

MINISTRY of AGRICULTURE, FOOD and RURAL AFFAIRS

MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)

June 20, 2019

MEOC Boardroom, 1 Stone Road, Guelph

Teleconference 1-866-633-1033 / 416-212-8013

For Management:	For OPSEU:
Alaina Oda (Co-chair for the meeting) Doug Reddick Annette Anderson	Melanie Begin (Co-chair) Heidi Steffen-Petrie Marcus Rangai

Management Resources	OPSEU Resource
Jared Friesen Leah Beirnes	Haran Thurairasah, OPSEU

AGENDA	STANDING ITEMS	ACTION REQUIRED
Welcome and Introductions	Alaina Oda opened the meeting at 9:00 a.m.	
Additional Agenda Items / Changes to the Agenda	<ul style="list-style-type: none"> • Use of WIN ID with I&IT 	
Ad Hoc Meetings	<p>A list of ad hoc meetings was distributed prior to the meeting.</p> <ul style="list-style-type: none"> • OPSEU inquired about reports of OMAFRA budget cuts • Management reported that comparisons some media outlets have used are beginning versus in-year budget adjustments 	
Surplus List	Management reported that there are no employees on the surplus list.	

AGENDA	STANDING ITEMS	ACTION REQUIRED
Temp Agency Staff	Management reported that they are not aware of any temp agency staff currently working in the ministry as of June 20, 2019.	
Fixed Term Staff Reports	<p>Management provided fixed term staff reports in advance of the meeting dated May 31, 2019.</p> <ul style="list-style-type: none"> • OPSEU inquired about irregular on-call employees, in particular Client Service Representatives (CSR) • Management reported that the on-call CSRs provide vacation and sick leave backup for regular staff CSRs in regional offices. • OPSEU inquired about fixed term students with some Co-op students in the AMAPCEO bargaining unit. • Management reported that generally job descriptions are evaluated and assigned by the Job Evaluation Initiatives Branch • OPSEU inquired about students appearing not to be in student classifications • Management reported the students in question are in intern positions 	Management agreed to investigate and report back on specific co-op position functions. OSPEU to identify the specific positions to investigate.
Conversion Report	OSPEU inquired about conversions on Full Time Fixed Term staff	Management agreed to investigate and report back on two individuals
Diversity and Inclusion	<p>Management reported on Indigenous Cultural Competency Training (ICCT) on line</p> <ul style="list-style-type: none"> • 70 OMAFRA staff registered to complete the training in Q2 • Training will start between July 2 and September 30 <p>Diversity and Inclusion Working Group (DIWG)</p> <ul style="list-style-type: none"> • First meeting with refreshed membership took place June 10. The group now has 17 members (7 new and 10 existing – since Sept. 2017 refresh); • Upcoming resources: 	

AGENDA	STANDING ITEMS	ACTION REQUIRED
	<ul style="list-style-type: none"> ○ D&I Ambassadors Toolkit - to support D&I discussions at the branch and unit level ○ Performance Measurement Framework – to provide overview of OMAFRA D&I work and linkages to OPS work <p>Upcoming events in Q2:</p> <ul style="list-style-type: none"> ● June 27 - Multi-Ministry Inclusion Café: Conversations on Truth and Reconciliation <ul style="list-style-type: none"> ○ Session hosted in Toronto, with satellite hub location at 1 Stone Rd. (MEOC and training rooms on Floor 4) ● August 19 – “My Place is Right Here” performance in Guelph <p>OPSEU inquired about the use of video clips from the ICCT training in the Inclusion Café as a method of promoting training materials from InsideOPS</p>	
Disclosures	<ul style="list-style-type: none"> ● May 30 – local disclosure regarding a change in reporting relationship for two (2) OPSEU represented positions in the Cabinet Liaison Unit, Rural and Agri-Food Corporate Policy Branch, Policy Division. ● June 7 – local disclosure regarding a change in two (2) multi-incumbent OPSEU-represented positions affecting four (4) employees in the Meat Inspection Program, Food Safety Inspection Delivery Branch, West Region ● June 12 – local disclosure regarding a change in reporting relationship for one (1) OPSEU represented position affecting three (3) employees in the Animal Health and Welfare Branch, Food Safety and Environment Division. 	
Health and Safety Update	<p>Rodger Dunlop, General Manager, Meat Inspection Program joined the meeting to provide a presentation on health and safety in the meat inspection program including</p> <ul style="list-style-type: none"> ○ Area Meetings ○ Newsletter ○ Meat Inspection Employee Relations Committee (MIERC) ○ Accidents and Incidents ○ Hazard Awareness – Employee and Management Training ○ Union Notification ○ Physical Demands Analysis ○ Incident Management ○ Health and Safety Working Group 	

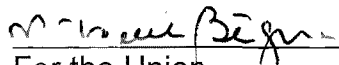
AGENDA	STANDING ITEMS	ACTION REQUIRED
	<p>OPSEU inquired about the degree of management training in identifying hazards in inspection workplaces and certification training.</p> <p>Management replied that managers receive similar training to employees as well as additional health and safety leadership training investigating incidents.</p> <p>OPSEU inquired about Continuity of Operations Plans (COOP) needing to identify alternate locations for 1 Stone Road and regional office evacuations</p> <p>Management reported that a review of emergency management practices needs to reflect alternate locations</p> <p>OPSEU commented on the practicality of the process of individual branches identifying and securing alternate locations. Further, OPSEU commented on the degree of importance that needs to be applied to emergency planning.</p>	<p>Management to investigate and report back on manager training related to health and safety hazard identification.</p> <p>Management agreed to follow up with Business Services Branch on the proposed process for identifying alternate locations.</p> <p>Management agreed to relay OPSEU's comments on the importance of completing emergency planning to Business Services Branch</p>

AGENDA	FOLLOW UP	ACTION REQUIRED
Physical Demands Analyses (PDA) - Abattoirs	<p>Abattoir PDA discussion was included with the Health and Safety Update from Meat Inspection Program</p> <p>OPSEU inquired about obtaining copies of the PDAs</p>	<p>Management to investigate obtaining PDA material</p>
Verner Regional Office	<p>Management provided a status update on the return of staff to the Verner Regional office. Anticipated return Fall 2019.</p>	
MERC Terms of Reference	<p>OPSEU advised that on review there are minor suggested changes.</p> <p>Management to review for additional changes and edits.</p>	<p>Management agreed to incorporate edits and circulate for review by the next meeting.</p>

AGENDA	FOLLOW UP	ACTION REQUIRED
Interview Practices at OMAFRA	OPSEU to follow up on this item with management	Defer to next meeting
TEI	Management provided an update on the number of voluntary exit applications. OPSEU inquired about quarterly reporting of TEI applications and approvals	Management to investigate and report back on reporting.
One-Phone Initiative	<ul style="list-style-type: none"> • Anne Guthrie, Manger, Business Support Services joined the meeting to provide a presentation on the Voice Services Program, initiated in the fall of 2018 including: <ul style="list-style-type: none"> ○ One-Phone ○ Phone line optimization ○ Voice mail optimization ○ Legacy Blackberry replacement • Duplicate phone lines are being suspended beginning June 10, 2019 • Significant cost savings are expected • Mobile Accessories are subject to individual branch expenditures <p>OPSEU inquired about the zero-out function.</p> <p>Management reported that common service standards have been updated to require a contact rather than refer to a zero-out function. Mobile phones come equipped with voice mail to provide contacts.</p> <p>OPSEU inquired about phone line software related to the Contact Centre (AICC)</p>	Carry forward to next agenda for a status update

AGENDA	NEW BUSINESS	ACTION REQUIRED
Responsive Feedback Initiative	<p>OPSEU inquired about further information about named individuals for the RFI OPSEU requested a presentation at the next meeting</p> <p>Management reported that there is no new information about membership on the Responsive Feedback Initiative</p>	Management to follow up and report back at the next meeting.

AGENDA	NEW BUSINESS	ACTION REQUIRED
Protecting a Sustainable Public Sector for Future Generations Act	Management reported that legislation has been tabled for consultation.	Bring forward for the next meeting.
Bee Inspector Competition	OPSEU inquired about an email received regarding a reach back to a Bee Inspector competition Management reported that the MERC Co-chair was informed by Talent Acquisition Branch, MGCS, about the competition in addition to advising the Local Union president as required in the Collective Agreement.	
Telework/CWW	OPSEU inquired about management support for alternate work arrangements and guidelines used for approvals. Management reported that alternate work arrangements are considered with management discretion according to operational requirements and the work performed.	
Discretionary Days	OPSEU inquired about the use of discretionary days and training for managers. Management commented on communication and the reasonable use of manager discretion.	
WIN ID and I&IT	OPSEU inquired about the relevance of I&IT staff requesting WIN ID information when logging Help Desk and SODO tickets.	Management to follow up and report back
Next Meeting Dates	September 25, 2019; December 17, 2019	


 For the Union

June 20, 2019

 Date


 For Management

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