

**MINISTRY OF EDUCATION  
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

May 29, 2014

9:30 am – Noon

OPSEU Regional Office, 31 Wellesley Street, Boardroom B

**For Management:**

\*Pat Macdonald-Rea, (Co-Chair) – Manager, Strategic Business Unit  
Nancy Sanders, Director, Provincial Schools Branch  
Juanita Sheridan, Employee Relations Advisor, CER (MGS)

\*Chair of the Meeting

**For OPSEU:**

Daryl O'Grady (Co-Chair) Student Support Counsellor, Sagonaska Demonstration School, Provincial Schools  
Sandra Richardson, Student Support Counselor, W. Ross Macdonald School, Provincial Schools  
Stephen George, OPSEU Job Security Officer

**Guests:**

Wendy Abrams, Program Advisor, CCQALB  
Sandy Henderson, Director, Strategic Human Resources Branch  
Kevin Wilson, Team Lead, Centre for Employee Relations, MGS

**Regrets:**

Chris Cormier, Student Support Counselor, Sagonaska Demonstration School ,  
Provincial Schools

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<b>1. Confirmation of Agenda</b>	The agenda was confirmed.	
<b>STANDING ITEMS</b>		
<b>1. Seniority and Fixed Term Reports</b>	Reports were provided to the union by email on May 14, 2014.  The Union asked for clarification on what information is included in the 'position entry date' column on the seasonal list.	The Employer will follow up and report back by June 25, 2014.
<b>2. Seasonal Benefits</b>	Deferred to the next MERC meeting in September 2014.	
<b>3. Pay and Benefits OSS (Seasonal Sick Credits)</b>	The parties agreed upon an interim Memorandum of Agreement at the Grievance Settlement Board. The parties agreed that this item can be removed from the agenda.	

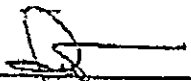
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
4. Mental Health Awareness (Health and Wellness Initiative)	Training sessions have been completed at Provincial Schools Branch. The Employer is working to schedule employee training as well as training specifically for union stewards for the balance of the ministry.	
5. LERCs (Early Years Division)	The parties held a teleconference on May 14, 2014 to discuss this agenda item. A joint communication (attached) regarding the formation of a Branch Employee Relations Committee (BERC) will be sent to employees on May 30, 2014. Following an election of the OPSEU members, the committee will meet face to face.	
6. Training and Development	<p>An email to all ministry staff on March 19, 2014 identified upcoming training opportunities including:</p> <ul style="list-style-type: none"> <li>- Strategic Thinking on June 3, 2014</li> <li>- How the Government Works on June 10, 2014</li> <li>- Building Effective Work Relationships on June 17, 2014</li> </ul> <p>Information can be viewed on the Learn 'n Grow at Work website at:  <a href="http://cscptomoap00175/sites/EDUTCUpportico/HR/Pages/Learn'N'GrowatWork.aspx">http://cscptomoap00175/sites/EDUTCUpportico/HR/Pages/Learn'N'GrowatWork.aspx</a></p> <p>The Employer confirmed that there is a new orientation website for the learning ministries at:  <a href="http://cscportal.edu.gov.on.ca/sites/EDUTCUpportico/HRorientation/Pages/default.aspx">http://cscportal.edu.gov.on.ca/sites/EDUTCUpportico/HRorientation/Pages/default.aspx</a></p> <p>OPSEU asked how information is shared with employees that do not have access to computers.</p>	The Employer will follow up and report back by June 6, 2014.
7. TEI	The Employer confirmed that 69% of TEI applications submitted by OPSEU-represented employees in the Ministry of Education have been approved.	At future meetings the Employer will also confirm the number of applications that have been approved since the previous MERC meeting.
8. BERC Update	No update.	
9. Educator Capacity update	The Employer confirmed that a new unit will be created in the Field Services Branch for the inspection of private schools.	The Employer will invite the Educator Capacity project lead to the next MERC meeting to provide an update.
10. Diversity Mentorship update	The Employer confirmed that all participants of the Diversity Mentorship Program will participate in a workshop on May 30, 2014 that will focus on the relationship between the mentor and employee.	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	The Employer confirmed that mandatory diversity and inclusion training has commenced for senior managers in the ministry.	
<b>11. Child Care Quality Assurance and Licensing Branch</b> <ul style="list-style-type: none"> <li>a. Travel</li> <li>b. Job Specs</li> <li>c. Work Load</li> <li>d. Inspections</li> <li>e. Unlicensed Complaints</li> <li>f. Mandatory Attendance at Conference</li> <li>g. Denial of Travel Expenses</li> </ul>	<p>The parties held a teleconference on May 14, 2014 to discuss this agenda item.</p> <p>The parties discussed the following five (5) items:</p> <ol style="list-style-type: none"> <li>1. The composition of the BERCC will be determined after the memo has been distributed to employees on May 30, 2014.</li> <li>2. The parties recognized that not all licenses are equal in workload. OPSEU proposed that a formula be developed to determine equitable caseloads.</li> <li>3. The parties agreed that employees can submit requests to their managers for overnight travel accommodations to attend the conference / training. The Employer confirmed that exceptions are made if employees cannot attend the conference / training.</li> <li>4. The union requested an update on the status on the new job descriptions for the unregulated complaints team. The Employer will provide an update by email by June 6, 2014.</li> <li>5. The union confirmed that item g regarding travel expenses had been resolved.</li> </ol> <p>The union expressed concern regarding the current workload for employees and called upon the ministry to comply with Article UN8.7.1 immediately to compensate employees appropriately. The union requested that the Employer hire additional staff to address the workload issue.</p> <p>The parties agreed that item # 5 and item # 11 will be combined into one agenda item called 'CCQALB BERCC Update' for future MERC meetings.</p>	The Employer will clarify the distance for which employees can submit overnight travel accommodation requests.
<b>12. MEDU MERC to be given one day off each month to conduct the business of the MERC.</b>	The union's position is that the requested time is needed to do work related to MERC effectively given the workload of the committee in representing the members across the ministry.	
<b>NEW ITEMS</b>		
<b>1. OPS Employee Engagement Survey Results</b>	The Employer anticipates that survey results for the ministry will be provided to them in August 2014.	
<b>2. Classroom Assistant Job Descriptions</b>	The union asked about the status of the updates to the Classroom Assistant job description. The Employer confirmed that the updated job description has been finalized and that there is no change to classification. The updated job description	

AGENDA ITEMS

- 3. Vacant OPSEU-represented positions in Provincial Schools

Next Meeting:

  
\_\_\_\_\_  
Pat Macdonald-Rea, for Management


May 29-14  
Date

DISCUSSION

will be shared with employees and the union.

The union asked for an update on the recruitment of the vacant Community Liaison Officer position and vacant Deafblind Resource Consultant position at W. Ross Macdonald School for the Blind. The Employer is reviewing the scope of the positions and will provide an update to the union before the next MERC meeting.

Thursday September 18, 2014 at 9:30am to 12:30pm

  
\_\_\_\_\_  
Daryl O'Grady, for the Union

June 2, 2014  
Date

ACTION REQUIRED

Ministry of Education

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



May 2014

After discussions at the Ministry of Education's Employee Relations Committee (MERC), the Early Years Division (EYD) and OPSEU have come to an agreement to commence a Branch Employee Relations Committee (BERC) to be able to address the regional issues of the Division. *Please note that any existing LERCs are not impacted by this agreement.*

The purpose of this committee is to foster and maintain:

- (a) satisfactory working conditions and terms of employment for all EYD employees who are represented by OPSEU in local offices within the terms and provisions of the OPSEU Collective Agreement;
- (b) effective, respectful and productive communication between the parties and the promotion of constructive and harmonious relations;
- (c) provisions for efficient and fair resolution of local or regional concerns and complaints;
- (d) a climate of mutual respect, trust and integrity; and
- (e) the parties' recognition of the goals and principles of the Ministry's operations.

In order to determine the employee representatives, an election must be held. This selection process may be conducted in the workplace outside of work hours with advance notice to management at that location. Both management and the local OPSEU president should be notified of the election results once they are available.

If OPSEU represented employees have any questions, please contact Daryl O'Grady at (613) 967-2823. If managers have any questions, please contact Pat Macdonald-Rea at (416) 326-5753.

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Daryl O'Grady  
OPSEU MERC Co-chair

A handwritten signature in black ink, appearing to read "Pat Macdonald-Rea".

Pat Macdonald-Rea  
Management MERC Co-chair

