

**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES  
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

**33 Bloor Street East**

**January 22, 2016**

**For Management:**

Shelley Unterlander, Director, Central Region, Employment and Training Division

Carol Strachan, Director/Superintendent, Private Career Colleges Branch

Helen Cranley, Manager, Labour Market Information and Research Unit

Arik Kovacs, Strategic Business Advisor, Human Capital Planning Unit

Dali Aung, Employee Relations Advisor, Centre for Employee Relations (TBS)

Guests: N/A

**For OPSEU:**

\*Mickey Riccardi, Employment and Training Consultant – Western Region (OPSEU Co-chair)

Sophia Ambrose, Communications Officer, Student Financial Assistance Branch

Oliver Obagi, Employment and Training Consultant – Eastern Region

Sathiya Krisna-Puru, OPSEU Job Security Officer

Regrets: N/A

\*Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	DATE TABLED
1. Confirmation of Agenda	Union added 2 agenda items: (1) Cross-training for Employment & Training Consultants (2) Additional column to minutes.		
<b>NEW BUSINESS</b>			
1. MERC Dates	May 10, 2016 September 13, 2016 December 13, 2016	No action required.	
2. MERC Team Protocol	<ul style="list-style-type: none"> <li>- Role of the Co-Chairs as primary information exchange</li> <li>- Mutual respect for all members</li> <li>- Timely acknowledgement of correspondence and requests</li> <li>- Acknowledge the need to conduct business outside scheduled MERC meetings</li> <li>- Commit to respond to follow-up items</li> <li>- Respectfully restrict cellphone use during meeting</li> <li>- Respect the sharing of confidential information</li> </ul>		

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	DATE Tabled
<b>3. School Scheduling Clerks OAD8</b>	<p>Union raised concerns that School Scheduling Clerk position has acquired new functions, including functions at the 09OAD level. The example provided by the Union is the seat purchase planning function which includes financial administration. The School Scheduling Clerks act as backup to 09OADs.</p> <p>The Union has raised that this matter is potentially a reclassification issue and requests a response from management.</p>	<p>Management to follow-up and respond by next MERC meeting.</p>	<p>January 22, 2016</p>
<b>4. Seasonal Seniority list</b>	<p>The Union requested an accurate, up-to-date seasonal list. Concerns were raised on the accuracy of previous lists provided.</p> <p>Management provided the list and confirmed its accuracy with the Union.</p>	<p>Remove from agenda.</p>	
<b>5. Transition Exit Initiative</b>	<p>The Union has requested the Ministry's current position on TEI approvals. They have requested the number of applications and total number of approvals in the Ministry. The Union raised concerns of inconsistent messaging about approvals.</p> <p>Management commits to communicate and reiterate to divisional management teams on the TEI approval process and appropriate communication.</p>	<p>Management to provide update at next MERC meeting.</p>	<p>January 22, 2016</p>
<b>6. Mass Centralized Recruitment Process</b>	<p>Parties reviewed revisions to the Mass Centralized Recruitment provision.</p>	<p>Move to Standing items.</p>	<p>January 22, 2016</p>
<b>7. Workplace Violence Statistics – new language to Appendix 29 Ministry Employee Relations Committee</b>	<p>The Union requested information on Ministry statistics.</p> <p>From the 2014 Employee Engagement Survey:  3% of OPS employees who responded had identified as having experienced workplace violence.  2% of MTCU employees who responded had identified as having experienced workplace violence.</p>	<p>Move to Business Arising.</p> <p>Management to follow-up on the source and collection</p>	<p>January 22, 2016</p>


AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	DATE TABLED
		of statistics and respond.	
<p><b>8. Appendix 29 Ministry Employee Relations Committee – New language including topics to be discussed at the table</b></p>	<p>a. Health reassignments remain a priority  b. Lateral transfers  c. Job trades  d. Conversions to fill vacancies</p> <p>a. Management provided information on the health reassignment process.</p> <p>b. The Union requested the total number approved lateral transfers. The Union has raised concerns about employees not getting approvals. The Union requests the Ministry's position on approvals.</p> <p>Parties agree that there is a need to increase understanding within the Ministry between a lateral transfer request and an accommodation request (under the Ontario Human Rights Code).</p> <p>c. The Union requested information on the number of active and approved Job Trades in the Ministry.</p> <p>For more details, including Lateral Transfer and Job Trade forms, employee are directed to the following links:</p> <p><a href="http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/(vwReadPagesByRefId_Content)/etp2013.07.11.13.26.26.NG2_page?open">http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/(vwReadPagesByRefId_Content)/etp2013.07.11.13.26.26.NG2_page?open</a>  AND  <a href="http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/(vwReadPagesByRefId_Content)/etp2013.07.05.13.21.00.NCP_page?open">http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/(vwReadPagesByRefId_Content)/etp2013.07.05.13.21.00.NCP_page?open</a>  OR</p>	<p>Management to confirm and clarify the corporate lateral transfer process,</p> <p>Management to confirm and clarify employment accommodation request process.</p> <p>Management to confirm and clarify the Job Trade process.</p> <p>Management to follow-up on conversion statuses.</p>	<p>January 22, 2016</p>

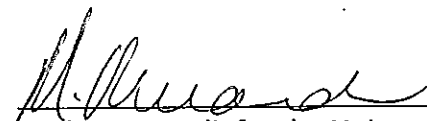
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	<p><a href="https://opseu.org/information/ops-collective-agreement-including-policy-lateral-transfers">https://opseu.org/information/ops-collective-agreement-including-policy-lateral-transfers</a></p> <p>d. The Union requested follow-up into 3 potential conversion cases from the Ministry Fixed-Term employee list.</p>		
<b>9. Technological Change – New Appendix in the Collective Agreement</b>	Parties confirmed understanding of New Appendix.	Move to Standing Items.	January 22, 2016
<b>10. EAP Orientation</b>	<p>The Union requested a presentation on EAP services.</p> <p>Management provided some resources on EAP services from the MyOPS intranet. ***See attached.</p>	Management to follow-up.	January 22, 2016
<b>11. Cross-training for Employment and Training Consultants</b>	<p>As per correspondence and follow-up from the September 2014 MERC meeting, the Employer has provided the following response:</p> <p>If an Employment and Training Consultant (ETC) job description is attached to the job-threatened employee's targeted direct assignment (TDA) application, the entire job description is considered regardless of whether the ETC has or has not worked in a specific program. For example, if a more senior ETC has the option and chooses to displace a less senior ETC or an ETC posting is available for TDA, the Employer would consider the job-threatened ETC to be qualified to perform the work of any other ETC position without consideration of which programs the ETC has worked in or which programs any other ETC position would support.</p>	Remove from agenda.	
<b>BUSINESS ARISING FROM NEW BUSINESS (LAST MEETING)</b>			
<b>1. MERC Terms of Reference</b>	The union proposed to draft a new Terms of Reference for	The Union will	

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	consideration.	provide the draft by the end of February 2016.	
2. RERC/LERCs	<p>Management confirmed that LERC management representatives have been identified for Employment and Training Division. The LERC management representatives are in the process of receiving orientation training.</p> <p>As follow-up to the September 2014 meeting, the West region will be establishing LERCs in Kitchener, Hamilton, Windsor, and London offices.</p>	The parties will exchange LERC membership lists.	
3. Health and Wellness Initiative	<p>Management confirmed that the "Let's Talk...You're not alone" workshops conducted in 2014 will not continue to be delivered.</p> <p>Centre for Leadership and Learning (CFL) offers a two-day workshop on Mental Health First Aid to OPS Employees. The Union raised concerns on seating availability for the workshop.</p> <p>Management discussed some proposed Action Plan items for Learning Ministries Mental Health and Addictions Strategy:</p> <ul style="list-style-type: none"> <li>- Developing Tools and Tips Sheets</li> <li>- Promoting Mental Health Awareness Events</li> <li>- Lunch and Learn Mental Health and Wellness Seminars offered through EAP Shepell-FGI</li> </ul> <p>The Union requested management consider initiating new mental health workshops for MTCU offices, with mandatory attendance.</p>	Management to follow-up with CFL on future offerings for the 2-day course for employees, as well as capacity for offering the course in the regions outside the GTA.	
4. Pathfinders of Innovation – Employment and Training	Management confirmed that a guest speaker will attend the next MERC meeting to provide more information on the working	Add to next meeting agenda.	

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Division	group.		
5. CWW for Employment Training Officers	The Union requested a status update from the last meeting agenda item.	Management to report back on status before next meeting.	
6. Travel Approval Process	As follow-up to the September 2014 MERC meeting agenda item, management confirmed that the process for ETD, as discussed at MERC, will not change. It references the travel portal that all employees are required to use when planning travel. All Directors have distributed to staff. The communication referenced tools to help employees and managers.	Remove from agenda.	
<b>STANDING ITEMS</b>			
1. Redeployment	No updates.		
2. Seniority list, Seasonal list, and Fixed-Term list	Management provided the reports to the Union.  The Union requested a copy of a true vacancy list specific to MTCU.	Management to follow-up and respond.	
3. Ministry Diversity Initiative	The Union requested an update on the 2016 focus of the initiative	Management to follow-up and respond.	
4. Employee Engagement Survey Discussion	Parties agreed to review the 2014 results of all MTCU divisions.	Management to provide results before the next MERC meeting.	
5. Modernization Update	No update.		
6. TCU Organization Review	No update.		
7. Second Career Program Review		Parties to follow-up on the issues raised at the September 2014	

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		meeting and discuss at next MERC meeting.	
8. ETD Regional Review	Updates are provided on a monthly basis and posted on the ETD intranet site.		
9. Training and Development	The Union requested an update following the training and development needs assessment for the Ministry.	Management to follow-up and respond.	
10. Workload Issues	<p>As follow-up to the September 2014 meeting agenda item, management provided the following response regarding workload issues in the ETD Hamilton office:</p> <p>Management has again reviewed the FTEs in the Hamilton office and confirmed that the number of FTEs that have been filled have not significantly changed over the last several years. Management further confirmed that workload issues can and should be discussed between employees and their respective managers.</p>	Remove from agenda.	

  
 Shelley Unterlander, for Management

  
 Mickey Riccardi, for the Union

Jan 22/16  
 Date

Jan 27/16  
 Date