

**Ministry of Finance  
Minutes of Ministry Employee Relations Committee (MERC) Meeting  
March 21, 2018**

**For the Union**

Dave Bissoon (Co-Chair) \*\*  
Tracey Cribbs (Vice-Co-Chair)  
Kelly Reddy (Health and Safety Member)  
Tim Elphick (A/OPS negotiator, OPSEU)

**For the Ministry**

Diane Painter (Co-Chair)  
Amanda Suzuki (member)  
Denise Paulin (member)  
Lisa Mayerhofer (ERD – resource)  
Sarah Teschner (SBU - note-taker)

Regrets: Julie Legault (SBU member)

(\*\*indicates meeting chair)

Date Tabled		Referred To	Action
Standing Item	<p><b>Minutes of the Previous Meeting</b></p> <p>Minutes of the meeting held on December 20, 2017 were signed following the meeting and have subsequently been posted on the <a href="#">Human Resources intranet site</a> and OPSEU website.</p>		
<b>Non-standing items:</b>			
Standing Item	<p><b>1. Notifications</b></p> <p>Three (3) Ministry Disclosures have taken place since the last meeting of December 20, 2017.</p>		
<p>Standing Item</p> <p>2017/12/20</p> <p>2018/03/21</p>	<p><b>2. Health and Safety: Status of Divisional Workplace Violence Risk Assessments (WVRA's)</b></p> <p>An update regarding the plan for confrontational management training for inspectors and investigators was provided on December 11, 2017. Management has advised that it is in the process of identifying a vendor to conduct the training.</p> <p>Management to continue to provide updates semi-annually. Next report expected June 2018.</p>	<p>Management</p>	<p>Management to provide updates when available.</p>

Standing Item  2017/12/20	<b>3. Healthy and Safety: Matrix Report</b>  Management has advised that there are currently no updates. Next report is expected in spring/summer 2018.	Management	Management to continue to provide on a yearly basis.
Standing Item  2018/03/21	<b>4. Appendix 15 – Fixed Term Report</b>  Management provided a response to the Union on names provided at the previous meeting on January 12, 2018.  Union provided names to management on March 20, 2018. Management to provide response by March 26, 2018.	Management	Management to continue to provide quarterly, in advance of MERC meetings.
Standing Item	<b>5. New and Revised Job Descriptions – Article 1.4</b>  Of the thirteen (13) position descriptions that were disclosed since December 20, 2017 to OPSEU with a copy to the Union MERC Co-Chair, thirteen (13) were outside the OPSEU bargaining unit including two (2) position descriptions that were to be closed for the month of November, 2017.	Management	Management to continue to provide monthly, in advance of MERC meetings
Standing Item  2017/12/20          2018/03/21	<b>6. Statistics for Attendance Support Management Program (ASMP) - Quarterly Report</b>  Management has advised that there are currently no reports available.  The parties discussed that there is a new attendance management program effective January 1, 2018. The employer and the union have entered into a Memorandum of Agreement with regard to the ASMP.  Centre for Employee Health, Safety and Wellness (CEHSW) provided Ministry of Finance with the ASMP report in March, 2018 and the information was provided to the Union.  Union has requested Management to review the information in the ASMP report provided by CEHSW.	Management	Management to provide update when available.

**Previous Business:**

2016/03/08	<p><b>1. Financial Services Commission of Ontario (FSCO)/Financial Services Regulatory Authority of Ontario (FSRA) Update</b></p>		
2018/03/21	<p>Management advised that there are no updates at this time. Management will continue to provide updates.</p> <p>The Union has requested a commitment from Management for a working group to be established to discuss items related to FSCO employees.</p>	Management	Review at next meeting.
2016/03/08	<p><b>2. Disclosure regarding pilot cross-designation of inspections staff and municipal tobacco officers</b></p>		
2018/03/21	<p>Management provided an update to the Union on the cross designation pilot on January 31, 2018.</p> <p>The Union expressed an interest in knowing where the pilot is headed and expects the report to reflect the direction of the pilot.</p>	Management	Management to provide an update when available. Review at next meeting.
2016/03/08	<p><b>3. Bill 173 Benefits Transformation Initiative</b></p>		
2018/03/21	<p>On March 9, 2018, the Union asked what benefits regulated by Ministry of Finance will be impacted by Bill 173.</p>	Management	Management to provide update when available. Review at next meeting.
	<p><b>4. Establishing LERCs</b></p> <p>The following are LERCs currently established in MOF:</p> <ul style="list-style-type: none"> <li>• Local 599 (5 Park Home Ave. North York) – includes FSCO</li> <li>• Local 340 (33 King St W Oshawa)</li> <li>• Local 201 (119 King St W Hamilton)</li> </ul>		
2018/03/21	<p>On March 15, 2018, the Union provided Management with a draft communication for review.</p>	Management	Parties to review at next meeting.

2018/03/21	<b>5. MERC Terms of Reference</b> MERC members continued discussions regarding proposed changes to the Terms of Reference.	Union/ Management	The parties have committed to finalize the Terms of Reference as soon as possible.
2017/06/20	<b>6. Privacy Concerns</b> OPSEU has inquired as to how MOF protects its employees' personal information. A concern has been raised following a CBC News story from June 2, 2017 regarding a privacy breach in the federal government (Public Services and Procurement Canada).		
2018/03/21	Management to follow up on what information is provided to Equifax when an advanced security screening check is required and the process in the event that there is a breach.	Management	Review at next meeting.
2018/03/21	<b>7. Training and Development Mandate</b> The parties discussed learning and development which remains a priority for the Ministry.  Any employee with individual learning and development requirements, including training or upgrading, are encouraged to speak to their manager.	Union/ Management	Review at next meeting.
2017/09/20	<b>8. Timelines for Recertification and Upgrading Opportunities</b>		
2018/03/21	The Union requested an update on first aid certification for users of MTO fleet vehicles. Management has requested additional time to review information provided at December 20, 2017 MERC meeting.	Management	Review at next meeting or earlier.
2017/09/20	<b>9. Workplace Violence Statistics and MOF Health and Safety Manuals</b>		
2018/03/21	The Union is seeking clarification if the Ministry tracks workplace violence statistics. The Union is requesting copies of any Ministry of Finance health and safety manuals or references.	Management	Review at next meeting

2017/09/20	<p><b>10. Lateral Transfers, Job trades, and Conversions</b></p> <p>The Union has inquired about whether the Ministry will utilize lateral transfers, job trades and conversions to fill vacancies and what the Ministry's overall plan is to address these.</p>		
2017/12/20	<p>Management has responded by providing the following fact sheets. Please see links below.</p> <p><u><a href="#">OPSEU Lateral Transfer Process</a></u>  <u><a href="#">OPS Job Trading Guide for OPSEU</a></u></p> <p>The Union has requested additional time to review the information provided.</p>		
2018/03/21	<p>No further questions or concerns identified.</p>		<p>Remove from agenda.</p>
2017/12/20	<p><b>11. Joint Accommodation/Disability Return to Work Program</b></p> <p>The union suggested an opportunity for a Joint Accommodation/Disability Return to Work Program similar to other Ministries.</p> <p>The parties recognized that there is a new attendance policy coming into effect January 1, 2018.</p> <p>The Union has agreed to provide additional information with respect to the Joint Accommodation/Disability Return to Work Program in other ministries for consideration.</p>		
2018/03/21	<p>The Union continues to review.</p>	<p>Union</p>	<p>Review at next meeting.</p>



**New Business:**

2018/03/21	<p><b>1. ERC Training</b></p> <p>Level 1 – Local Employee Relations Committee (LERC) training dates have been established as follows: April 17<sup>th</sup> – London May 15<sup>th</sup> – Windsor June 19<sup>th</sup> – Kingston September 18<sup>th</sup> – Thunder Bay October 23<sup>rd</sup> – Hamilton November 20<sup>th</sup> – Toronto</p> <p>Interested LERCs are required to complete the ERC training registration form (available on the <a href="#">OPS intranet</a> and <a href="#">OPSEU website</a>). Participants must include the MERC co-chairs in their registration submission to <a href="mailto:erctraining@ontario.ca">erctraining@ontario.ca</a>.</p> <p>Training sessions will be filled on a first come-first serve basis and must have availability of both union and management participants.</p>		Remove from agenda.
2018/03/21	<p><b>2. Personal Emergency Leave – Bill 148</b></p> <p>The Union requested clarification on the 2 paid Personal Emergency Leave days and how they will be recorded in Workforce Information Network (WIN).</p> <p>The parties confirmed the 2 paid Personal Emergency Leave (PEL) days are in addition to the current collective agreement entitlements.</p> <p>Employees, along with their managers, are encouraged to keep manual records until Ontario Shared Services (OSS) online packages and documents have been updated.</p> <p><a href="#">Employment Standards Act (ESA) – Changes to Benefits and Compensation Entitlements for OPS Employees</a></p> <p>Any further updates will be provided by the Employer to all OPS employees.</p>		Remove from agenda.

2018/03/21	<p><b>3. ESA Employment Standards Act</b></p> <p>The Union has requested clarification on the Treasury Board Secretariat (TBS) information dated December 20, 2017 (<a href="#">Employment Standards Act (ESA) – Changes to Benefits and Compensation Entitlements for OPS Employees</a>) with respect to the overtime pay rates that are outlined.</p>	Management	Management to follow up.
	<p><b>4. Bill 177</b></p> <p>The Union requested clarification on how Bill 177 will affect OPSEU members.</p>	Management	Management to follow up.
2018/03/21	<p><b>5. Safety Concerns of Vehicle Pullover Inspections – Motor Fuel Tobacco Tax (MFTT) Inspectors</b></p> <p>The Union has raised questions regarding the communication to staff on January 25, 2018 and is seeking an update.</p>	Management	Management to follow up.
	<p><b>Next Meeting</b>  June 19, 2018 9:30 am – 3:30 pm</p> <p>Location: 33 King St. W. (Room 1F), Oshawa</p>		
	<p><b>Original signed by:</b></p> <p>_____</p> <p>Diane Painter                      Dave Bissoon</p> <p>Dated: March 21, 2018</p>		