

**MINISTRY OF ADVANCED EDUCATION AND SKILLS DEVELOPMENT
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 33 Gerrard St. W., Chelsea Hotel
 May 16, 2017**

For Management:

*Jennifer Barton, Director, Eastern Region, Employment and Training Division
 (Management Co-Chair)

Kara Smith, Business Advisor, Strategic Business Unit

Dall Aung, Employee Relations Advisor, Employee Relations Branch (TBS)

Guests:

Anna Filtzsimmons, Employee Relations Advisor, Employee Relations Branch

Erin McGinn, Assistant Deputy Minister, Highly Skilled Workforce Division

David Bartucci, Director, HSWD

For OPSEU:

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

Sophia Ambrose, Communications Officer, Student Financial Assistance Branch

Brenton Beeston, Employment and Training Consultant – Central Region

Roxanne Barnes, OPSEU OPS Central Negotiator

Regrets:

Helen Cranley, Manager, Labour Market Information and Research Unit

Carol Strachan, Director/Superintendent, Private Career Colleges Branch

*Chair of the Meeting

| AGENDA ITEMS | DISCUSSION | ACTION REQUIRED | DATE TABLED |
|-----------------------------|---|---|---------------------------------------|
| NEW BUSINESS | | | |
| 1. Provincial Budget | <p>OPSEU inquired as to how the new post-secondary free tuition program will impact the Second Career program.</p> <p>Special guest Erin McGinn, Assistant Deputy Minister from Highly Skilled Workforce Division presented information about the work of her division and Budget 2017 Highlights related to HSW initiatives.</p> <p>OPSEU posed following questions: Who delivers Career Kick-Start? What are the timelines? How will it roll-out? It will be delivered by industry sector and education sector partners. The roll-out is anticipated for Fall 2017.</p> | <p>Employer to follow-up and provide additional information by email in response to appended.</p> | <p>May 16, 2017</p> <p>Follow-up:</p> |

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| | <p>Who delivers the Career Ready Fund? The ministry is currently developing and designing how it will be delivered.</p> <p>Who delivers the Specialist Highly Skilled Major program? It is an existing program delivered by MEDU.</p> <p>What is the ExperienceOntario pilot? Are there stats on success rates? It is an MEDU pilot program. Stats will be provided by management.</p> <p>What is the TalentEdge program? It is run by MEDG.</p> <p>What is the Ontario Lifelong Learning plan? Who develops the plans? This initiative is in the planning stages. MAESD will collect more data through consulting.</p> <p>Will OPSEU be a part of the planning and partnership table (comprised of various partners)? To be considered by employer.</p> <p>Are there new labour market development agreements? Negotiations are underway and is being led by the Federal government.</p> <p>Is MAESD involved in Changing Workplace Review? No, this is an MOL Lead.</p> <p>How will the ministry modernize the Apprenticeship program? MAESD will be launching a consultation process and with the first step of the consultation looking at the journey of the apprentice.</p> | | |
| 2. TEI | <p>OPSEU questioned whether the ministry fills a position once a TEI is approved and the incumbent has exited.</p> <p>Management advised the following: The intent of TEI is to encourage employees to voluntarily leave the OPS and avoid involuntary layoffs if the number of positions in the OPS must be reduced. If the Ministry has plans to reduce positions in the OPSEU bargaining unit and it has determined in its discretion that an employee's exit supports a transformation initiative a TEI application may be approved.</p> | Remove from agenda. | <p>May 16, 2017</p> <p>Follow-up:</p> |
| 3. Fair distribution of work | OPSEU inquired as to whether staffing levels are equal in offices | Parties to follow-up. | May 16, 2017 |

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| among offices – Central Region | <p>In order to distribute workloads evenly in Central Region offices.</p> <p>The parties agree to set up special teleconference with Central Region Branch management representatives.</p> | | Follow-up: |
| BUSINESS ARISING FROM NEW BUSINESS (LAST MEETING) | | | |
| 1. Apprenticeship online registration process | OPSEU expressed concern over apprenticeship registration levels and the decrease in members' field work. OPSEU requesting further information through presentation on the online registration process. | Employer to follow up and schedule presentation for next meeting. | February 28, 2017 Follow-up: |
| 2. OAD 8 – School Scheduling Clerks in the Western Region | OPSEU raised concerns that some positions were not captured by the MOA in the fall. These positions may continue to perform school scheduling duties. | Employer to investigate. | February 28, 2017 Follow-up: May 16, 2017 |
| 3. Auditor General's 2015 report | OPSEU asked about what action plan was put in place as a result of the Auditor General's recommendations from 2015. | Employer to follow-up. | February 28, 2017 Follow-up: |
| 4. LERC Referral from Toronto Centre – 2 St. Clair West | <p>OPSEU asked why only two of five permanent openings for a fall 2016 Service Delivery Assistant competition have been filled to date. There may be fixed-term employees in the other vacant positions. OPSEU also expressed similar concerns regarding Employment & Training Consultant staffing levels in Central Region.</p> <p>Management confirmed recruitment and staffing for ETC positions in Central Region.</p> | Employer to investigate both issues and to look into the ERIP process per Appendix 21. Management to follow-up on SDA positions. | February 28, 2017 Follow-up: May 16, 2017 |
| 5. Agency Report | <p>OPSEU asked whether it is possible to obtain list of agency staff that the Ministry currently uses.</p> <p>Employer referred back to September 2016 MERC minutes. The Ministry does not collect the information on agency staff,</p> | Remove from agenda. | February 28, 2017 |

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| 6. Temp Assignment List | <p>however can be requested at the local level.</p> <p>OPSEU asked whether it is possible to obtain list of employees on temporary assignments.</p> <p>Ministry advised that the information is not collected centrally, however can be requested at the local level.</p> | Remove from agenda | February 28, 2017 |
| 7. Common Standards | <p>OPSEU asked why a student was asked to send out common service standard test emails. OPSEU expressed concern over the format of the email, as members believed it was a phishing attempt and were not aware that service standards were being monitored.</p> <p>Employer confirmed that they were not tracking individual responses, rather the entire ministry's response rate.</p> | Remove from agenda. | February 28, 2017 |
| 8. Security checks within ETD | <p>Union requested confirmation of which positions in Employment and Training Division require security checks and the level of security clearance required. Union inquired as to: the limit allowed on number of tokens/clearances within individual office, time limits on how long clearances are valid, the requirements on clearance renewals.</p> <p>Management advised that currently only Employment and Training Consultant positions require general level security clearance.</p> | Management to follow-up and confirm what type of information is checked at general level; confirm with regional branches which staff possess clearances. | <p>December 13, 2016</p> <p>Follow-up: February 28, 2017 May 16, 2017</p> |
| 9. OAD8 positions in Central Region | <p>Union inquired as to classification of administrative positions.</p> <p>Management confirmed the Service Delivery Assistant position is</p> | Remove from agenda. | December 13, 2016 |

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| | classified as a 09OAD level and Administrative Assistant level is classified at 08OAD level. | | Follow-up: February 28,2017 |
| 10. RERC/LERCs | <p>The parties discussed the LERCs that are in operation within ETD and strategies to encourage LERC participation from staff in the regions without LERCs.</p> <p>The MERC Co-chairs will issue a joint communication to promote participation on LERCs.</p> <p>Parties discussed possibly attending regional meetings to promote participation on LERCs.</p> | Employer to provide feedback on draft joint communication from OPSEU. | Follow-up: February 28, 2017 May 16, 2017 |
| 11. Appendix 29 – New language on topics to be discussed | <p>Union suggested the use of MOA to outline parties' agreement on methods to fill vacancies.</p> <p>Union referred management to Appendix COR16 Letter of Understanding, as an example.</p> | <p>Union to follow-up.</p> <p>Employer to explore this possibility.</p> | <p>January 22, 2016</p> <p>Follow-up: February 28,2017 May 16, 2017</p> |
| 12. EAP Orientation | <p>Management responded that the Vendor of Record for the employee assistance program is currently in the bidding process and Shepell-FGI cannot be confirmed as the service provider going forward this year. Once the new VOR is confirmed, management will book the presentation for the September MERC meeting.</p> <p>Parties agree to revisit topic when VOR is officially finalized.</p> | <p>Management to request EAP presentation and confirm date at May MERC meeting.</p> <p>Remove from agenda.</p> | <p>January 22, 2016</p> <p>Follow-up: May 16, 2017</p> |
| 13. Attendance Management Support Program – Stats | <p>Union requested on ministry statistics, at last MERC meeting:</p> <ul style="list-style-type: none"> - Employees in different levels - Number of preclusions - Voluntary Option numbers - ASMP Level 4 Terminations <p>Management advised that statistics as above broken down by</p> | <p>OPSEU provided sample attendance stats report. Employer to follow-up for next meeting.</p> <p>Move to Standing</p> | <p>May 10, 2016</p> <p>Follow-up: May 16, 2017</p> |

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| | divisional/branch level are not available, at this time. | Items. | |
| 14. Budget announcements i) Grants Ontario ii) Bill 173 | Employer confirmed that MAESD is not part of the Wave 1 of Bill 173 (Benefits Transformation). MAESD programs are not impacted at this time. Wave 2 planning has begun recently. | Employer to Invite Ministry of Finance Benefits Transformation lead to attend a future MERC meeting. | May 10, 2016 Follow-up: February 28, 2017 May 16, 2017 |
| 15. Health Productivity Program | <p>The Health and Productivity Program (HPP) is a Letter of Understanding in the Collective Agreement.</p> <p>The HPP supports employees who have been on leave and require accommodation upon return-to-work with or without restrictions/limitations.</p> <p>The Union is seeking pilot agreements with various ministries.</p> | Union has invited guest speaker from Ministry of Children and Youth Services, currently administering a HPP. Union to update on scheduled presentation, when available. | May 10, 2016 |
| 16. Joint MERC training | Parties are awaiting confirmation of new training session dates. Training dates are scheduled for spring 2017. | Parties to sign up when registration opens. | September 13, 2016 |
| STANDING ITEMS | | | |
| 1. Redeployment | No update. | | |
| 2. Seniority list, Seasonal list, and Fixed-Term list | Management provided the reports to the Union. | | |
| 3. Apprenticeship Modernization Update | No update. | | |
| 4. Highly Skilled Workforce Strategy a) Mandate letter (September 2016) updates. | Guest speaker Erin McGinn, ADM, Highly Skilled Workforce Division presented information per New Business item #3. | | |

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| 5. Indigenous Education Branch | OPSEU Inquired as to mandatory Indigenous cultural competency and anti-racism training for every employee in the OPS. | Employer to follow-up. November 16 th , 2017. | |
| 6. Second Career Program Review | Management advised that there is no information remaining on the KPMG consulting report launched in September 2013. | Management to provide updates, as they arise. | |
| 7. ETD Regional Review | <p>Updates are provided on a monthly basis and posted on the ETD intranet site/COMPASS.</p> <p>Management provided brief overview of Regional Review Project activities:</p> <ul style="list-style-type: none"> - Service Provider Management - improving end-to-end processes staff use to manage the yearly business cycle with our providers - Improvements to program delivery business processes ongoing review. Recent improvements to the apprenticeship registration process, and apprentice monitoring processes. - Data – Internal activity data and evaluating methods in providing data that outlines divisional activities within local offices. | Management to provide any updates that arise and request guest speaker from Project Team to speak to respective developments. | |
| 8. Training and Development | The Union requested an update following the training and development needs assessment for the Ministry. | Employer to follow-up and provide update. | |
| 9. Mass Centralized Recruitment Process | No updates. | | |
| 10. Technological Change | No updates. | | |
| 11. Digital Government | <p>OPSEU requested a copy of Digital Government Action Plan.</p> <p>No updates.</p> | Employer to follow-up. | Follow-up: May 16, 2017 |

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| 12. Disclosures & Info-shares | <p>Management provide information on Respectful Workplace Policy course completion rates.</p> <p>Management advised local managers were following up on local completion rates.</p> | <p>Management to follow-up and provide an update. November 16th, 2017</p> | |
| 13. Value for Money audit | <p>Final report was released on November 30, 2016.</p> <p>A number of recommendations were made to MAESD from the Auditor General's report. MAESD will be required to develop and action plans to address the recommendations prior to the Auditor General's follow-up.</p> | | |
| 14. OSAP Transformation | No updates. | | |
| 15. ETD Intranet and EOPG Web Transformation Strategy | No updates. | | |
| 16. Queen's Park Reconstruction Project | <p>Management advised that MAESD staff received an email update on December 13, 2016 about project developments. All updates can be found on the QPRP InsideOPS page:</p> <p>https://intra.ontario.ca/queens-park-reconstruction-project</p> | Remove from agenda. | |

M. Riccardi
Mickey Riccardi, for the Union

Sept 19/17
Date

Jennifer Barton
Jennifer Barton, for Management

September 19, 2017
Date

