

MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE

MINISTRY EMPLOYEE RELATIONS COMMITTEE

MINISTRY HEALTH AND SAFETY COMMITTEE (OPSEU)

Thursday, January 18, 2018

1:00 p.m. to 4:00 p.m.

8th Floor, External Boardroom

40 St. Clair Ave. West, Toronto

<p>Management: Jacques LeGris (Co-Chair) Lee Orphan Teresa Polito</p> <p>Regrets: Cammy Mack</p> <p>Guests: Ed Griffin (for Cammy Mack) Michele Ratsch Shannon Seko</p>	<p>Union: Janis Pechinger (Co-Chair)* Shawn Burr Chris Johnston Sandra Harper (OPSEU Advisor)</p> <p>Regrets: Roxanne Barnes (OPSEU Advisor)</p>
<p>Management Employee Relations Advisor: Spencer Brlek (TBS) Cassandra Faarup, LR Intern (Observer)</p>	
<p>Support Person: Madiha Syed Katie Spizarsky</p>	

ITEM	DISCUSSION	ACTION
<p>1. Review and Sign previous Minutes</p> <p>Badges for Designated Staff</p>	<p>The parties have agreed to live minutes and providing two formats of minutes in order to post accessible format.</p> <p>The parties have agreed to rotating the chair of the meetings.</p> <p>The parties have agreed to continue meeting at 40 St. Clair.</p> <p>Union raised concerns about timelines on the agenda items.</p> <p>The parties agreed to remove timelines from the agenda with the exception of presentations.</p> <p>Union inquired as per the status on the update of the quality of the badges.</p> <p>Management advised that they are working with the vendor to make changes to the badge construction.</p> <p>Union inquired as per the status of the SOP for undesignated staff. Management updated that the SOP is underway.</p>	<p>Union to provide an accessible table format for the minutes.</p> <p>Management will provide an update regarding quality of the badges.</p> <p>Management will follow up with DWECD regarding the SOP.</p>
2. Previous Business and Standing Items		
<p>2.1 Fixed Term Usage Report (Standing Item)</p>	<p>Management provided the Union with the Fixed Term Usage Report as at December 31, 2017.</p> <p>Union inquired about the conversion status of three individuals.</p>	<p>Management will follow-up on the status.</p>

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<p>2.2 EASP Report (Standing Item)</p>	<p>Management provided an update on the revised attendance policy. The EAT (Enterprise Attendance Threshold) for 2018 is 9 days.</p> <p>Union has requested the report for how many employees are at level 3 and level 4 as of January 1st 2018.</p> <p>Management advised that MGCS is no longer providing updated reports.</p>	
<p>2.3 Training (Standing Item)</p>	<p>Management provided an update on the learning courses.</p> <p>Union raised concerns about a waiver staff are being asked to sign when working on water/ice.</p> <p>Management confirmed that this is part of mandatory training.</p> <p>Management informed that the training course page will be merged for DWECD (originally OD and DWMD) on one singular SharePoint site.</p>	<p>Management to ensure that the communication to staff is sent to DWECD informing them of the compliance related training courses for field staff listed on SharePoint.</p> <p>Management to confirm that the program is up and running.</p> <p>Management will follow-up and review the wording of the waiver.</p>
<p>2.4 POSI Pilot - Update on EO4 Job Description</p>	<p>Management advised that the job descriptions are in the final stages and will then be shared with the Enterprise Classification Unit (ECU). It is expected to be submitted to ECU by early to mid-February.</p>	<p>Management to share the approved job description with the Union through the disclosure process. This item will be on the</p>

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<p>- Pilot Interview Process</p>	<p>Union inquired why all EOs were not included in the POSI job description.</p> <p>Management advised that the decision was made centrally.</p> <p>Union inquired as to the status of the Pilot Interview Process.</p> <p>Management advised that the ministries are working to summarize the findings of the pilot.</p>	<p>Agenda for the next meeting.</p>
<p>2.5 Employee Engagement</p>	<p>Manager of the Organizational Dynamics Unit provided an update on the Employee Engagement Survey.</p> <p>Management has held and will continue to hold Employee Orientation sessions for new staff.</p> <p>Union raised concerns about how staff engagement and comments are connected to the reorganization.</p>	
<p>2.6 Lab Relocation</p>	<p>No update.</p>	<p>To be a standing item on the agenda.</p>
<p>2.7 HWIN</p>	<p>No update.</p>	<p>To be a standing item on the agenda.</p>
<p>3. New Business</p>		
<p>3.1 Implementation of NICE IEX Workforce Manager Software at the Spills Action Centre (SAC)</p>	<p>The Senior Manager at the Spills Action Centre presented on the NICE IEX Workforce Manager Software.</p> <p>Union raised some concerns from staff on the software and the schedules.</p> <p>The Senior Manager at the Spills Action Centre provided an overview of the schedules.</p>	<p>Union to provide the contact information for the local President and the OPSEU staff representative.</p> <p>Management will continue negotiations with the local President and the OPSEU staff representative.</p>

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	<p>Union raised concerns with respect to the potential implications to the CWWs for the rest of the ministry.</p> <p>The parties reiterated their support for flexible work arrangements and CWW.</p> <p>Union stated that the slots in the schedule be picked based on seniority.</p> <p>Union requested updates be provided in between MERC meetings.</p>	<p>Management will report back to the MERC table once there has been a finalization.</p>
3.2 FTE Caps for MOECC	<p>Union inquired for information about the PRRT process.</p> <p>Management indicated that the MOECC FTE cap for fiscal year 2017-2018 is 2059.90.</p>	<p>Union will provide further information on this matter.</p>
3.3 Visual Identity (Clothing)	<p>Union raised concerns about the clothing provided and requested alternate styles such as button down shirts, short sleeves, more professional look, alternate fabrics.</p> <p>Management confirmed that visual identity is voluntary.</p>	<p>Management will invite the team responsible for visual identity to present at the next MERC meeting.</p>
3.4 Removal of Desk Phones	<p>Union raised concerns that desk phones are being removed in some areas.</p> <p>Management advised that there is OPS wide discussion about cost-saving measures to remove desk phones. The ministry is considering a test pilot to remove landlines if cell phones are available as a cost-saving measure.</p>	<p>Remove from agenda.</p>

ITEM	DISCUSSION	ACTION
4. Health and Safety		
4.1 H&S Sub-Working Groups	<p>Manager of the Organizational Dynamics Unit provided an update on Health and Safety Sub-Working Groups.</p> <p>Management provided the list of OPSEU members that are working on health and safety governance sub-committees. A list of these committees is posted on the MOECC intranet site.</p> <p>Management confirmed that a first aid kit and AED device have been installed in the Kenora office.</p>	<p>Management will provide an update at the June MERC meeting.</p>
4.2 H&S Governance	<p>Manager of the Organizational Dynamics Unit provided an update on H&S Governance.</p>	
4.3 H&S Incidents	<p>Union provided examples of their concerns regarding communication of incidents to staff.</p> <p>Management confirmed that the IDS hazard flag system was updated in 2015 to include a drop down list of incidents that are locked in. These records are now accessible province-wide. The processes for tracking and reporting are being reviewed and integrated into the new CRISP database.</p> <p>Management informed that the Centre for Employee Health, Safety and Wellness has near-miss incident forms that staff can complete. Completed forms are shared with management and local</p>	

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	<p>Health and Safety Representatives or Joint Health and Safety Committees.</p> <p>Management is proposing to have the Health and Safety Icon on staff's desktop.</p>	
5. Sign-off of Live Minutes		

Union Co-Chair

Management Co-Chair