

M E M O R A N D U M

TO: All Presidents with members in the Ministry of Community Safety & Correctional Services

All Stewards in the Ministry of Community Safety & Correctional Services

FROM: Ruth Hamilton, OPS Supervisor

DATE: June 03, 2011

**SUBJECT: Ministry of Community Safety & Correctional Services
ERC– June 2, 2011**

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,



Warren (Smokey) Thomas
President



Ruth Hamilton
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

**Ministry of Community Safety and Correctional Services
Ministry Employee Relations Committee**

Minutes

Tuesday, June 2, 2011
25 Grosvenor Street
16th floor Main boardroom, Toronto

Attendees:

For the Union

Dan Sidsworth (Co-chair)
Monte Vieselmeyer
Jim Mitchell
Gord Longhi
Stephen George

For the Ministry

Marilyn Tomkinson (Co-chair)
Emelie Milloy
Mary-Jo Knappett
Pauline Jones
Christina Danylchenko

Regrets:

- Rose Buhagiar

Guests/Observers:

- Jane Albright, Director, HR Strategic Business Unit
- Mark Dittenhoffer, A/Manager, Labour Relations MCSCS
- Sean Milloy, Employee Relations Advisor, Centre for Employee Relations
- Cathy Laakso, Business Advisor, HR Strategic Business Unit
- Carroll Robinson, Director, Recruitment Modernization, OED
- Rick Rozak, Manager, Correctional Officer Basic and Advanced Training, OCSC
- Bob Feere, Area Manager, Hamilton East P&P Services

Note Taker:

- Lise Ledoux, Program Advisor to the MERC

Previous Business:

Community Services items

1. **11 04 19: Accommodations in P&P** – information was reviewed and a meeting will be scheduled in August or September. The focus of the meeting is to jointly review the current accommodation process and work towards a best practices approach to workplace accommodations (duty to accommodate).

Action: setup meeting date



2. **11 04 19: Lateral transfers in P&P** – Employer advised that there will be no formal agreement at this time on equitable use of lateral transfer in P&P. Union advocating for an open and transparent consistent manner with a formalized agreement.

Action: Employer reviewing current process followed in each region

Institutions Services items

3. **09 11 24: Grievance Improvement Proposals** – draft joint communiqué shared with the Union regarding the implementation process and presidents' leave as well as the correctional officer bargaining unit scheduling assistant positions.

Action: Union to review the draft joint communiqué and provide feedback before the next meeting

4. **10 01 27: Security and Inmate Management Recommendations** – Union has reviewed the previous update and have provided their comments to the employer. Union is requesting to be advised of any future working groups as current MERC members were unaware of the working group established to draft policy with respect to random search of staff. Employer provided a draft copy of the Random Searches of Staff policy and Qs/As to the union based on the recommendations from the joint working group.

Union is requesting clarification on the development and implementation of an enhanced program delivery model for remanded and sentenced inmates. Union also raised a concern with the purchase of additional BOSS chairs due to lack of effectiveness, questionable reliability and recommended expansion of other types of security equipment.

Action: Employer to review the comments and respond at the next meeting. Union to review the updated information as well as the draft policy provided at this meeting. Employer to setup a separate meeting with Dan Sidsworth, Monte Vieselmeyer and Colette DesRoches to discuss some concerns/recommendations.

5. **10 01 27: Update on Rollout of Security Teams in Institutions** – memo was issued on April 21, 2011. Union raised a concern that expansion is allowed however no funding is attached to the initiative. Union also question whether the current teams in place are in jeopardy.

Action: Employer will consult with Institutional Services regional directors regarding the rollout and implementation within their



respective regions. The Union will consult with other jurisdictions regarding their practices.

6. **10 01 27: Correctional Officer Recruitment Unit** – overview of the new recruitment process provided by Carroll Robinson, Director, Recruitment and Modernization Branch. MERC members are appreciative of the presentation and work/commitment with the Correctional Officer Recruitment initiative.

Action: Union to review the material and will report back at the meeting on any recommendations.

7. **10 06 02: Mentoring of New Hires (Job Orientation)** – Employer received an outline of the program currently rolled out in the Northern Region. Union supports the concept of the program however the implementation has fallen short.

Action: Employer to respond on the best option to evaluate the Northern Region pilot (i.e., PESAR) and respond to the Union by June 30th. Union continues advocating for implementation in all institutions.

8. **10 09 29: Thunder Bay Jail 2-hour Shifts** – ADM, IS has requested a review of this issue within all institutions.

Action: ADM, IS is reviewing the input from the regions and action will be determined. Union is seeking direction to the field from the ADM, IS to end this practice (pre-scheduling of 2 and 4 hour shifts as per the Collective Agreement).

9. **10 09 29: Dress Uniforms** – Union co-chair has been invited to future meetings. Union is again recommending a point system to issue staff clothing including dress uniforms. There is a grievance with respect to access to dress uniforms.

Action: Deferred until grievance has been resolved.

10. **11 04 19: Local 678 - ARTC** – Co-chairs discussed and foresee a resolution at the local level.

Action: Follow-up at the next meeting.

11. **11 04 19: Provincial Nursing Advisory Committee** – issue where new hires fall on the salary scale. SBU have offered their assistance in this review. Union is requesting to be a part of the process.

Action: SBU to follow-up with Health Care Services.



12. **11 04 19: 2010 Auditor General Report** – the union requested to hold a separate meeting to discuss.

Action: Union to provide dates. Employer co-chair to confirm a date.

13. **11 04 19: Local 582 TEDC** – issue resolved.

Action: Complete

14. **11 04 19: Local 616 North Bay Jail** – local parties have agreed to meet. Meeting scheduled for June 16th.

Action: follow-up at the next meeting

15. **11 04 19: Ontario Correctional Institute vacant RPM positions** – Superintendent is in the process of completion a business case to fill these positions for review/approval by the Regional Director

Action: Employer to update when the business case has been approved/denied.

16. **11 04 19: Attendance Target Incentive** – pay out date is June 23, 2011.

Action: Complete

Both Community and Institutions Services items

1. **11 04 19: OPS 2011 Employee Survey** – report to be shared once responses collated.

Action: Employer will share as soon as the results are available.

Standing Items:

1. **Systemic Change Steering Committee (formerly SAROC)** – released last month three MOAs. The parties will support the development and implementation of Ministry's Transformational Strategy as part of the responsibilities outlined for the Diversity Subcommittee of MERC.

Action: Parties will provide names of their respective membership by June 30th.

2. **Diversity Efforts Underway in the Ministry** – next update will be at the September meeting.



3. **Labour Relations / Regional Labour Relations Forum (RLRF)** – Union raised concern that they were not consulted regarding the PPO3 job description.

Central Region RLRf meeting has been set for June 22nd and no date has yet been set for the Western Region RLRf. Eastern Region RLRf held a meeting on May 19th and has set the next meeting for October 25th. Northern Region RLRf anticipates a meeting scheduled in the fall.

Elgin-Middlesex DC scheduling issue still remains unresolved.

4. **Interest Based Problem Solving training (IBPS)** – Rick Rozak to review the possibility of this training being delivered in-house and follow-up by September 4th.
5. **Fixed Term Correctional Officer Hours and Number of Unclassifieds to be provided quarterly** – next report will be provided in July
6. **Hardcopy of Superintendents List E-Copy** – provided to the Union
7. **JASIC Committee** – first quarter results were provided to JASIC co-chairs and the next meeting is schedule for June 24th. On track for annual average projected total of 11.751 sick days for the purposes of COR15.

Union has expressed disappointment at the committee level with the lack of progress in exploring health and productivity programs to improved health and wellness.

8. **Joint Cost Generating Savings Opportunities** – there are no joint cost savings update at this time
9. **P & P workload sub-committee** – waiting for final piece from PESAR and finalizing the time study document. Survey results provided to OAD group. CSR have completed the survey and awaiting a report back on best practices. Union has concerns over further delays to the implementation of Workload Analysis Tool.

Both parties endorse the best practice of establishing local workload committees.

10. **Ministry file review committee** – meeting will be held on June 7th to review and discuss.



New Business:

Community Services items

1. Halton duty assignments

Action: community services representatives from MERC will work with regional and local parties to address the impact of the movement of two positions from Milton to Halton South.

Institutions Services items

1. **Correctional Officer Advanced Training** – presentation by Rick Rozak, Manager, Correctional Officer Basic and Advanced Training, OCSC on the proposed work plan (regional pilots). MERC members thanked Rick for his presentation.

Action: Jim Mitchell will provide any feedback to the Training and Development Sub-Committee at the next meeting. Complete.

2. **Use of tele-health type service (medical / psychiatric assessment) in non remote institutions** – Union raised concerns of staff liability and increase work loads have not been addressed.

Action: Employer will review and report back.

3. **MERC Provincial Overtime Protocol Sub-committee** meeting of May 26th. An Agreement was signed off. Union raised a concern that the Employer requested this subcommittee be disbanded.

Action: Fred Tucker is providing an update to the field.

4. **MERC Investigations Sub-committee** of May 30th and 31st. Terms of Reference have been signed off. A joint communiqué being drafted regarding the Memorandum of Settlement.

Action: Next meeting is scheduled for August 16th. This subject will be moved under Standing Items.

5. **Transition Updates** - Mimico CC agreement was signed off. Union MERC members, Transition Team and the ADM, IS visited the Owen Sound Jail, Walkerton Jail and Sarnia Jail. Parties have met once regarding the Owen Sound and Walkerton transition.

Action: Owen Sound and Walkerton transition's next meeting is scheduled for June 3rd

Both Community and Institutions Services items

1. **Threats Against Staff Policy** – Union is recommending that a policy be established similar to Nova Scotia's policy which reflects the Criminal Code sec. 423.1 entitled "Intimidation of a Justice System Participant". Union is seeking clarification on the "Threat Against Staff" policy in respect to transferring of inmates.

Action: Employer to research and report back at the next meeting.

2. **Changing Face of Corrections report** – meeting to be scheduled to discuss the report.

Action: Union to provide dates. Employer to confirm a meeting date.

3. **Review of MERC Sub-committees** – review existence of each sub-committee as well as discuss processes for update.

Action: Employer to provide a list of the current sub-committees for review by the Union.

4. **Results Base Planning** – Union requested the number of FTEs impacted.


Action: Employer to provide clarification to the Union ASAP.



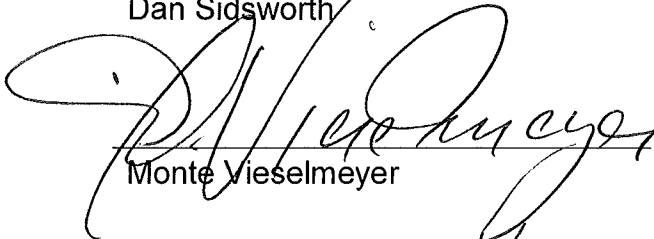
Next Meeting:

Date: Wednesday, September 28, 2011
Location: OPSEU, 31 Wellesley Street, Toronto
Time: 10 a.m.

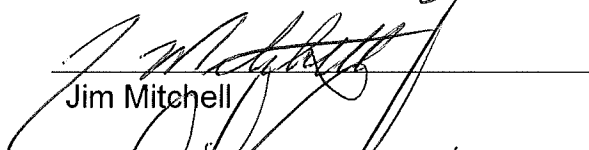
For the Union:



Dan Sidsworth



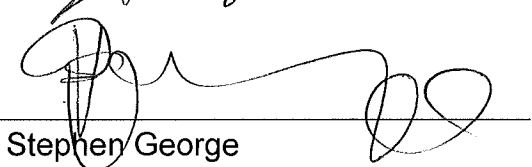
Monte Vieselmeier



Jim Mitchell

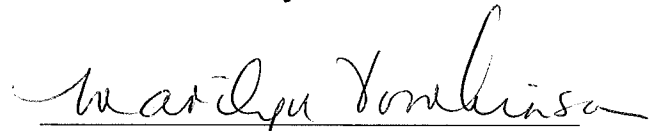


Gord Longhi



Stephen George

For the Ministry:



Marilyn Tomkinson



Emelie Milloy



Mary-Jo Knappett

Pauline Jones



Christina Danylochenko