

MEMORANDUM

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

FROM: Ruth Hamilton, OPS Supervisor

DATE: February 17, 2012

SUBJECT: Ministry of Community Safety and Correctional Services
MERC Minutes – January 12, 2012

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

/s

att.

cc: MERC Chairs
Ministry ERC

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

Minutes

Thursday, January 12, 2012
OPSEU Regional Office
31 Wellesley Street East, Toronto

Attendees: For the Union

Dan Sidsworth (Co-chair)
Monte Vieselmeier
Jim Mitchell
Gorg Longhi
Jim Paul

For the Ministry

Marilyn Tomkinson (Co-chair)
Emelie Milloy
Rose Buhagiar
Pauline Jones
Christina Danylchenko

Guests/Observers:

- Mark Dittenhoffer, A/Manager, Labour Relations MCSCS
- Sean Milloy, Employee Relations Advisor, Centre for Employee Relations
- Kevin Sawicki, Manager, Strategic Labour Relations Initiatives, SBU
- Linda Ogilvie, Manager, Corporate Health Care
- Amanda Saucier, Vice-President Local 616, North Bay Jail

Note Taker:

- Lise Ledoux, Program Advisor to the MERC

Previous Business:

Community Services items

1. **11 04 19: Accommodations in P&P** – two meetings have been held and progressing well. Next meeting is scheduled on February 7, 2012.

Action: ongoing

2. **11 04 19: Lateral transfers in P&P** – process is only for probation & parole officers. Union is requesting consideration of other classifications (OAGs) be included in the Employee Transition Unit lateral transfer process.

Union continues to have concern with ministry's lack of commitment to a fair process in utilizing lateral transfers to fill vacancies.



Action: Management to bring forward issue regarding OAGs. Union co-chair will contact the ADM, CS and have a discussion regarding a written process on lateral transfers.

Institutional Services items

1. **10 01 27: Correctional Officer Recruitment Unit** – ADM, IS will be conducting a needs assessment to determine the number of fixed term correctional officers required in each institution. Union continues to be concerned with the delay of the Recruitment Modernization Initiative and the negative impact of the current shortage of staff levels in the institutions.

Action: committee to be kept informed.

2. **10 06 02: Mentoring of New Hires (Job Orientation)** – presentation by Amanda Saucier – coach/mentor program at the North Bay Jail.

Action: MERC endorses the concept and will refer to the Training and Development Sub-committee.

3. **11 04 19: Local 678 - ARTC** – signed off on a Memorandum of Settlement.

Action: To be removed from MERC agenda.

4. **11 04 19: Provincial Nursing Advisory Committee** – clarification was provided. Concerns were raised by the Union regarding scope of duties and salaries of RPNs.

Action: Management to respond regarding scope of duties. Referring salaries issue to the CERC. Remove from the agenda.

5. **11 04 19: 2010 Auditor General Report** – Union will provide questions and meeting dates to the co-chair, management

Action: in progress.

6. **11 06 02: Use of tele-health type service (medical / psychiatric assessment) in non remote institutions** – presentation by Linda Ogilvie, Manager, Corporate Health Care.

Action: To be removed from MERC agenda.

7. **11 06 02: Transition Updates** – TIC opened on December 5, 2011. All former Mimico CC staff are working at their new locations. The Owen Sound and Walkerton Jails closed on December 4, 2011 and the staff are at their new locations with the exception of the local decommissioning teams. Mimico CC site was handed over to Ellis Don Construction on January 6, 2012. Toronto South DC is



approximately 86% overall construction complete. South West DC is 16% complete based on cash flow. South West DC team is in the process of reviewing the 100% design drawings. South West DC anticipates a mock up cell within the next week.

OPSEU job trade pilot positions and classifications has been extended to the end of the current Collective Agreement.

The OPSEU MERC members and three local presidents of the Toronto Jail, Toronto Intermittent Centre and Toronto West DC toured the Toronto South DC in December 2011. Meetings and tours have been scheduled for the remainder of the year.

Action: ongoing

8. **11 09 28 Thunder Bay Jail Improving Labour Relations**

Action: Superintendent and the Union President will attend the next meeting.

9. **11 09 28 Improving and Maintaining Local Labour Relations Re: Presidential Leave** – Union reports that there continues to be problems.

Action: MERC is committed to attending LERCs to assist local parties as requested.

10. **11 09 28 Fixed Term Employees Suspension with Pay** – parties signed off on a Memorandum of Settlement. Memorandum will be forthcoming within 10 days. Union will be sending out a Lock Talk.

Action: To be removed from agenda.

11. **11 09 28 Length of time for Section 22 investigations to be shortened** – the Union MERC members are requesting to meet with Commander Rooke from the Ontario Provincial Police.

Action: Continues to be under review and a request for a meeting will be forwarded to Commander Rooke.

12. **11 09 28 ASMPP thresh-holds** – ASMO is pleased to report a significant reduction in short-term sick time among correctional and youth officers. Given this, once all the December attendance data is submitted, it is anticipated this group will again achieve an attendance target for a third year in a row.

Action: Provide final attendance data to MERC co-chairs.

13. **11 09 28 IS Incident Workload Issues** – policy still under review.

Action: Union requesting a meeting with the ADM, IS to provide input in the development of the revisions to the use of force policy.



14. **11 11 23 Institutional Search Team (IST)** – Union requesting clarification on the search teams.

Action: Deferred to the next meeting.

15. **11 11 23 Local 617 Sudbury Jail** – Dan Sidsworth and Daryl Pitfield, DRD, Northern Region to assist local. A meeting date to be determined.

Action: update at the next meeting.

16. **11 11 23 Custodial Training** – OCSC confirmed that training is not mandatory for non-correctional staff. Union requests that this training be made mandatory for all non-correctional staff that directly supervise inmates (i.e., those that receive custodial allowance).

Action: Referred to the Training and Development Sub-committee to determine the process to making a course designated mandatory.

17. **11 11 23 Rank structure** – management confirmed that this is still under review. Union will be contacting the Lead for this initiative to express their concerns.

Action: deferred to next meeting.

18. **11 11 23 Report writing involving use of force** – managers currently receiving Risk Management Team training. Correctional officer training component is under development and will be implemented at the conclusion of the RMT training.

Union is expressing its concern that the existing training, report writing and lack of immediate relief to write these reports are jeopardizing the health and safety of all staff and inmates within the institutions.

Union is demanding immediate training to address the changes regarding the use of force and the use of force report writing obligations. Union is demanding officers to be relieved of duties to ensure accurate and timely submission of reports pursuant to ministry policy.

Management advised that applicable legislative authorities to use force and how force is applied by correctional staff have not changed. Correctional officer training component is under development and will be implemented at the conclusion of the RMT training.

Action: Union MERC members will be addressing these concerns directly with the Deputy Minister. Management will provide updates as they become available.



Both Community and Institutional Services items

1. **09 09 29 FLS Requirements** – SBU in the data collection phase.
Action: SBU anticipate completion by the end of January 2012. To report back at the next meeting.
2. **11 04 19: OPS 2011 Employee Engagement Survey** – Union have no comment.
Action: To be removed from agenda.
3. **11 06 02: Review of MERC Sub-committees**
Action: Union co-chair to provide recommended changes to Management co-chair prior to the next meeting.
4. **11 06 02: Results Based Planning** – SBU shared with the Union co-chair. Union have no questions.
Action: Update to be provided at the next meeting.
5. **11 11 23 MCSCS Employee Engagement** –
Action:
6. **11 11 23 Draft Staff Search policy**
Action: Union will resubmit concerns in writing to the Management co-chair. Deferred to the next meeting.
7. **11 11 23 Impact of the proposed Federal legislation**
Action: no update.

Standing Items:

1. **Systemic Change Steering Committee (formerly SAROC)** – no update. Next meeting scheduled on February 9th.
2. **Diversity Sub-Committee** – Union members are Monte Vieselmeyer as co-chair and Nancy Hart-Day (Vanier Centre) and Jennifer Roukkula (Thunder Bay CC). Management will confirm at the next meeting.
3. **Diversity Efforts Underway in the Ministry** – no update.
4. **Labour Relations / Regional Labour Relations Forum (RLRF)** – no update.

5. **Fixed Term Correctional Officer Hours and Number of Unclassifieds (provided quarterly)** – provided to the Union.
6. **Hardcopy of Superintendents List E-Copy** – provided to the Union.
7. **Joint Attendance Strategy and Implementation Committee** – Management tabled the Attendance Support and Management Pilot Program midterm report and OPSEU's response to that report dated December 5, 2011. These will be referred to CERC.
8. **Joint Cost Generating Savings Opportunities** – no update.
9. **P & P workload sub-committee** – work continues to move forward. Presentation was made to the CS committee and currently responding to questions and request for clarification. OAG and CSR committees continue their meetings and their work.
10. **Ministry file review committee** – no update. Next meeting is scheduled on February 14th.
11. **MERC Investigations Sub-committee** – parties met on January 10th. The Information Bulletin with respect to Section 22 investigation process is complete and ready for distribution. Next meeting is scheduled on March 22nd.
12. **Security Provisions and Inmate Population Management Committee Recommendations** – no update.

New Business

1. **Institutional Services Transition Unit MERC Sub-Committee Proposal** – the parties are negotiating a Terms of Reference for the new Toronto South DC and South West DC Capital Infrastructure MERC sub-committee.

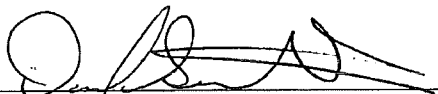
Action: in progress.

Next Meeting:

Date: Thursday, March 29, 2012
Location: 25 Grosvenor Street, 16th Floor, Boardroom A
Time: 9:30 a.m.

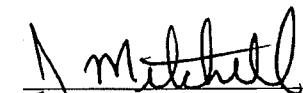


For the Union:

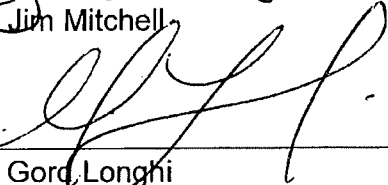


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Jim Mitchell

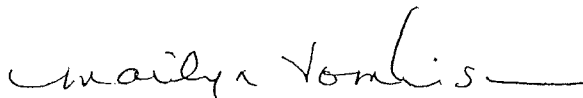


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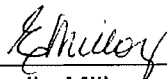


Jim Paul

For the Ministry:



Marilyn Tomkinson



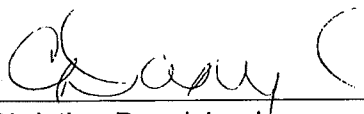
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