



MEMORANDUM

TO: All Presidents with members in the Ministry of the Attorney General
All Stewards in the Ministry of the Attorney General

FROM: Ruth Hamilton, OPS Supervisor

DATE: September 30, 2013

SUBJECT: Ministry of the Attorney General
ERC Minutes – September 25, 2013

Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

A large, stylized handwritten signature in black ink, appearing to read "Warren Thomas".

Warren (Smokey) Thomas
President

A smaller, more cursive handwritten signature in black ink, appearing to read "Ruth Hamilton".

Ruth Hamilton
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

MERC MINUTES

Ministry of the Attorney General

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING (MERC)

September 25, 2013
9:30 a.m. – 5:30 p.m.

31 Wellesley St E, Toronto, Ontario

Chair: Union

For the Union:

Jim Jurens (Co-Chair) OPSEU Local 526
Tim Elphick, Vice Co-Chair, OPSEU
Johanne Bourgeois
Tina Stevens
Judith Marion, OPSEU Job Security

Regrets:

Randy Holloway,
HR Strategic Business Unit, CSMD
Brian Garrah, Court Services Division

For the Ministry:

Carol Christidis, (Co-Chair) HR
Strategic Business Unit, Corporate
Services Management Division
Lina Bilardo, Victims & Vulnerable
Persons Division
Chris Tikkanen, Centre For Employee
Relations
Roy Dart, Court Services Division

Recorder:

Sean Lee, Centre For Employee
Relations

| Ref # | Agenda Item: | Issue: | Follow-Up / Action: |
|---|---|--|---|
| Presentation: | | | |
| Attendance Support Management Program (ASMP) | The Attendance Support Management Program Office provided an overview of the ASMP. The Union asked why the ASMP was being implemented in CSD and raised several concerns about the fairness of the program. The Employer stated it was implementing the program to reduce and manage absenteeism in a fair and consistent manner. | | |
| Standing Items: | | | |
| 1. | MAG Update: | | |
| a. | Victims and Vulnerable Persons (VVPD) | <p>VVPD provided a synopsis of the support for employees' wellness across the province.</p> <p>The Union requested additional information as to how VVPD provides supports for smaller communities especially in Northern Ontario.</p> <p>CSD management representatives have met with VVPD to review the tools currently available and processes in place and will consider applicability of these tools for use among managers and staff. CSD will provide a synopsis of current supports for employees' wellness across the province.</p> | <p>Management to follow up</p> <p>Management to report back at next meeting</p> |
| b. | Court Services Division | CSD Employee Awards of Excellence for 2012/2013 are in the process of being awarded across the province. A special edition newsletter with highlights of all the award winners will be issued in October 2013. | |
| 2. | a. Fixed Term (FXT) Report (Article 16) | Management to provide. | |
| | b. Conversion Reports (Article 31 A.15) | Management to provide. | |

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| 3. | LERCs | The Union requested an updated listing of LERCs Co-Chairs with contact information within the Ministry. Management to provide an electronic listing of LERCs. | Management to follow up |
| 4. | Employee Engagement Action Plan | The Employer has been compiling information received at the Town Hall. | Management to follow up |
| 5. | Ministry's Court Reporting Services | No updates to provide. The Union asked when the Dissanayake GSB decision of March 1, 2013 will be implemented. Management advised that, due to the outstanding litigation, management is unable to comment. | |
| 6. | Job Descriptions | Management provided disclosure of the job descriptions for June and July 2013. | |
| 7. | Bill 168 and Workplace Violence Risk Assessment (WVRA) | The Union advised that some Joint Health and Safety Committees in MAG have not been provided with the WVRA. The Union requests that the Employer follow up to ensure that the WVRAs are provided to all the Joint Health and Safety Committees or Health and Safety Representatives. | Management to follow up |
| 8. | Career Mentoring Program | The Career Mentoring Program is in the process of accepting applications from partners and mentors for the Fall 2013 launch. | |
| 9. | Courts Information Management System | No updates to provide. | |
| 10. | Training and Development | The parties will continue to discuss training and development. | |
| 11. | Results based Planning (RbP) | There are no updates at this time. The union requested the RbP booklet when it becomes available and an update at the next meeting. | Management to follow up |

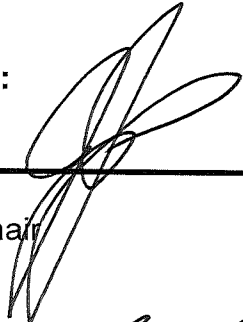
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| 12. | FPT Deficit hours | Management has provided a list of FPT deficit hours as of March 31, 2013. The Union reviewed the list and identified several employees of concern. The Union to forward additional information. | Union to follow up |
| 13. | Court Interpreters | The Employer has posted the following Court Interpreter Unit positions: <ul style="list-style-type: none"> - One permanent position – English/ Mandarin - One permanent position – English/ Tamil - One temporary position – English /Cantonese - Two permanent positions – English/ Cantonese <p>Applications are currently being screened.</p> <p>The Union asked about the new Court Interpreters database.</p> | Management to follow up |
| 14. | MAG Diversity Plan | The Diversity, Inclusion and Accessibility Office will provide a presentation on the new 2013-2016 Diversity Plan, when available. | |
| Report Back Items: | | | |
| 15. | Kenora - Small Court Location Pilot Project | The pilot has been extended to March 31, 2014. Management reiterated that additional sites are still being considered and will be disclosed when available. | Management to follow up as available |
| 16. | Toronto Region's Learning & Development Committee, Court Services Division. | Union requested a presentation from a member of the Learning and Development Committee of Toronto Region and the Court of Appeal for Ontario to gain a better understanding of the functions of the committee. | Management to follow up |

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| 17. | Complement of fixed-term (FXT) and flexible part-time (FPT) staff at 393/330 University Ave. | Discussions are ongoing. The parties are exploring options. | Parties to follow up |
| 18. | Staff access to computers to access WIN. | All court staff (including in-court staff Registrars and CSOs) at 393/330 University Avenue has access to computers. They have been provided with access to the intranet to view OPS websites to access WIN, to look up vacation and sick credits and are provided with an MS Outlook account. With regards to WIN, both Registrars and CSO's can view their personal information for accuracy. | Union to follow up |
| 19. | Replacement of worn court apparel | <p>The replacement of court apparel (i.e. gowns and dickies) is governed by CSD practice/directive. Direction on the provision for Court Clerks and Registrars was set out in a Memo from the 2009 Collective Agreement. Each Court Clerk and Registrar is to be provided with his/her own gown and two (2) dickies, as necessary.</p> <p>Alterations required to the length or general size of re-assigned gowns in order to ensure proper fit and minimize the risk of injury are to be completed by a tailor or seamstress at the Ministry's expense. Managers must ensure that re-assigned gowns are dry-cleaned at the Ministry's expense prior to being reassigned to a new employee. Thereafter staff is responsible for laundering their own gown.</p> | Remove from agenda |
| 20. | Appendix 42 – Flexible Hours of Work and Telework Arrangements | Deferred. | Management to follow up |
| 21. | Article 10.3 – Job Trading | Management followed up with the Recruitment Centre. No job trades currently exist. | Move to standing |

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| 22. | Appendix 39 - Mass Centralized Recruitment Process | Union requested the Employer confirm if the mass recruitment eligibility lists that have been provided reflect the entire last 18 months. | Parties to follow up |
| 23. | Appendix 46– Transition Exit Initiative | The Union stated that other ministries provide the Union MERC Co-Chairs with a list of numbers of employees who have applied and have been approved for a Transition Exit Initiative (TEI). The Union raised concerns that some employees who have submitted TEI applications have not had their proposed exit dates agreed to. | Management to follow up |
| New Business: | | | |
| 24. | Court Order | The Union brought forward concerns that agency staff were brought in to do bargaining unit work. | Management to follow up |
| 25. | Landlord Tenant Board Workload Issue | Deferred. | |
| 26. | LERC Training – Requirement for both parties to attend | LERC training will be provided in the near future. The MAG MERC encourages all LERC members to participate in the training. Further details will be provided as available. | |
| 27. | Attendance Support Management Program (ASMP) – Program and Training | Deferred. | |
| Deferred Items | | | |
| 28. | Owen Sound | Deferred. | |
| 29. | Procedures for High Risk | Deferred. | |

Attachments: 1) Appendix A – Disclosures (Deferred)

For the Union:



OPSEU Co-Chair

Sept. 25 / 2013

Date:

For Management:



Management Co-Chair

Sept 25 2013

Date:

Appendix A: Disclosures

| Date | Subject |
|---------------|--|
| June 12, 2013 | Extension of the Small Office Model Pilot Project within Kenora Courthouse |
| June 14, 2013 | Information Sharing Regarding the Judicial Interim Release Orders (JIRO)/Recognizance pilot |
| June 21, 2013 | Creation of new Court and Client Representative position in Court Services Division |
| June 27, 2013 | Surplus of 1 OPSEU-represented Position – Office of the Chief Justice, Superior Court |
| July 18, 2013 | Attendance Support and Management Program |
| July 22, 2013 | Information item – Social Justice Tribunal Ontario (SJTO) Landlord and Tenant Board Case Management |
| Aug 2, 2013 | Change in Office Location within 40 km |
| Aug 9, 2013 | Position Reclassification, change in position title and implementation of Generic Job Description at the Brampton Courthouse |
| Aug 21, 2013 | Employee Work Surveys |
| Aug 30, 2013 | Information Share regarding I&IT Policy – Internet Access in the Workplace by Court Staff in Toronto Region and the Court of Appeal for Ontario |
| Sept 3, 2013 | Follow-up to Information Share regarding I&IT Policy - Internet Access in the Workplace by Court Staff in Toronto Region and the Court of Appeal for Ontario |
| Sept 10, 2013 | Change in Position Location and Job Duties within Legal Services Division |