



OPSEU Ontario Public Service
Employees Union
SEFPO Syndicat des employés de la
fonction publique de l'Ontario

MEMORANDUM

TO: All Presidents with members in the Ministry of Northern Development & Mines
All Stewards in the Ministry of Northern Development & Mines

FROM: Ruth Hamilton, OPS Supervisor

DATE: May 16, 2014

SUBJECT: **Ministry of Northern Development & Mines
MERC Minutes – May 15, 2014**

Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Please note a MERC referral form should be used when referring unresolved local issues to the ministry level. This form is available at https://www.opseu.org/sites/default/files/merc_action_form.pdf. Upon completion, the document should be forwarded care of the **Job Security Unit** with all supporting documentation e.g. minutes, correspondence, etc.

PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

Warren (Smokey) Thomas
President

Ruth Hamilton
OPS Supervisor

/el

att. Ministry of Northern Development & Mines Meeting Minutes May 15, 2014

MINISTRY OF NORTHERN DEVELOPMENT & MINES

MERC MEETING MINUTES

Date: Thursday, May 15, 2014

Location: 159 Cedar St., 7th Floor, Corporate Boardroom, Sudbury


FOR OPSEU: Robert Sjonnesen Joyce Delost t/c Cheryl McDonald t/c Stephen George	FOR THE EMPLOYER: Mary Perry John Guerard t/c Rob Ferguson t/c Marilyn Everingham t/c
Regrets: Jamesene King	
Recorder: Donna Fillier	

AGENDA ITEM	ISSUE	ACTION REQUIRED
	Management chaired the meeting which came to order at 9:32 a.m.	
1. Adoption of Agenda	Adopted as written.	
2. Business Arising From Previous Minutes	Flexible Work Strategy Communication – HR Director sent a memo to all managers regarding Flexible Work Arrangements on April 7, 2014. The Union asked if there is a plan to send anything out to employees to promote the strategy. Management confirmed that decisions will always be made on a case by case basis and stated we will post the OPS Flexible Work Strategy in the MNDM Newsblast. The Union requested that the document (Four-Fold Test	

	<p>for the Use of Management Discretion) presented to the Union be appended to the MERC minutes when they are posted on the ministry intranet. Management agreed to post the Appendix.</p> <p>Ministry On-Boarding Project – Management reported there is an extensive document on MyOPS under iManage called “Managers Guide – An Employee is Joining My Team” that provides excellent information (e.g., Bargaining Agent Information and Employee Networks, and Travel Meal and Hospitality Expenses Directive).</p> <p>There is also a new section on our intranet called Union Information which will house the minutes for all Employee Relations Committees (MERC, RERC, LERC) as well as links to Collective Agreements. This new section can be found on the left side of our intranet home page under About the Ministry>Union Information.</p> <p>Regional Employee Relations Committee (RERC) – The first RERC meeting was held on April 11, 2014. Management reported that a teleconference number was provided to Union Co-Chair for the initial meeting and a minute-taker was also assigned. Also, as discussed at the last meeting a copy of the Best Practices and Procedures for Employee Relations Committees was forwarded to all MERC members on February 20, 2014 and subsequently shared with all RERC members.</p> <p>Administrative Professional Program – Management reported the program was promoted to managers to ensure they were aware of this excellent program being offered in the north. The Union has requested that admin staff be encouraged they access this program. The cost of the program is \$800.00.</p>	
<p>3. Transition Exit Initiative</p>	<p>The Union expressed concern that it seems to take a very long time before a decision is made on TEI requests in this ministry. MNDM now has three TEI approvals based on ten requests. Management has discretion to approve the applications and utilizes the Four-Fold Test. Management replied they will take this concern forward to the executive table for discussion.</p>	<p>Management will discuss this issue at the executive table and report back.</p>

4. Vehicle Telemetry	<p>This is a device installed on the MTO pool vehicles so information can be gathered for mileage, fuel consumption and maintenance reasons. The Union asked for assurance that this information would not be used for punitive reasons. Management replied that if there is a complaint from the public regarding the use of a government vehicle, we have an obligation to investigate, in which case MTO would be able to access the information required to investigate the complaint (e.g., rates of speed, manners in which some vehicles are driven). The Union asked if we could communicate to employees the expectations when driving government vehicles. Management replied that information regarding proper use of government vehicles is readily available with any pool vehicle.</p>	
5. Inclusion Update (Standing Item)	<p>We have been developing a list of our Inclusion activities. Mental Health has been added as one of the components of the training. The next step is to reassemble our Inclusion Council which is made up of MNDM staff of all levels and all regions. The Union asked when the launch was expected for Mental Health Awareness training. Management replied there is a webinar scheduled for June 4th called Healthy Workplace, Healthy Mind which has been promoted to staff in the last Newsblast.</p>	
6. Training and Development (Standing Item)	<p>No new business.</p>	
7. Other Business	<p>OPS Employee Survey was conducted February 19th week – March 20, 2014. Ministry results will be received in late July - early August.</p> <p>Bob Sjonnesen is now the acting Co-Chair for the Union.</p>	
8. Next Meeting Dates	<p>July 24, 2014 October 23, 2014</p>	

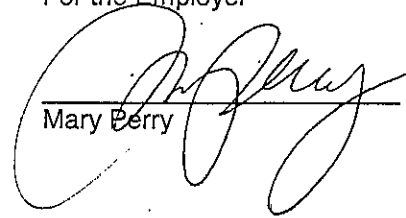
For the Union



Robert Sjonnesen

May 15, 2014
Date

For the Employer



Mary Perry

May 15/14
Date

Ministry of Northern Development
and Mines

Ministère du Développement du Nord
et des Mines

Corporate Management Division

Division de la gestion ministérielle

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MEMORANDUM TO: All MNDM SMG and MCP Managers

FROM: Director, HR Business Branch

DATE: April 7, 2014

SUBJECT: Flexible Work Arrangements

In the summer of 2013, the OPS Flexible Work Strategy was released to all employees. The strategy and associated tools set out ways in which workplace parties can discuss how, when and where work is performed. Following the release, MNDM's executive team discussed the implementation of the strategy. A decision was made to first assess and review the nature of existing/current flexible work arrangement in the ministry.

At the March 2014 Operations Committee meeting we discussed flexible work arrangements and as a result, managers are to consider requests for flexible work arrangements by using their discretion. Flexible work arrangements should be contingent on operational considerations, employee needs and position criteria.

To assist you in the consideration of flexible work requests, please see the attached "Four-Fold Test" of discretion which is designed to guide and support discretion-related decision making.

In addition, bargaining units are very curious about flexible work arrangements. The HR Business Branch would like your support in continuing to document formally approved flexible work arrangements in the attached Appendix B. This includes identifying formally approved arrangements such as flexible work hours, compressed work week, telecommuting, part-time work, and job sharing. It does not include the tracking of short-term or temporary alternative work arrangements.

To initiate this process, we are asking that managers begin by collecting detailed inventory of all existing flexible work arrangements within their sections/units. We will begin this report back process in Q1 of the 2014-2015 fiscal year and the first report back is due June 30th, 2014.

Please note that all future updates will need to reflect any newly approved arrangements, any arrangements that terminated since the previous update as well as any requests that were submitted and denied.

Should you have any questions or concerns, please contact Derek Ruest, Assistant Human Resources Business Advisor at 705-564-7934 or at derek.ruest@ontario.ca.

The OPS Flexible Work Strategy and all the resources can be found in the [HROntario](#) section of MyOPS.

Regards,
Jamesene King, Director HR Business Branch

Attachments:

- Appendix A: Four-Fold test for the Use of Management Discretion
- Appendix B: MNDM Flexible Work Arrangement Reporting