

# MGCS MERC Minutes

Time: 10:00 a.m. to 12:30 p.m.

Date: December 15, 2020

Location: N/A (Teleconference)

## **Meeting Chair**

OPSEU

## **Management Members in Attendance**

Natasha Holland (Co-Chair), Karen Baldassarra, Mike Amato

## **Management Resources**

Kate McGuigan-O'Toole, Millie Ng, Brooke Wanford

## **OPSEU Members in Attendance**

Debbie Ponte (Co-Chair), Stacy Grieve, Rob Cox, Spencer Mitchell, Kathleen Demareski (OPSEU)

**Regrets:** Rico Medeiros, Dilshad Ghadially

**Guests:** N/A

**Presenters:** ODS Lean Office

## **Minutes**

Kate McGuigan-O'Toole

# Standing Items

## Item 1: Administrative Items

Since live minutes are not possible, the Employer will share a draft copy of the minutes with the Union to review and approve.

Both parties agreed to the following 2021 MERC Meeting dates:

- March 23, 2021
- June 15, 2021
- September 21, 2021
- December 7, 2021

## Item 2: Reports (Surplus, Vacancy, Seniority, Fixed-Term Lists, Disclosure Log)

The Employer shared all reports with the Union on December 7, 2020.

**Action:** Employer to continue to endeavour to provide reports at minimum two weeks in advance where possible. Employer to share the updated seniority list with the Union.

## Item 3: TEI Statistics

The Employer provided updated TEI statistics (as of November 2020) at the meeting:

MGCS (2013 -2020)	Total
Approved	302

**Action:** No Action.

## Item 4: Ministry Updates and Announcements

Employer to provide updates as they become available through the information sharing/disclosure process.

MGCS Updates: No updates.

### Ontario Shared Services

OSS HR Payroll Initiative: No updates.

**Action:** No action.

Payroll Operations: No updates.

**Action:** No action.

Centralized Procurement Initiative: The Employer provided an update and confirmed that the Supply Chain Centralization initiative remains on pause due to COVID-19.

**Action:** No action.

Financial Processing Operations Branch Pilot: The Employer provided an update and OPSEU requested a presentation.

**Action:** Employer to follow up and schedule a presentation for the March 2021 MERC Meeting.

## **ServiceOntario**

ONBIS Update: No updates.

**Action:** No action.

Common Scheduling Pilot: No updates.

**Action:** No action.

## **Information and Information Technology:**

Live Chat: The Employer provided an update on Live Chat.

**Action:** No action.

## **Other Ministry Reviews & Pilots**

Government Real Estate Portfolio Review: The Employer provided an update and confirmed that elections results were shared with OPSEU through a Corporate Info-share on December 7, 2020.

**Action:** No action

## **Item 5: MERC/LERC Issues**

The Employer provided an update and confirmed that training materials for LERCs are being refined for virtual training sessions.

**Action:** Employer to confirm training dates for 2021, when available.

## **Item 6: MGCS Training and Development**

This item was deferred.

## Item 7: Joint Health and Safety Committees (JHSCs)

The Employer confirmed that the ministry return to work guides were shared with OPSEU and the JHSC management members. JHSCs are being encouraged to use the guides as a reference document to assist in local return to work discussions. OPSEU expressed an interest in knowing more about the COVID-19 vaccine administration process and requested delivery to front-facing & business critical employees.

**Action:** No action.

## Item 8: ITS Transformation Journey

OPSEU shared some concerns with the 'Open Mic' divisional sessions that were occurring in ITS. The Employer acknowledged the concerns and will look for opportunities to share information with the MERC Committee Members, as appropriate.

The Employer provided an update on the next phase of the ITS Service Desk / OSS Contact Centre and the Infrastructure Services Organizational Rationalization activities.

Data Centre Operations Update: The Employer provided an update. OPSEU requested that the Data Centre Operations info-shares be shared again.

**Action:** Employer to share the appropriate Data Centre Operations info-shares with OPSEU.

# Follow Up Items

## Item 9: Multi Year Planning

No updates.

**Action:** No action.

## Item 10: ODS Lean Office

ODS Lean Office made a presentation.

**Action:** Union to follow up with any questions. Employer to share ODS Lean Office training links with the MERC Committee Members. Parties agreed to remove item from agenda.

## Item 11: Ministry Pandemic Plan

The Employer highlighted that there were no further updates.

**Action:** No action.

## Item 12: Contact Centre Capacity Initiative

This item was deferred.

## Item 13: Recent Info-shares

OPSEU raised queries on staff impacts related to the Supply Chain Transformation Office (SCTO) info-share provided on November 5, 2020. The Employer provided an update.

**Action:** No Action.

## Item 14: COVID- 19 Capacity/ GROW/ Return to Work Updates

The Employer provided an update on the return to work planning activities. OPSEU inquired about the use of COVID-19 paid leave and the Employer confirmed that that an employee who is directed to self-isolate by public health authorities but has not tested positive for COVID-19 will be eligible for the COVID-19 Paid Leave.

OPS employees are being urged to work with their managers to review alternate work arrangements, including remote work and other flexible work arrangements. Additional information and details employee Q&As can be found at the below two links:

- [Questions and answers for OPS employees re: 2019 novel coronavirus - InsideOPS \(ontario.ca\)](#)
- [COVID19 Testing and Employer top-up for OPS employees - InsideOPS \(ontario.ca\)](#)

The parties discussed the COVID-19 Vaccine Distribution Task Force and the support required. The Employer clarified that the support required is voluntary and that a corporate info-share was being provided to OPSEU on December 15, 2020.

**Action:** Parties to continue to monitor and discuss, as required.

## Item 15: Precautionary Measures at ServiceOntario Locations

The Employer highlighted that they had no further updates and that ServiceOntario continues to focus on business needs and the health and safety of employees.

**Action:** No action.

## Item 16: OPS Pulse Survey

OPSEU inquired about the ministry results. Results of the OPS Pulse Survey were shared corporately with OPSEU on October 17, 2020

**Action:** Parties agreed to remove item from agenda.

## Item 17: ODSP Info-share

The Employer provided an update.

**Action:** Parties agreed to remove item from agenda.

# New Items

## Item 18: Work from Home Reimbursements

OPSEU inquired about the process for an employee to deduct expenses paid in the 2020 tax year for the use of a workspace in their home. The Employer confirmed that tele-working employees would need to obtain a T2200 form from the Canada Revenue Agency (CRA) to support a claim for employment expenses on their 2020 personal tax return. The T2200 form should be completed by the employee when preparing their 2020 tax return and presented to their manager for sign off, as required by CRA.

It is recommended that employees consult with a qualified personal tax advisor or the CRA for more information.

**Action:** No action

## Item 19: Reskilling Committee

OPSEU inquired about the process related to the OPSEU Transition and Reskilling Committee and the Employer provided an update and clarified that this process and committee was run corporately. OPSEU requested involvement in this process.

**Action:** Parties agreed to remove item from agenda and acknowledged that it could be added back to the agenda in the future, if required.

# Approvals

Union Co-Chair:

Debbie Ponte

Date:

Management Co-Chair:

A handwritten signature in black ink, appearing to read "N. Holland". The signature is written in a cursive style with a large initial "N" and a long, sweeping underline.

Natasha Holland

Date: January 5, 2021