

MEMORANDUM

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: April 27, 2011

**SUBJECT: Ministry of Community Safety & Correctional Services
ERC– April 19, 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

/sk

att.

cc: MERC Chairs
Ministry ERC

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

Minutes

April 19, 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
Rose Buhagiar
Mary-Jo Knappett
Pauline Jones
Christina Danylchenko

Guests/Observers:

- Joy Wallace, Jane Street Probation & Parole Services (Alternate)
- 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

Note Taker:

- Lise Ledoux, Program Advisor to the MERC

MERC acknowledges Marg Welch's contributions on the committee and welcome Marilyn Tomkinson as co-chair, management as well as Mark Dittenhoffer as a resource.

The committee has agreed that as of the June 2nd meeting, the agenda/minutes will be restructured to reflect the two business streams (CS and IS).

Previous Business:

1. **09 11 24: Grievance Improvement Proposals** – two Memorandum of Agreements have been signed off: Improving and Maintaining Local Labour Relations (April 8, 2011) and Local Mediation-Arbitration Protocol (April 8, 2011).



Action: Joint communiqué to be prepared and sent out regarding the implementation process and presidents' leave as well as the correctional officer bargaining unit scheduling assistant positions.

2. **10 01 27: Security and Inmate Management Recommendations** – union have received an update.

Action: union will review and respond.

3. **10 01 27: Update on Rollout of Security Teams in Institutions** – a review to be completed to determine if and where these teams will be expanded in other institutions. No date has been set for the review. Teams have been implemented at Toronto West DC, Central North CC and management to follow-up on the union's recommendation that a team be implemented at the Central East CC. Toronto Jail's team is targeted for implementation at the end of May.

Action: management to follow-up

4. **10 01 27: Correctional Officer Recruitment Unit** – an update was provided to the union. Carroll Robinson and Rick Rozak to be invited to the June 2nd meeting. Union is advocated for the COTA classes resume as soon as possible. Ontario Correctional Services College has not maintained its regular schedule over the past two years.

Action: update and discussion at the next meeting

5. **10 03 31: Management diversity mentoring program** – information has been provided.

Action: complete

6. **10 06 02: Diversity Efforts Underway in the Ministry** – a diversity and equity related initiatives rollup (November 1 to December 31, 2010) was provided.

Action: update to be provided bi-annually. Item to be moved under Standing Items.

7. **10 03 31: Job Trades** – Employee Portfolio Exemption List.

Action: issue has been addressed - complete



8. **10 06 02: Bill 168** – in terms of the Risk Assessments as of November 2010, 100% completed in IS and OED and 98% in CS as of November 2010. Regarding Bill 168 training, 87.4% complete for CS, 65.8% for IS and 86% for OED as of February 28, 2011.

Action: being referred to PJOHSC. Complete

9. **10 06 02: Mentoring of New Hires (Job Orientation)** – mentoring of new hires is the responsibility of the local work sites. The Training and Development sub-committee recommends that the Northern Region process be implemented in other regions.

Action: a representative from the Training and Development sub-committee will be invited to the next meeting to discuss/present the Northern Region program.

10. **10 06 29: Job Trades Non COs: Required Time to Process** – Union requested assistance to expedite the process to ensure efficiencies. Guide to the Ontario Public Service Job Trading Program was provided to the union. Any further issues to be directed to the Strategic Business Unit.

The ADM, IS released a memorandum "Institutional Services Vacancy Freeze" dated March 30, 2011 regarding a freeze on filling existing vacancies due to the Mimico CC transition and the Owen Sound Jail and Walkerton Jail transitions.

Action: complete

11. **10 09 29: Strip Searches** – the union indicated that CECC awards were contrary to ADI policy. Both parties agree that the item has been resolved.

Action: complete

12. **10 09 29: Thunder Bay Jail 2-hour Shifts** – the Union is concerned that some staff are being scheduled for 2 hour shifts at the Thunder Bay Jail (practice also occurring at the Sudbury Jail).

Action: management co-chair to review and follow-up by April 29th.

13. **10 09 29: Dress Uniforms** – union co-chair to receive updates and arrangement to be made to be invited to future meetings.

Action: employer to follow-up.



Standing Items:

1. **SAROC** – working through initiatives as planned and progressing well. Joint communication is forthcoming.
2. **Labour Relations / Regional Labour Relations Forum** – there is value in holding these meetings. There is a joint commitment to promote dialogue and improve upon labour relations throughout.
3. **SBU Update and Binder** – resolved and any further issues to be brought forward to SBU. This Standing Item to be removed.
4. **Interest Based Problem Solving training (IBPS)** – local members and administrators have changed and should receive training.

Action: Employer will consult with the OCSC to determine if training can be delivered in-house.
5. **Fixed Term Correctional Officer Hours and Number of Unclassifieds to be provided quarterly** – information was provided to the union.
6. **Hardcopy of Superintendents List E-Copy** – information was provided to the union.
7. **JASIC Committee** – next meeting is May 9, 2011. The parties continue to meet to negotiate the Alternative Dispute Resolution. The committee continues to work on the Health and Productivity Pilot at Maplehurst CC. The parties will jointly be attending a Lancaster conference on Human Rights and Accommodation on April 27 and 28.
8. **Joint Cost Generating Savings Opportunities** – union supports greening initiatives. Union requests a review on the budget announcement to close the Walkerton Jail, Owen Sound Jail, Sarnia Jail and Toronto West DC. Union would like a review of the Ontario Provincial Police transportation unit and its associated costs. Union wants to recognize Paul Johnstone's contribution to cost savings regarding the recommendation on reducing cable costs.
9. **P & P workload sub-committee** – the Terms of Reference has been signed. Workload analysis tool is continuing towards implementation. OAD and CSR working groups are also developing best practices to share with the field. Employer and union are working finalizing an agreement on Appendix COR12.



10. **Ministry file review committee** – limited opportunities for progress however committee continues to move forward.

Action: union will forward MFRC names to Pauline Jones and Jane Albright as well as CERC report.

New Business:

1. **11 04 19: Local 678 - ARTC** – requesting assistance to review incident on July 29, 2010 at ARTC in the Remand South Unit. Access to reports and recommendations with opportunity to forward any recommendations to superintendent. Debriefing occurred on April 13, 2011.

Action: Employer to review and follow-up.

2. **11 04 19: Provincial Nursing Advisory Committee** – union requests that a bargaining agent be part of discussion regarding the review of starting salary rates.

Action: Linda Ogilvie to provide an update and share information with the SBU for review.

3. **11 04 19: MCSCS Organizational Realignment** – information provided a copy of the letter to the union.

Action: complete

4. **11 04 19: 2010 Auditor General Report** – Union is requesting a breakout meeting to discuss the follow-up of the 2008 Annual Report in order to review and discuss the status of the 13 recommendations and the ministries studies, research and information that was used in this report.

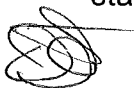
Action: the union's request to hold a separate meeting to discuss is deferred.

5. **11 04 19: Local 582 TEDC** – a recommendation has been made and the local parties are negotiating a resolution.

Action: Update will be provided at the next meeting.

6. **11 04 19: IT investigations** – the employer will follow the same process as Firewall investigations for sharing evidence.

The GSB Memorandum of Settlement (GSB #2010-0766) signed March 22, 2011 gives access to members to Section 22 investigations their own statements (written, audio, video) prior to allegation meetings and disciplinary



meetings. Reference agreement for precondition and further information. Attached to minutes.

Action: complete

7. **11 04 19: Local 616 North Bay Jail** – employer withdrew a local agreement of fixed term employees. Issue has not been resolved.

Action: co-chairs to discuss with the Regional Director and local President and follow-up by April 29th.

8. **11 04 19: OPS 2011 Employee Survey** – the survey was completed. Participation responses improved over 2009. The Employer has followed-up with IPSOS Reid and was advised that errors in processing meant that some staff did not receive the link and the process will be improved for 2013 to include all staff.

Action: report to be shared once responses collated.

9. **11 04 19: Accommodations in P&P** – group of individuals have been identified to look at current processes. Anne Fowler and Vicki Robertson from the Attendance Support Management office have been provided as resources to assist with the process.

Action: review of information and set-up meeting dates.

10. **11 04 19: Lateral transfers in P&P** – union is requesting an agreement on equitable use of lateral transfer in P&P.

Action: employer is reviewing the request.

11. **11 04 19: Attendance Target Incentive** – the 2010 payout originally was targeted for the same payout date as the year previous (May) however given the WIN transition it's been delayed and the Employer will advise as soon as OSS provides the payout date.

Action: Employer to provide an update when available.

12. **11 04 19: Ontario Correctional Institute vacant RPM positions** – union requesting follow-up information on these positions and that it be shared with the Transition Unit.

Action: Employer to follow-up to Transition Committee.




2011 Meeting Dates

- Thursday, June 2, 2011 - OPSEU Wellesley office
- Wednesday, September 28, 2011 – MCSCS Grosvenor Street
- Thursday, October 27, 2011 – OPSEU Wellesley office
- Wednesday, November 23, 2011 – MCSCS Grosvenor Street

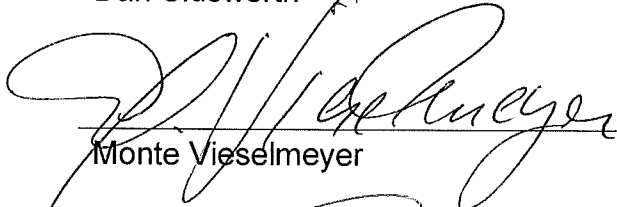
Next Meeting:

Date: Thursday, June 2, 2011
Location: OPSEU Wellesley office
Time: 10 a.m.

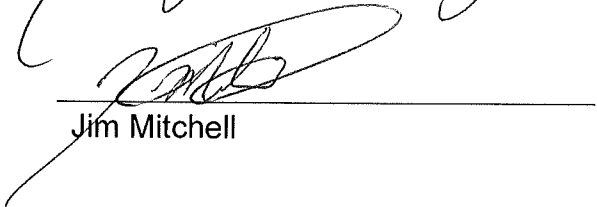
For the Union:



Dan Sidsworth

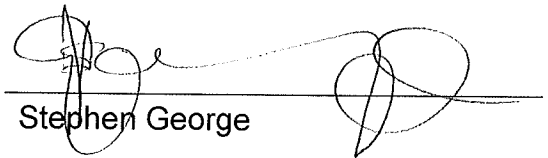


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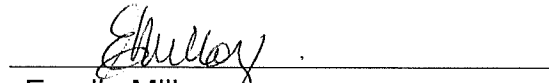


Stephen George

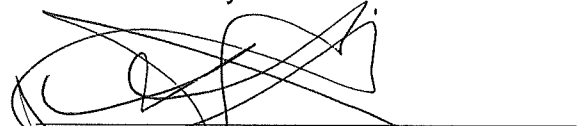
For the Ministry:



Marilyn Tomkinson




Emelie Milloy

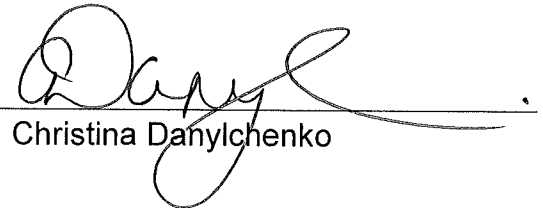


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