

MERC MINUTES

Ministry of the Attorney General

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING (MERC)

September 23, 2014

9:30 a.m. – 5:30 p.m.

31 Wellesley, Toronto, Ontario

Chair: OPSEU

For the Union:

Jim Jurens (Co-Chair) OPSEU Local 526

Tim Elphick, Vice Co-Chair, OPSEU

Elaine Young

Cindy Abric-Forsyth, OPSEU Job Security Officer

For the Ministry:

Carol Christidis, (Co-Chair) HR Strategic Business Unit,

Randy Holloway, HR Strategic Business Unit

Andrea Cruickshank, Centre for Employee Relations

Regrets:

Tina Stevens

Regrets:

Brian Garrah, Court Services Division

Lina Bilardo, Victims & Vulnerable Persons Division

Guests:

Roy Dart, Court Services Division

Tony Ventura, CSD

Recorder:

Marnie Crouch, CSD

Anne Peters, HR-SBU

Megan Dykie, Emergency Management, CSMD

Krista M. Jones, HR Strategic Business Unit

Ref #	Agenda Item: (date added)	Issue:	Follow-Up / Action:
A.	Presentations:		
	i) Aboriginal Justice Division.	Deferred	Management to arrange a presentation.
	iii) Small Claims Court On-line Demo	Deferred	Management to arrange a demonstration.
	ii) Assignment of Powers and Duties of Court Officers.	<p>Since 1990, the authority to assign powers and duties to regional court officers (Court Clerks & Registrars) under the <i>Courts of Justice Act</i> has been delegated by the Deputy Attorney General to Regional Directors of Court Operations. In addition, the Assistant Deputy Attorney General, Courts Services Division, has assigned duties and powers to staff for the entire province. Historically, these duties and powers were assigned to the individual by name or to the specific position.</p> <p>Effective August 1, 2014, a unified assignment system was implemented providing for the ADAG, CSD, to assign duties and powers to staff based upon their position title. Only staff in the delegated positions will be authorized to exercise the powers or perform the duties of court officers, as listed. This will allow for greater consistency and flexibility in the delegation</p>	

		<p>of these functions.</p> <p>Management should be discussing with staff the appropriate use of their delegated assigned powers and duties and provide any training as may be required.</p> <p>Employees assigned to the powers and duties of Sheriff and Bailiff as an Enforcement Officer should receive the appropriate training prior to exercising these powers and duties.</p>	
	iv) RbP process	Deferred	Management to arrange a presentation.
	v) Revised Health Re-assignment process		Management will follow up in the interim and will attempt to provide additional information on implementation. Management to arrange with CEHS&W to provide a presentation
1.	MAG Update:		

a.	Court Services Division	Deferred.	Management to report back.
2.a)	Fixed-Term report	Management to provide this information to OPSEU. OPSEU requested modification of the report format to include hours worked and length of time in current position	
2.b)	Conversion reports	Management to provide this information to OPSEU.	
3.	LERCs	<p>Management reported that the LERCs in Sault Ste. Marie, Haileybury, Peterborough, Parry Sound, Hamilton, Cobourg, 1000 Finch Ave. W. (this includes 1911 Eglinton Ave. E. and 2201 Finch Ave.), 311 Jarvis and at 393 & 361 University Avenue, Toronto, applied for employee relations committee training. Not all locations could be accommodated.</p> <p>Management has requested Divisional leads to confirm where LERCs are currently operating, or required, within MAG.</p> <p>OPSEU to inform management of locations where LERCs are requested to be established.</p> <p>MERC is supportive of LERC members attending LERC training</p>	Management to confirm with Employee Relations Division if, where and when further joint LERC training will be provided.
4.	Employee Engagement Action Plan	Management provided an update on the status of MAG's Employee Engagement Action Plan.	Management to provide ministry engagement report and follow-up detailed reports as available

5.	Ministry's Court Reporting Services	Deferred.	Management to report back.
6.	Job Descriptions	Management provided the June and July 2014 amended / new position descriptions on September 22, 2014 OPSEU raised questions regarding job descriptions that were disclosed.	Management to respond
7.	Courts Modernization	Deferred.	Management to report back.
8.	Training and Development	OPSEU asked for funding commitments for training and development purposes as per Appendix 29 Management has reported back on training and development opportunities as they have arisen The parties continue to discuss.	
9.	FPT Deficit Hours	Management provided the FPT Deficit Hours report for 2013 and will follow-up on a representative area.	Management to follow up
10.	MAG Diversity Plan	Deferred	
11.	Attendance Support Management Program (ASMP) – Program and Training	OPSEU requested that the absence report listing dates of absences be provided to employees as part of the meeting notification. OPSEU raised concerns regarding the timeliness of meetings and expressed the desire that the meetings be held shortly after the levels are triggered.	Management to follow up with Attendance Support Management Office

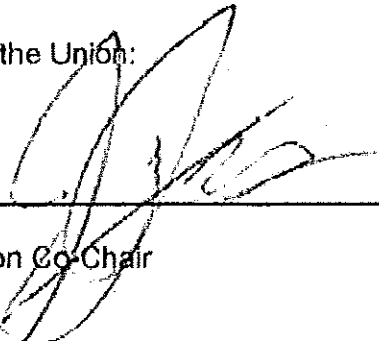
Report Back Items:			
12.	Kenora Small Court Location Pilot Project	Deferred.	Management to report back.
13.	RbP	Deferred	Management to arrange for a presentation from Business & Fiscal Planning Branch on the RbP process.
14.	Salary Rate – Courtroom Clerk/Trial Coordinator – Walkerton LERC Referral (2014-04-01)	<p>Management has identified 3 courtroom clerk/trial coordinator positions in the West region (1 in Walkerton, 2 in Owen Sound).</p> <p>Management reported that the issue has been referred back to the local manager. As the position description is ten (10) years old it was recommended that it be reviewed to ensure that it is up to date and revised if necessary. This review and revision process should include consultation with the local incumbents on the job spec and will be taken into consideration by management. If necessary, local management should work with their Human Resources Advisor (HRA), and if the job spec is substantially revised, submit it through the HRA to the Enterprise Classification Unit for review.</p>	Management to report back

		Management to report back if required.	
15.	JIRO Training – 1000 Finch Ave. – LERC Referral (2014-04-01)	Deferred.	Management to follow up.
16.	Brampton Court Security (2014-04-01)	<p>Customized emergency response and security training has been developed and will be rolled-out to all court locations commencing in November.</p> <p>OPSEU expressed concern about inconsistent court security levels across the province and believes that the same level of security as at the Brampton courthouse should be provided</p>	<p>Management to provide presentation on psychological wellness program at subsequent MERC</p> <p>OPSEU to provide final report on security survey</p>
17.	Procedures for High Risk Exhibits	Management reported that the MCO for Old City hall and College Park advised that these court sites already had the majority of items on the personal protective equipment and exhibits supplies checklist. Any missed items have now been ordered and received.	Remove from agenda
18.	Compressed Work Week (CWW) Agreement Issue	Deferred	

19.	New Toronto Courthouse	Management reported that a May 1, 2014 memo from the ADAG, CSD, was sent to all court staff in Toronto Region indicating that the new courthouse would be located across from 361 University Ave. This tentative construction is subject to approval by Treasury Board and Management Board of Cabinet.	Management to report back as required
20.	Releasing Prisoners in the Courtroom	Management reported that grievances related to this issue are being resolved locally.	Remove from agenda
21.	Health and Safety issues in Old City Hall		
22.	Owen Sound – LERC Referral	Management reports that this has been resolved at the local level	Remove from agenda
23.	LERC at 655 Bay St.	A new LERC is being established	
24.	Diversity (Swearing of the Feathers)	Deferred.	Union to report back.
25.	Revised Health Re-assignment process	Deferred.	Management to arrange for the CEHS&W to provide a presentation.
26.	LERC Referral – 393 University Ave. – mail access	Management reported that staff assigned to opening the mail were instructed not to open mail addressed to a manager or supervisor, but to forward the mail sealed to the respective manager or supervisor to ensure	Remove from agenda

		privacy and confidentiality.	
New Business			
27.	LERC Referral – West Region	In general, it is recommended that the LERC members register for any upcoming LERC training	Management to follow-up
	Next Meeting:	TBA	

For the Union:



Union Co-Chair

For Management:



Management Co-Chair

Date:

SEPTEMBER 23, 2014

(LERC Minutes – September 2014)

