

Ministry of Children, Community and
Social Services

Ministère des Services à l'enfance et des
Services sociaux et communautaires



Assistant Deputy Minister
Youth Justice Division

Sous-ministre adjoint
Division de la justice pour la jeunesse

56 Wellesley Street West
14th Floor
Toronto ON M5S 2S3
Telephone : 416-327-9914
Facsimile : 416-327-0478

56, rue Wellesley Ouest
14e étage
Toronto ON M5S 2S3
Téléphone : 416-327-9914
Télécopieur : 416-327-0478

MEMORANDUM TO: Director, Director Operated Facilities
Youth Justice Facility Administrators

FROM: David Mitchell
Assistant Deputy Minister, Youth Justice Division

DATE: May 15, 2020

SUBJECT: **OPSEU Correctional Bargaining Unit – Compensating Time-Off
(CTO) Credit Top-up**

****Please distribute to Youth Justice Facilities Staff***

As you are aware, the province of Ontario has enacted a declaration of emergency to stop the spread of COVID-19 and protect the public. During this time, we are committed to maintaining stability and continuity of operations across the Ontario Public Service.

I am writing to let you know that on May 8, 2020, the Employer and OPSEU's Correctional Bargaining Unit reached an agreement to provide regular full-time employees in a youth justice facility at the Ministry of Children, Community and Social Services who are members of the bargaining unit with the option to use available accumulated CTO credits to maintain full pay when they are using Short Term Sickness Plan (STSP) credits. Currently, employees have the option to use vacation credits for this purpose and the agreement reached by the parties provides additional flexibility in maintaining full pay during illnesses.

The option to apply CTO credits to top-up STSP is effective May 8, 2020 and will continue until the earlier of such time as the provincial emergency declaration period concludes or with two (2) weeks' notice from either party.

If eligible staff are interested in changing their STSP top-up option in accordance with this agreement, please complete and sign the *Change in Short Term Sickness Plan (STSP) Credit Sequence form* and submit this form to your Officer Manager by no later than **Friday May 22, 2020**. Completed forms will be submitted by each youth justice facility to OSS for processing on employees' behalf. Any forms that are submitted after May 22nd will still be accepted but this may impact the effective date of the employee's top-up sequence change in WIN.

Should you have any questions or concerns with regards to this change, please contact your manager.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Mitchell', with a long horizontal stroke extending to the right.

David Mitchell
Assistant Deputy Minister
Youth Justice Division
Ministry of the Solicitor General

c:

Patricia Kwasnik, Director, Human Resources Strategic Business Unit, Ministry of Children,
Community and Social Services
Kevin Wilson, Manager, Employee Relations Branch, Centre for Public Sector Labour Relations
and Compensation, Treasury Board Secretariat