

MINISTRY OF NORTHERN DEVELOPMENT & MINES

MERC MEETING MINUTES

Date: Wednesday February 28th, 2018

Location: 159 Cedar Street, Sudbury

FOR OPSEU:	FOR THE EMPLOYER:
Robert Sjonnesen - Co-Chair Cheryl McDonald – Member Greg Paju - Member Roxanne Barnes – Staff Resource Linda Bouchard-Berzel - Alternate Siobhan O’Leary - Alternate	Caroline Savarie - Co-Chair Jack Parker - Member John Guerard – Member (t/c) Justin O’Gorman - Staff Resource Pauline Ross – Staff Resource Melanie Muncaster – Alternate Renée-Luce Simard – Alternate
Regrets: Linda Bourchard-Berzel, Melanie Muncaster, Renée-Luce Simard	
Recorder: Carrie Anderson	

AGENDA ITEM	ISSUE	ACTION REQUIRED
	Management chaired the meeting which came to order at 9:07	N/A
Adoption of Agenda	Adopted as is	
Encouraging Equal Access to Developmental Opportunities	Management provided an overview of employee engagement scores in regards to this topic for our Ministry as well as an overview of the work being done in each division to address the scores. MMD – “Opportunity Knocks” to be expanded across the division.	Management committed to include an article in the NewsBlast to remind staff of e-careers and how to sign-up for Job Alerts.

	<p>NDD – will be introducing a 2 year pilot for “Opportunity Knocks”. Will be introducing a Job Alerts sharing program to provide staff notice of division specific jobs being posted.</p> <p>CMD – brainstormed with the full division. Commitment to career path conversations at the Director and ADM level meetings.</p>	
Special and Compassionate Leave	<p>The Union asked for information on the time frame for approval of special and compassionate leaves.</p> <p>Management provided an overview of the process for special and compassionate leave approvals and the timing of these requests.</p>	Management is committed to ensuring requests for special and compassionate leave are considered in a timely manner.
Vehicle Telematics and MNM	<p>The Union would like members to be made aware of how telematics information is used and which reports, if any, the Ministry is receiving.</p> <p>Currently MNM is not requesting any telematics reports. The Union would like to be notified if reports are being requested.</p> <p>Telematics data is not intended for supervising or managing performance. Information related to driver safety (such as speeding, aggressive driving [harsh breaking, acceleration and turning]) and vehicle utilization (such as idling time and fuel consumption) may be provided to ministries. Real-time vehicle locations through the Global Position System (GPS) may also be provided, to assist in emergencies and where driver safety is a concern.</p>	Management agreed to inform MERC of any changes to reporting.
Position Reclassifications	<p>The Union asked for information on the process for issues related to position reclassifications.</p> <p>Management provided an overview of the process for position reclassifications. Appendix 34 was provided as a reference to inform the discussion.</p>	

	<p>Management indicated that employees should take any job description or classification issues to their manager.</p> <p>Management provided an overview of how jobs are evaluated and classified and the role of managers and the Job Evaluation Initiatives Branch (JEIB) of MGCS. Managers are responsible for determining the duties and responsibilities for a position and describing these in a job specification. JEIB is responsible for evaluating and classifying executive, non-bargaining and bargaining unit positions. Their authority is set out in the Classification and Position Administration Directive.</p> <p>The Union has requested a review be conducted on the GS1 (District Geologist) job description.</p>	<p>Management agreed to undertake a review of the job description with the Resident Geologist Program managers.</p>
Reporting on Flexible Work Arrangements	<p>Management reported that as at September 2017 there were 272 OPSEU represented staff where there are 93 reported flexible work arrangements.</p> <p>The Union requested information on the results of the CWW pilot in NDD that was rolled out approximately 3 years ago.</p>	<p>Management agreed to provide additional information.</p>
Review of Terms of Reference	<p>Committee reviewed the Terms of Reference and provided some suggested changes. The updated Terms of Reference will be brought forward to the next meeting for final review.</p>	
Next Meeting – Thunder Bay May 30, 2018 (1pm-4pm)	<p>Suggestion was made to change the meeting date.</p>	<p>Carrie will send out an email canvassing a new possible date.</p>
Standing Items	<p>a) Fixed Term Reports: report was sent to the Union Co-Chair on a quarterly basis</p> <p>b) Inclusion Update: nothing to report</p> <p>c) TEI Current Status: no report provided</p>	

	<p>d) 2017-18 Program Review and Renewal Transformation (PRRT) Update: nothing to report</p> <p>e) ASMP Report: Management will provide a report back at the next meeting.</p>	
Other Business		

For the Union

For the Employer

Original Signed by Robert Sjonnesen

Original Signed by Caroline Savarie

March 16, 2018

March 16, 2018