

MERC MINUTES
Ministry of the Attorney General

MINISTRY EMPLOYEE RELATIONS COMMITTEE MEETING (MERC)
Ad-Hoc Meeting in reply to 330/393 University LERC Referrals

November 01, 2016
1:30 to 3:00pm

720 Bay Street, Toronto – 3rd Floor HR Boardroom

Chair: Union/Employer

MERC Members:

Tim Elphick, OPSEU Co-Chair
Cindy Abric-Forsyth, OPSEU Negotiator

Carol Christidis, Management Co-Chair
Randy Holloway, HR Business Advisor, CSMD
Mark Hine, HR Business Advisor, CSMD
Alexandra Ellis, ERD TBS*

Guests:

- Heather Temple, Workforce Policy and Planning Coordinator, CSD*
- Michael Valerio, Manager of Court Operations, CSD

*via teleconference

Regrets:

Observer:

Ref #	Agenda Item:	Issue	Follow-Up / Action:
<p><i>The union has received eleven (11) referrals from the Local Employee Relations Committee (LERC) for the worksites at 330 University Avenue, Toronto and 393 University Avenue, Toronto. The parties jointly agreed at the previous regular MERC meeting of October 20, 2016 to discuss these issues at an ad-hoc meeting which is captured as outlined below.</i></p>			
1.	<p>Court Security – 330/393 University, Toronto</p>	<p>The LERC has referred concerns surrounding court security at 330/393 University, Toronto. Particularly, there are concerns with the lack of security screening on some floors but not others, and the level of a court security presence.</p>	<p>Matters relating to court security shall be referred to the local Joint Health & Safety Committee (JHSC) and/or the local manager.</p> <p>The JHSC may refer issues to the courthouse security working group as recommendations. Toronto Police Service is responsible for courthouse security at this location.</p> <p>The JHSC is to be consulted in the development of the next Workplace Violence & Risk Assessment.</p> <p>Referred to an upcoming LERC meeting for follow-up.</p>
2.	<p>Counsellor on-site to address vicarious trauma</p>	<p>The LERC has referred concerns surrounding vicarious trauma and an ability to access on-site counselling services. The employer previously shared that the Employee Assistance Program (EAP) is available to all employees should they have an immediate need.</p>	<p>The employer agrees to share EAP information with staff on the services and how to contact EAP for assistance.</p> <p>The employer will also explore opportunities to have a representative from EAP attend to provide a presentation on the various services they offer and will report back at an upcoming LERC.</p>

Ref #	Agenda Item:	Issue	Follow-Up / Action:
3.	MOA – Students in the Workplace (signed December 19, 2005)	The LERC has referred concerns surrounding the Memorandum of Agreement relating to Students in the Workplace.	The parties are reminded to review the provisions of the MOA and ensure that details are provided as outlined.
4.	Access to restricted websites on Ministry computers	<p>The LERC has referred concerns surrounding access to restricted websites.</p> <p>Sites that are marked restricted that an employee may require access to should be brought to the attention of the local manager.</p> <p>Local management advises that there is currently a process in place for employees to speak with their local manager to seek access to sites that are marked as restricted</p>	The MERC agree that the current practice as described is best to address restricted website access.
5.	Confidential Information on the p: drive server	<p>The LERC has referred concerns surrounding confidential information being placed on a shared server.</p> <p>The local employer advised that as soon as this was brought to the local manager's attention that it was removed/deleted.</p>	<p>The employer has reminded managers to be careful when handling sensitive/confidential information.</p> <p>The issue is not ongoing and is marked resolved.</p>

Ref #	Agenda Item:	Issue	Follow-Up / Action:
6.	Vacancy Reporting	The LERC has referred concerns surrounding access to individual names and positions that may be vacant. The employer indicated at the LERC meeting that this information is shared with the MERC.	The employer provides a vacancy list to OPSEU on a recurring basis in conjunction with Treasury Board Secretariat. This information is not made available to local representatives. However, specific questions may be referred to the OPS Negotiator and/or Local Staff Representative with any questions relating to a vacancy.
7.	Access to computers	<p>The LERC has referred concerns surrounding access to computers in the workplace.</p> <p>The employer advises that courtrooms at 330/393 University along with the court support office has computers that are accessible to all staff, including FPT and FXT.</p>	Employees with issues in obtaining access to a computer are to speak with their local manager.
8.	FPT – banking of hours	The LERC has referred concerns surrounding Flexible Part-Time (FPT) staff and an ability for them to bank hours in excess of their minimum weekly category hours.	Flexible Part-Time (FPT) staff working conditions shall be accordance with Appendix 32. Thus, banking of hours is not permissible.
9.	Fixed Term (FXT) employees in Summer months	The LERC has referred concerns surrounding FXT (on-call/as required) employees in the summer months. Particularly, if a record of employment can be issued.	FXT (on-call/as required) employees may be scheduled between 0-36.25 hours per week. As such, no record of employment is issued while they maintain an ability to be scheduled.

Ref #	Agenda Item:	Issue	Follow-Up / Action:
10.	Ergonomic Training	The LERC has referred concerns surrounding ergonomic training.	The Centre for Leadership and Learning (CFL) has ergonomic based e-learning courses. Employees interested in the training should speak with their manager.
11.	Meal allowances	The LERC has referred concerns surrounding meal allowances.	Meal allowances are in accordance with the OPS Collective Agreement and OPS Travel, Meals, & Hospitality directive.

For the Union:



Union Co-Chair
Tim Elphick

For the Employer:



Employer Co-Chair
Carol Christidis

