU portion will be chosen by OPSEU representatives at MERC and the Management portion will be selected by the Ministry. Each side shall appoint a co-chair and the co-chairs agree to act on a rotational basis. The parties agree to consider equitable and inclusive representation on this committee.

Local Diversity Working Groups:

The Local Diversity Working Groups (LDWG) membership composition will vary depending on location and size of institution. The composition is as follows:

AM 19 - 2:2 Management/OPSEU members
 AM 20 and 21- 3:3 Management/OPSEU members
 AM 22+ - 4:4 Management/OPSEU members
 P&P Clusters - 4:4 Management/OPSEU members

Following the same process as the MERC Diversity Subcommittee, each side shall appoint a co-chair and the co-chairs agree to act on a rotational basis. The parties agree to consider equitable and inclusive representation on the working groups.

Membership Terms for Local Diversity Working Groups

Half of the working group members for management and OPSEU will be for a 2 year term and the other half for a 3 year term, with the option to reapply. This determination shall be made by first asking for volunteers to commit to specific terms. If not enough members' commit to specific terms, names shall be drawn.

Selection and Recruitment for Local Diversity Working Groups (LDWG)



For the initial start-up up of the LDWGs, a resource from the Ministry's Organizational and Effectiveness Division and a MERC Subcommittee member from OPSEU will provide expertise, oversight and coordination regarding the selection and recruitment process. The resources will also sit on selection panels as required. The MERC Diversity Subcommittee will oversee the development of the selection and recruitment process. On an ongoing basis, selection of LDWG members will be determined by:

For Institutions:

Designated members of the LDWGs will determine, in consultation with the Superintendent and highest ranking OPSEU Officer, the selection of working group members.

For Probation and Parole:

Designated members of the LDWGs (P&P clusters) will determine, in consultation with Regional Director (or management designate from LDWG) and an OPSEU member of the MERC Diversity Subcommittee (or bargaining unit designate on LDWG), selection of working group members.

For Regional Offices and Corporate Offices:

These offices would be included with appropriate clusters of Probation and Parole Offices and members for these committees are also recruited from these offices.

In the event of a disagreement on the selection of working group members, the issue will be referred to MERC for resolution. Failing agreement at MERC, OPSEU LDWG Member(s) will be chosen by the OPSEU Co-Chair of MERC and Ministry LDWG Member(s) will be chosen by the Ministry Co-Chair of MERC.

Agenda

The agenda will flow from the work of the Ministry's *Transformational Strategy* or any other items the MERC Diversity Subcommittee deems appropriate, as jointly agreed to by co-chairs. The agenda is to be shared with members five days prior to scheduled meetings. Local Diversity Working Groups are free to add items that are unique to their workplaces and are jointly agreed to by the co-chairs.

Meetings

MERC Diversity Subcommittee Meetings will take place quarterly for the purposes of reporting on progress made on the *Transformational Strategy* objectives or for seeking direction/approval from the Subcommittee. Meetings may be scheduled more frequently on joint approval of co-chairs. Any additional meetings are to be held by teleconference unless co-chairs agree that it is best to hold the meeting in person.



For the first year, Local Diversity Working Group meetings will take place on a bi-monthly basis in order to stay up to date with the work of the MERC Diversity Subcommittee. Thereafter, meetings will be scheduled on a quarterly basis. Meetings may be scheduled more frequently as jointly agreed to by the co-chairs, ensuring regard for operational requirements.

Minutes

Minutes will be compiled at each MERC Diversity Subcommittee and all Local Diversity Working Group meetings. When possible, the Parties agree the minutes will be signed off at conclusion of each meeting. Minutes taken regarding meetings of Local Diversity Working Groups shall be forwarded to the co-chairs of the MERC Diversity Subcommittee.

Expenses

MERC Diversity Subcommittee

The Ministry is responsible for costs associated with implementation of the *Transformational Strategy* and Systemic Change Program initiatives. OPSEU acknowledges responsibility for travel, meals and accommodation for their members. OPSEU members are entitled to one day caucus prior to each Subcommittee meeting. Attendance at both the caucus day and meeting day are duty assignments for OPSEU Subcommittee members. All authorized time and expenses associated with Subcommittee work will be paid by the Ministry.

Local Diversity Working Groups


Travel, meals, child/elder care and accommodation expenses will be borne by the employer, according to OPS Guidelines. All working group work will be considered a duty assignment.

Skills and Knowledge Development

The parties will provide developmental opportunities to the LDWG members for skill and knowledge building. The development opportunities, along with orientation, will address the following areas for skill building: facilitation, negotiation, diversity awareness. The members will receive, at minimum, two days of developmental training, which may be a combination of classroom and e-learning instruction. The members may also receive further learning opportunities on an as needed basis.

Application

Nothing in these Terms of Reference restricts either party's rights to file grievances in respect of any matter, or to pursue such grievance s before the Grievance Settlement Board, in accordance to the collective Agreement.



Duration


The Ministry's senior management and MERC are to review the ongoing need for the continuation of the MERC Diversity Subcommittee and Local Diversity Working Groups every three years. This agreement may be terminated with 90 days notice by either party.

Signed this 20th day of January, 2011.

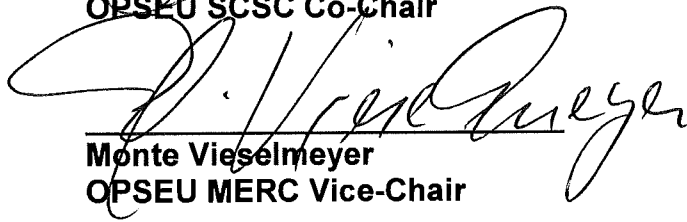
FOR THE UNION:



Dan Sidsworth
OPSEU MERC Co-Chair



Gord Longhi
OPSEU SCSC Co-Chair



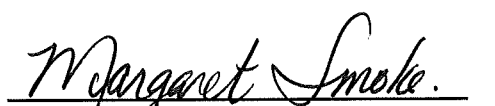
Monte Vieselmeier
OPSEU MERC Vice-Chair



Jim Mitchell
OPSEU MERC Member



Jim Paul
OPSEU Senior Grievance Officer



Margaret Smoke
OPSEU A/Human Rights Officer


FOR THE MINISTRY:



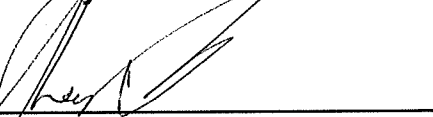
Marg Welch
Ministry MERC Co-Chair



Mary-Jo Knappett
Ministry SCSC Co-Chair



David Snoddy
Ministry SCSC Member



Shawn Dicks
Ministry SCSC Resource