

**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 31 Wellesley Street East, OPSEU Office
 May 10, 2016**

For Management:

*Shelley Unterlander, Director, Central Region, Employment and Training Division

Helen Cranley, Manager, Labour Market Information and Research Unit
 Arik Kovacs, Strategic Business Advisor, Human Capital Planning Unit

Dali Aung, Employee Relations Advisor, Centre for Employee Relations (TBS)

Guests: Norma Kilbride, Manager, Innovation, Culture and Effectiveness, Employment & Training Division

Natasha Louis, Ministry (MTCU) Diversity Lead

For OPSEU:

Mickey Riccardi, Employment and Training Consultant – Western Region (OPSEU Co-chair)

Sophia Ambrose, Communications Officer, Student Financial Assistance Branch
 Oliver Obagi, Employment and Training Consultant – Eastern Region

Roxanne Barnes, OPSEU Job Security Officer

Regrets: Carol Strachan, Director/Superintendent, Private Career Colleges Branch

***Chair of the Meeting**

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	DATE TABLED
NEW BUSINESS			
1. Attendance Support Management Program	Union requested on ministry statistics <ul style="list-style-type: none"> - Employees in different levels - Number of preclusions - Voluntary Option numbers - ASMP Level 4 Terminations 	Management to provide response 30 days before next MERC meeting.	May 10, 2016
2. Vacation requests	Union raised issue of vacation requests that are not approved in a timely manner, within the Employment and Training Division (ETD). Union suggested vacation request “best practices” for Ministry or Employment and Training Division.	Management to ensure reminder to all management levels. Management to propose “best	May 10, 2016

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		practices" model and report back.	
3. Backup for absences	<p>Issue has been previously recorded and resolved in September 2014 and January 2016.</p> <p>Union raised concerns that management is directing OPSEU staff to determine their own backups, within Employment and Training Division.</p> <p>Both parties agree that determining backups for all OPSEU staff is a management responsibility.</p>	Management Co-Chair to send reminder and distribution of MERC minutes outlining management responsibility on absence backups.	May 10, 2016
4. CWW	<p>The Union raised objections to the CWW Memo from Eastern Region, Director, ETD. The Union believes the communication contradicts the spirit of the CWW agreement and Collective Agreement.</p> <p>The Union requests that management adhere to the CWW agreement as outlined in the Collective Agreement, and the communication be revoked by management.</p> <p>With respect to ETD, both parties agree that the "Work Schedule" as an Appendix to the CWW agreement be amended as follows:</p> <ul style="list-style-type: none"> - Remove the requirement for staff to indicate "Outlook Out-of-Office Assistant and voicemail greeting must advise of your absence and identify the employee providing coverage." <p>Note: Employees shall subscribe to the customer service standard option</p>	Management to follow-up and respond.	May 10, 2016
5. Ministry Retirement Statistics	The Union has requested the Ministry's current numbers on potential retirements submitted up to December 2016, if	Management to provide information	May 10, 2016

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	<p>available.</p> <p>Information request includes:</p> <ul style="list-style-type: none"> - Number of OPSEU staff eligible for unreduced pension under the various factors 	<p>within 2 weeks of MERC meeting.</p>	
<p>7. Ministry's plan for recruitment and retention due to retirements</p>	<p>The Union inquired into any Ministry plans for recruitment and retention as a result of anticipated surge of retirements.</p> <p>The Ministry's Retirement Surge Strategy is at an early stage.</p> <p>Parties agree that, dependent on retirement information available, MERC may convene a special meeting to discuss the issue.</p>	<p>Management to follow-up and provide an update for September meeting.</p> <p>Management will invite a guest to present and discuss Ministry retirement and recruitment strategy.</p>	<p>May 10, 2016</p>
<p>8. Budget announcements re: Grants Ontario</p>	<p>The Union inquired to potential impacts of Grants Ontario to ETD programs and services which utilize grants.</p> <p>Grants Ontario is meant to be used by ministries who manage project based grants. Though ETD does manage some of these types of grants, they are relatively small compared to other ministries. There are no immediate plans to introduce Grants Ontario for ETD programs.</p> <p>The Union inquired whether or not the Ministry has any benefits that fall under the corporate benefits Transformation under Bill 173.</p>	<p>Management provided update.</p> <p>Management to follow-up and report back on Bill 173 item.</p>	<p>May 10, 2016</p>
<p>9. Disclosures & Info-shares</p>	<p>Parties agree that disclosures will be a Standing Item at MERC.</p> <p>Union agrees to send materials to be discussed, in advance of</p>	<p>Move to Standing Items.</p>	<p>May 10, 2016</p>

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	<p>meeting.</p> <p>The Union raised the issue of the memo to all TCU staff regarding the Ontario College of Trades that was info-shared with OPSEU. The Union asserts that the memo should have been a disclosure, rather than an info-share.</p> <p>The Union raised concerns for any OPSEU members whose work would be impacted by the transfer of work from TCU to Ministry of Labour. The Union inquired as to which program within TCU is responsible for this work.</p> <p>The Union requested a copy of Tony Dean's recommendations from the November 2015 review.</p>	<p>Management to follow-up and provide an update on potential impacts to OPSEU work within 1 month.</p>	
<p>10. Value for Money audit</p>	<p>Summary of management response:</p> <p>Employment and Training Division is undergoing a Value for Money Audit by the Office of the Auditor General (OAG). The purpose of the Audit is for the government to assess the value for money of tax dollars going in to TCU programs and services for the public.</p> <p>A small Audit Project Team within ETD coordinates timelines and deliverables to the OAG.</p> <p>The Auditor is currently conducting data collection and information gathering, and interviewing focused areas. This information gathering process is expected to conclude in June 2016.</p> <p>The draft report from OAG is anticipated in August 2016, for</p>	<p>Move to Standing Items.</p>	<p>May 10, 2016</p>

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	<p>management review and feedback. Final report is due in October 2016.</p> <p>Both parties agree to move to Standing Items for updates.</p>		
<p>11. Use of temporary agency staff</p>	<p>The Union raised concerns of temporary agency staff being employed in offices.</p> <p>The Union has requested information on the program areas currently using temporary agency staff (e.g. numbers, work location).</p> <p>The Union indicated that MERC Co-Chairs should be notified of Ministry use of temporary agency staff, in order to discuss payment of union dues between the parties.</p>	<p>Management to follow-up and report back.</p>	<p>May 10, 2016</p>
<p>12. ETD Compass Announcement re: Employment Ontario Contact Centre</p>	<p>The Union has requested information and clarification in regards to the Compass announcement of the "Reprinting Voluntary Certificates of Qualification," as it pertains to the apprenticeship program.</p> <p>Management confirmed that the Employment Ontario Contact Centre (EOCC) is housed in Program Delivery Support Branch, ETD.</p> <p>The Union inquired about the percentage of work transferred from local ETD offices to the EOCC.</p>	<p>Management to follow-up and report back.</p>	<p>May 10, 2016</p>
<p>13. Health Productivity Program</p>	<p>The Health and Productivity Program (HPP) is a Letter of Understanding in the Collective Agreement.</p> <p>The HPP supports employees who have been on leave and require accommodation upon return-to-work with or without</p>	<p>Parties to look into guest speaker from Ministry of Children and Youth Services, currently administering</p>	<p>May 10, 2016</p>

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	<p>restrictions/limitations.</p> <p>The Union is seeking pilot agreements with various ministries.</p>	a HPP.	
BUSINESS ARISING FROM NEW BUSINESS (LAST MEETING)			
1. MERC Terms of Reference	<p>The union provided a draft Terms of Reference in February 2016.</p> <p>Parties agree to discuss in a special teleconference, if required.</p>	Management to respond and provide feedback within one (1) week of this MERC meeting.	
2. RERC/LERCs	<p>The Union raised concerns that the four (4) West Region LERCs have combined smaller local offices, resulting in concerns about the ability to resolve local issues and associated travel costs.</p> <p>Eastern Region LERCs have been established and are meeting.</p> <p>OPSEU elections for Central Region LERCs are in process.</p> <p>The parties discussed the ERC situation in the Northern Region.</p>	<p>Management to follow-up and respond with respect to Western Region and Northern Region.</p> <p>Union to provide master list of OPSEU LERC representatives.</p> <p>MERC Co-Chairs to explore options for outreach on ERC participation.</p>	
3. Health and Wellness Initiative	Centre for Leadership and Learning (CFL) offers a two-day workshop on Mental Health First Aid to OPS Employees. The Union continues to raise concerns on seating availability and outside-GTA offerings for the workshop.	Parties agree to refer item to CERC.	
4. Pathfinders of Innovation – Employment and Training	Organizational and Business Excellence Branch attended the MERC meeting to provide information on the Pathfinders of	Move to Standing Items.	January 22, 2016

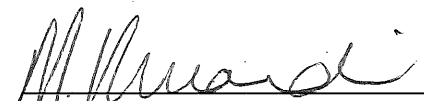
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	DATE Tabled
Division	<p>Innovation working group, application process, and commitment term for working group members.</p> <p>The working group has been involved in work projects such as providing input into the Employment Ontario branding link on Service Canada's Job Bank site.</p>		
5. CWW for Employment Training Officers	The Union requested a status update from the last meeting agenda item.	Management to report back within two (2) weeks.	
6. School Scheduling Clerk OAD8	The Union has raised this matter as a potential reclassification issue.	Management to provide response within one (1) week.	January 22, 2016
7. Transition Exit Initiative	<p>As committed to at the last MERC, staff from the SBU went to both the TCU ADMs committee (March 1, 2016) and TCU Directors Forum (April 5, 2016) and presented information on TEI. The content of the presentations focused on:</p> <ul style="list-style-type: none"> - Principles, - Process, - Opportunities to leverage TEI requests against business priorities and resource needs <p>The Union raised concerns on the TEI approval rates in Post-Secondary Division.</p>	<p>Union to follow-up and provide additional information.</p>	January 22, 2016
8. Workplace Violence Statistics	Management confirmed that specific statistics related to workplace violence is not being collected at ministry-level, at this time.	Remove from agenda.	January 22, 2016
9. Appendix 29 – New language on topics to be discussed	<ul style="list-style-type: none"> a) Health reassignments remain a priority b) Ministry's better use of laterals c) Job trades d) Conversion to fill vacancies 	To be discussed at next MERC.	January 22, 2016

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	The parties agree to obtain information on the Lateral Transfer and Job Trade lists to cross-reference opportunities.		
10. EAP Orientation	The Union requested update.	MERC Co-Chairs to follow-up and request EAP presentation.	January 22, 2016
STANDING ITEMS			
1. Redeployment	No updates.		
2. Seniority list, Seasonal list, and Fixed-Term list	<p>Management provided the reports to the Union.</p> <p>The Union requested a copy of a true vacancy list specific to MTCU.</p>	Management to follow-up and respond within two (2) weeks.	
3. Ministry Diversity Initiative	<p>The Ministry Diversity Lead presented an update to the parties on the various strategies in progress that are part of the Diversity Initiative.</p> <p>Updates were provided on the following:</p> <ul style="list-style-type: none"> - Trans 101 - Bridges Out of Poverty - Bias Awareness training - Intersectionality training - Anti-Racism Strategy 	No further action required.	
4. Employee Engagement Survey Discussion	<p>Parties reviewed the 2014 results of all MTCU divisions.</p> <p>The Union commented on areas of interest/concern in the survey results.</p> <p>Management provided update on some upcoming engagement and orientation strategies. ETD ADM update ("From David's Desk") on April 19, 2016 highlighted some employee</p>		

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	engagement accomplishments and plans underway within branch committee.		
5. Modernization Update	No update.		
6. TCU Organization Review	No update.		
7. Second Career Program Review		Parties to follow-up on the issues raised at the September 2014 meeting and discuss at next MERC meeting.	
8. ETD Regional Review	Updates are provided on a monthly basis and posted on the ETD intranet site/COMPASS.		
9. Training and Development	The Union requested an update following the training and development needs assessment for the Ministry.	Management to follow-up. Defer and discuss at next scheduled MERC meeting.	
10. Mass Centralized Recruitment Process	No updates.		January 22, 2016
11. Technological Change	No updates.		January 22, 2016



 Shelley Unterlander, for Management



 Mickey Riccardi, for the Union

May 12, 2016

 Date

May 16/2016

 Date