

Ministry Employee Relations Committee

MCSCS - Correctional Services

Minutes

Monday, June 12, 2017

Toronto South DC, 160 Horner Avenue, Toronto

Attendees

For the Union

- Monte Vieselmeyer (Co-chair)
- Scott McIntyre
- Chris Jackel
- Chad Oldfield
- Sandra Harper

For the Ministry

- Christina Danylchenko (Co-chair)
- Arlene Berday (Co-chair)
- Daryl Pitfield
- Barb Forbes

Resources

- Bart Nowak, Manager, HR Strategic Business Unit
- Brian Scott, Manager, Employee Relations, Bargaining and Compensation
- Anna Fernandes, Deputy Regional Director, Community Services, Central Region
- Jenny Cece, Manager, Labour Management Liaison, Institutional Operations Branch

Guests / Observers

- Scott Large, Deputy Superintendent, Toronto South DC
- Mark Manna, Local Union representative, Toronto South DC
- Gord Cobb, Local Union representative, Toronto South DC

Note Taker

- Lise Ledoux, Employee Relations Committee Coordinator

Previous Business

Institutional Services items

1. **11 06 02 Transition Updates** – Employee Transition Subcommittee met on May 12th to discuss future processes.

Action: Move item to Standing Items.

2. **13 06 19 Ombudsman’s report, level of violence in workplace** – Union will provide a response to the Associate Deputy Minister’s by end of July 2017.

Action: Update to be provided at the next meeting.

3. **14 01 14 eRoster** – copy of the PowerPoint presentation was provided to the Union.

Action: Employer to set up a meeting to review eRoster once ready for rollout. A secondary meeting will be held with GOs and ERAs.

4. **14 05 27 PPSE update** – Employer will request Legal Services to review the current language in the policy and will revise as necessary.

Action: Policy issues to be referred to the PPSE subcommittee.

5. **14 07 08 Staffing Levels subcommittee update** – Union will provide a response to the Associate Deputy Minister’s by end of July 2017.

Action: Update to be provided at the next meeting.

6. **14 07 08 Security Review Subcommittee update** – Union will provide a response to the Associate Deputy Minister’s by end of July 2017.

Action: Update to be provided at the next meeting.

7. **16 03 31 Health and Productivity Program (HPP) Status** – on track, currently doing the Northern Region institutions. Conducting regional sessions and/or local sessions wherever requested thereafter. The Oversight Committee will continue to monitor program implementation and maintenance issues that are raised by the local/region.

Action: MERC co-chairs will meet with Hamilton-Wentworth DC to facilitate implementation.

8. 16 03 31 RIC Project at Elgin-Middlesex DC –

Action: Complete. Item to be removed from the agenda.

9. 16 03 31 Status of Segregation Review – Mr. Sapers' review was released on May 4th and contains 63 recommendations. The Ministry has committed to addressing all his recommendations.

Action: Meeting to be scheduled for June 23rd to review the recommendations and update to be provided at the next meeting.

10.16 05 04 Dedicated female units in existing institutions (JAHN Remedies) – the Employer and OPSEU members of MERC met on Thursday, May 11, 2017 to discuss the Dedicated Staffing Process for Women's Units across the Province.

The Union raised concerns with the Employer's communication and use of the Expression of Interest (EOI) process for filling Correctional Officer posts. The Union stated that EOI process should be transparent and the past practice of seniority should be utilized to fill post. The Employer should consider when selecting which employees to fill posts.

The Employer values the Union's comments as a respected stakeholder. The Employer is committed to being transparent and will make best efforts to communicate the EOI process to the Union in advance of the EOI being posted for the remaining sites. The Employer will make best efforts to ensure communication on the use of EOIs is clear and provide employees with relevant information on the process, as well as what is required of employees who are interested in applying. The Employer is also open to providing feedback, upon request, to employees who were unsuccessful in the EOI process. The Employer continues to be committed to ensuring that the interests and strengths of employees are considered in the assignment of posts working with specialized populations and the Employer intends to continue to use the EOI process, as they deem it to be appropriate.

Action: The Union will provide a follow up response to the Employer.

11.16 09 14 Bargaining Unit Security Assistant – no update.

Action: Union to provide a draft proposal to the Employer by June 16th.

12.16 09 14 Correctional Officer Badge Numbers used for Identification

purposed on Ministry forms – meeting to be scheduled to develop the best practice document. The Employer has identified Jenny Cece and Lisa O'Brien for this working group.

Action: Union to provide names and a meeting will be scheduled.

13.16 09 14 Issues Affecting Correctional Nurses – Manager, Corporate Health Care attended and discussion occurred regarding the following:

- a) Transfer of inmate care to MOHLTC
- b) Health and safety of the nurses
- c) How the ministry is attracting and retaining nurses
- d) Nursing workload

Action: Standardized security training for nurses to be referred to the PJOHSC. The Union will request that the OPSEU nurses working group will summarize and forward their concerns to MERC.

14.17 02 01 Status on body scanners – scanners have been installed in the following institutions: Ottawa-Carleton DC, Elgin-Middlesex DC, Hamilton-Wentworth DC, Central East CC, Maplehurst CC, South West DC, Toronto East DC and Thunder Bay Jail.

Action: Meeting scheduled on June 23rd to discuss further.

15.17 02 01 Section 22 process – no update.

Action: Chief of Oversight and Investigations will attend the September meeting to provide an update.

16.17 02 01 Continued use of RPMs, not collapsed into BAMs – meeting was held to discuss concerns at specific worksites.

Action: Employer will advise.

17.17 02 01 Local President Leave – no update.

Action: Parties will have further discussion on June 23rd.

18.17 02 01 FXTs being prescheduled OT in breach of the HPRO protocol of the 3 day hiring window – subcommittee met on June 5th.

Action: Complete. Item referred to the Fixed Term Subcommittee.

19.17 02 01 Statistics:

- a. **Assaults for 2016, inmate on staff and inmate on inmate – meeting scheduled on June 19th with the Manager, Information Management Unit to discuss statistics.**

Action: Update to be provided at the next meeting.

- b. **Lockdowns for 2016 per institution – Union requesting statistics.**

Action: Employer to respond.

- c. **PESAR statistics for Toronto South DC and South West DC as defined upon opening of both institutions – to be discussed further at the Direct Supervision Subcommittee (DSS).**

Action: June 1st DSS meeting was cancelled. Update to be provided at the next meeting.

20.17 02 01 Uniform Point System – item resolved.

Action: Complete. Item to be removed from the agenda.

21.17 02 01 COTA – graduation dates are May 19, July 28, August 31, September 6 and December 15. All classes are projected to train 192 recruits with the exception of the summer training for August 31 graduation with 150. Union is requesting a target projection per institutions.

Action: Employer to request target projections from the Correctional Services Recruitment Unit.

22.17 04 05 Internet Access – Union requesting that maintenance trades staff be provided with internet access.

Action: Employer to respond.

23.17 04 05 Application of the Suicide Policy – the Operational Support Division is reviewing the Suicide Prevention Policy to ensure it does not conflict with other applicable policies i.e., searches, use of force, etc. The Employer expects that all staff and managers will follow ministry policy. Where an employee receives direction from their manager that they feel is contrary to Ministry policy, they shall immediately notify said manager of their concerns. Employees shall document any concerns per standard ministry protocol. The Union indicated that staff should not be expected to follow unlawful orders.

Action: Employer will report back once the review has been completed. ADM, IS will discuss policy adherence with the Directors at the next ISEC.

Community Services items

1. **14 09 10 PPO Staffing Levels** – this subcommittee is working on the backfill pool and associated logistics of implementation: application process, training particulars and security screening. Employer co-chair will be assumed by Northern Region DRD Barb Hollyer.

Action: Update to be provided to the next meeting.

2. **16 09 14 Probation and Parole British Columbia (BC) Workplace Survey** – the Union has reviewed the survey and is satisfied with its content. The Employer is adapting the survey for Ontario. The Employer is working with PESAR to assist with data collection / analysis.

Action: The Union will inquire as to whether resources are available to assist with data collection / analysis. The revised survey will be shared with the Union.

Both Institutional and Community Services Items

1. **14 03 25 Correctional Services Staff Monument** – planning is underway for a September 20th unveiling.

Action: Update to be provided at the next meeting.

2. **16 03 31 MERC/LERC Training** – scheduled training day has been cancelled. Employer will resubmit registration form when new dates are available.

Action: Update to be provided at the next meeting.

3. **16 09 14 Retired Ceremonial Unit members attending events** – a decision note has been drafted.

Action: Employer to provide update.

Standing Items

1. **Diversity Subcommittee** – met on June 6th. MOA and Terms of Reference signed.

2. **Fixed Term Correctional Officer Hours, Number of Fixed Term and Overtime Hours (provided quarterly)** –

Action: Employer to provide statistics for the last fiscal.

3. **Employment Stability List** – no active staff currently on the list.

4. **ASMP Statistics** – Employer shared statistics via email on June 9th.

5. **Union requesting Employer staffing shortage contingency plans / inmate overcrowding contingency plans** – no update.

6. **Probation & Parole Workload** – MERC Workload met on June 8th, 2017. OAG 10 working groups continue to address CSR specific workload. OAG 8 working group is reassembling with new members to discuss the workload of this group. This committee is reviewing workload impacts from the Training Subcommittee, specifically Peer Mentorship. Union maintains a “Workload Crisis” within Probation & Parole Services.

7. **Direct Supervision** – June 1st meeting was cancelled. Meeting to be rescheduled.

8. **Transformation** –

- As of June 5th, job offers have been accepted for 203 of the 239 positions to fulfill this initiative. Over 13,000 applications received.

- 24 correctional officer positions were filled with combination of lateral transfers and rollover of fixed term staff to full time. Recruiting of correctional officers is ongoing.
- Onboarding staff who may be external to corrections required enhanced background security clearance which normally take 2 – 3 months and extended the process beyond end of fiscal year 2016/17.
- Care in Placement screen developed and rolled out to all institutions in January. This tool will assist in collecting data and reporting on segregation at institutions, and provides real-time data.

9. Bill 163 – Workplace Safety and Insurance Amendment Act (Emergency Responders) – Employer confirmed that the PTSD plan was provided on May 4th at the OSI meeting.

Action: Operational Support Division and Centre for Employee Health, Safety and Wellness to be invited to a future meeting.

10. Female Secure Treatment Unit – target for operation in 2018. Information to be provided as available.

11. List of Superintendents – revised lists shared via email with Union co-chair on April 5th and May 29th.

New Business

1. Implementation of Expanded Telematics Program for OPS Fleet – TBS disclosed to bargaining agents on March 31, 2017 that the Ministry of Transportation’s (MTO) Fleet Management Centre (FMC) will be expanding its telematics program.

The expanded program is the outcome of a successful pilot of telematics in approximately 500 motor pool vehicles and is supported by a recent procurement for telematics technology services. A contract has been awarded to BSM Technologies, who will be responsible for the provision of hardware, device installation, and access to data through a secure system.

The data that will be gathered through the use of telematics technology will assist the FMC in improving OPS Fleet efficiency, as well as enhance OPS driver safety. Monthly data uploads from these devices will enable the FMC to achieve the following:

- Automatically determine accurate monthly odometer readings without the need for employees to manually report in the ARI database system;
- Predict and schedule preventative maintenance services;
- Monitor fuel consumption;
- Conduct fleet utilization analyses;
- Locate a vehicle at any time through Global Positioning System (GPS) technology, such as in emergencies or where driver safety is a concern.

Action: Complete. Item to be removed from the agenda.

- 2. Employee Engagement Survey** – result provided and the OPS response rate was 57% with Correctional Services at 30%. The analysis and action planning is taking place at the divisional level from June 2017 to January 2018.

Action: Complete. Item to be removed from the agenda.

- 3. OTIS Access for Correctional Officers** – the Union is requesting that the Employer review access to OTIS for correctional officers.

Action: Employer to respond.

- 4. Recreation Officers Training / Job Competitions** – Employer confirms that recent job postings included requirement to respond to emergency situations. Item under review by the Employer.

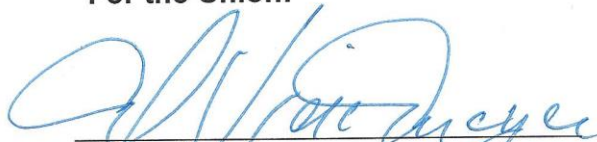
Action: Update to be provided. Should the requirement be altered in the future, Employer will issue communication along with revised job specifications.

Next Meeting

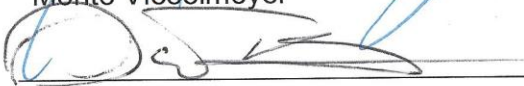
Date: Wednesday, September 27, 2017
Location: OPSEU Regional Office, Ottawa

Signatures

For the Union:



Monte Vieselmeyer



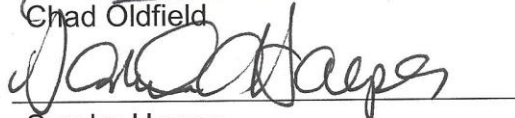
Scott McIntyre



Chris Jackel



Chad Oldfield

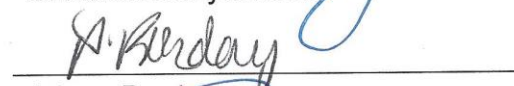


Sandra Harper

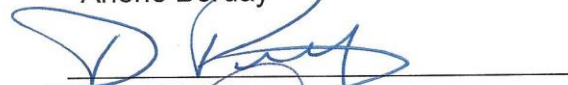
For the Ministry:



Christina Danylchenko



Arlene Berday



Daryl Pitfield



Barb Forbes