

**MINISTRY of AGRICULTURE and FOOD
 MINISTRY of RURAL AFFAIRS
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 July 17, 2014
 Boardroom 206, 1 Stone Road, Guelph**

For Management:
 Rena Hubers (Co-Chair)
 Alan Hogan
 Brent Kennedy (regrets)

For OPSEU:
 Mavis Vet (Co-Chair)
 Kim Reep (via telephone)
 Heidi Stephan-Petri

Resources:
 Marilyn Everingham
 Bev Rawn

Resource:
 Stephen George

Congratulations to Stephen George on his retirement.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Welcome and Introductions		
Additional Agenda Items / Changes to the Agenda	No additional items	
<u>STANDING ITEMS:</u>		
Ad Hoc Meetings	<p>A list of ad hoc meetings was provided prior to the meeting</p> <ul style="list-style-type: none"> • Water testing at 77 Grenville regarding lead in Toronto water • Advising of overpayment to 7 bee inspectors due to error at OSS. Overpayments not to be recovered. • Pre MERC discussion re agenda and report back items <ul style="list-style-type: none"> ○ Fixed Term Reports ○ Conversions ○ Mental Health Training 	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<ul style="list-style-type: none"> ○ New Business – Attendance Management; Change to HR Functions 	
Surplus List	Management reported that there is one employee on the surplus list, currently on parental leave.	
Temp Agencies /Staff	Management reported no temp agency staff currently. Recent temp agency staff have been offered fixed term contracts.	
Fixed Term Staff Reports	Fixed term staff reports were shared prior to the meeting.	
Conversion Report	<p>There are 2 fixed term conversions to be completed.</p> <p>Management reported back on a fixed term staff member backfilling a sick leave. The fixed term contract is expiring.</p>	
Diversity and Inclusion	<p>Management reported on</p> <ul style="list-style-type: none"> • Annual Accessibility Plan – 2015 planning cycle • Diversity Mentorship Program – new intake cycle to begin August 2014 • Positive Space Champion Training <ul style="list-style-type: none"> ○ 3rd session planned for August 2014 ○ 52 Positive Space Champions trained in March-April 2014 • Creating Accessible Documents <ul style="list-style-type: none"> ○ 2 half day training sessions ○ 85 staff trained • Annual Accessibility Conference <ul style="list-style-type: none"> ○ Partnership with U of G ○ 475 participants 	
Results Based Planning (RbP)	There was no new information about Results Based Planning to report.	
Training and Development	Management reported on Healthy Workplace Healthy Mind Initiative re: MyOPS webcast being a 3 rd of 5 videos. The video is posted on the MyOPS Wellness site and available to all staff. The next module is to be broadcast in September 2014.	

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Health And Safety	<p>The Union reported on the formation of a new OMAFRA Joint H&S Committee for the 9th and 11th floors at 77 Grenville Street, Toronto.</p> <p>Union and Management representatives will receive certification training in September 2014.</p> <p>The first meeting is scheduled for August 2014.</p>	
<u>Previous Business</u>		
Tracking Assignments for Article 20	<p>The Union inquired about less than 6 month assignments in the Ministry.</p> <p>Management reported that less than 6 month assignments are not actively being tracked however there ongoing discussions regarding opportunities for individuals on surplus notice.</p>	Agreed to remove from the next agenda until the need arises for the item.
TEI updates	<p>Management reported:</p> <ul style="list-style-type: none"> 69 OPSEU TEIs in total to date in OMAFRA 54 Approved by Senior Human Resources Committee (SHRC) and Centre for Employee Relations (CER) 7 Approved by SHRC – waiting for CER Approval 8 Waiting to go to SHRC 	
<u>New Business</u>		
Attendance Management	<p>The Union expressed concern about the application of the Attendance Management Support Program.</p> <p>Management replied that the existing attendance management program is still in use and has not been replaced.</p>	
Health & Safety Training	<p>The Union inquired about the application of SafeSmart training.</p> <p>Management reported the Centre for Leadership & Learning will be providing ministries with completion numbers for the July 1, 2014</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	deadline for current completion in August 2014. The ministry will be following up with specific non-compliant individuals.	
Changes to HR Functions and Downloading	<p>The Union expressed concern about the assignment of HR functions of Business Services Representatives to Administrative Service Representatives in Divisions and Branches creating more workload issues.</p> <p>Management reported that the functions in question are completed by various positions across the OPS and is not a HROntario function. OMAFRA has reviewed the centralized nature of the function and employed a phased decentralization of certain functions.</p>	
Telework Agreements	<p>The Union inquired about the number of formal telework agreements in the Ministry. It is the Union's position that all telework agreements are to become null and void in the event of a workplace action.</p> <p>Management agreed to investigate and report back.</p>	
Next Meeting Date	To be arranged	

[Signature]
For the Union

July 17, 2014
Date

[Signature] for Rene
For the Employer

July 17, 2014
Date