

Ministry Employee Relations Committee

MCSCS - Correctional Services

Minutes

Wednesday, October 12, 2016
25 Grosvenor Street, 16th floor, Toronto

Attendees

For the Union

- Monte Vieselmeyer (Co-chair)
- Gord Longhi
- Greg Arnold
- Jim Richards
- Sandra Harper

For the Ministry

- Mary-Jo Knappett (Co-chair)
- Christina Danylchenko
- Daryl Pitfield
- Barb Forbes

Resources

- Kevin Sawicki, Director, Corporate Services
- Bart Nowak, Manager, HR Strategic Business Unit
- Brian Scott, Employee Relations Advisor, Bargaining and Compensation

Guests / Observers

- Paul Wishak, Senior Manager, Corrections Information Technology (conference)
- Liz Ives, Manager, Correctional Services Recruitment Unit
- Stewart McGetrick, Director, Communications Branch
- Laura McDonald, Employee Relations Intern

Note Taker

- Lise Ledoux, Employee Relations Committee Coordinator

Previous Business

Institutional Services items

1. 11 06 02 Transition Updates –

- Currently 27 YSO undertaking Conversion Training, those successful will commence CO positions October 24th at various institutions i.e., CECC, OCDC, QDC, Algoma, Sudbury and North Bay Jails.
- Currently working with our bargaining partners to support those employees affected in the Electronic Supervision Program and Intermittent Community Work Program Service Delivery Model, ensuring surplus and collective agreement entitlements are provided.
- Working to balance Fixed Term resources province wide to meet the operational requirements of our institutions. Challenge of FXT requests to transfer contracts elsewhere, one year minimum required.
- RIC positions – ongoing discussion regarding opportunity for staff in other locations to follow the intermittent work to RIC.
- Supporting Superintendents with FXT Seniority Calculation addressing the new provision under ACL credits.
- Currently working with our bargaining partners to support those employees affected in the Operational Support Division (administrative staff), ensuring surplus and collective agreement entitlements are provided.
- Elgin-Middlesex DC RIC accepted the first inmates on September 23rd.

Action: Ongoing. Update to be provided at the next MERC meeting.

2. 13 06 19 Ombudsman's report, level of violence in workplace – Union will provide comments.

Action: Union will respond to the Deputy Minister, Associate Deputy Minister and Assistant Deputy Minister – IS.

3. 14 01 14 eRoster – Paul Wishak, Senior Manager, Corrections Information Technology provided an update on the eRoster project with anticipated completion in the Fall 2017. Issues identified in the pilot are currently being resolved. Union requested an updated joint Qs and As document specific to eRoster be developed. Bailiffs will be included in eRoster once rolled out.

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Action: Demonstration of eRoster to be scheduled with MERC in the near future.

4. **14 05 27 Offender Transfer Operations (OTO)** – no update. Meeting has been scheduled on October 21st.

Action: Update to be provided at the next MERC meeting.

5. **14 05 27 PPSE update** – no update. Training is ongoing.

Action: Update to be provided at the next MERC meeting.

6. **14 07 08 Staffing Levels subcommittee update** – Union will provide comments.

Action: Union will respond to the Deputy Minister, Associate Deputy Minister and Assistant Deputy Minister – IS.

7. **14 07 08 Security Review Subcommittee update** – Union will provide comments.

Action: Union will respond to the Deputy Minister, Associate Deputy Minister and Assistant Deputy Minister – IS.

8. **14 07 08 Union requesting hiring protocol and review processes for new recruits (COTA)** – Liz Ives, Manager, Correctional Services Recruitment Unit provided an update of the recruitment process. The Union found the presentation very informative and addressed the concerns raised.

Action: Complete. Remove item from the MERC agenda.

9. **14 09 10 Contraband Seizures** – no update. Committee discussed the introduction of body scanners as a contraband detection tool.

Action: Update to be provided at the next MERC meeting.

10. **16 03 31 Female Mental Health Unit** – Union met with the Director on October 3rd. A competition for the Superintendent of this Unit will occur in the near future. Discussion occurred surrounding this priority initiative of the Ministry.

Action: Item to be moved to Standing Items and will remain for information sharing.

11.16 03 31 Health and Productivity Program (HPP) Status – aggressive schedule for the Fall to deliver two day seminars to management and bargaining unit representatives at the majority of institutions in Central Region. Sessions have commenced and have been well attended and received.

Action: ADM, IS to issue a memo regarding the re-launch of the program.

12.16 03 31 RIC Project at Elgin-Middlesex DC – Employer shared an updated staffing model with the Union. RIC became operational on September 23rd.

Action: Update to be provided at the next MERC meeting.

13.16 03 31 Status of Segregation Review – review is ongoing and not anticipated to be completed until the new fiscal year. Some early measures may be implemented in 2016.

Action: Employer to notify the Union of any early implementation items.

14.16 05 04 Dedicated female units in existing institutions (JAHN Remedies) – as a reminder, the JAHN remedies arise from an Ontario Human Rights Tribunal award resulting in ten public remedies (attached). A communique is being drafted and will be shared with institutions housing female units regarding the JAHN remedies and staff selection process utilizing expression of interest.

Action: Employer to develop and issue a memorandum.

15.16 09 14 Downloading of Johnson Control work to TSDC bargaining unit maintenance staff – Union requesting a copy of maintenance job specs.

Action: Employer to provide a copy of the job specs to the Union prior to the next MERC meeting.

16.16 09 14 Management of Incident Reporting at Algoma T&RC – discussion regarding incidents.

Action: Union to provide specific examples to the ADM, IS.

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17. 16 09 14 Bargaining Unit Security Assistant – no update.

Action: Union will provide a proposal for consideration by the next MERC meeting.

18. 16 09 14 Unified Special Cases from Bargaining to be forwarded to Appendix 7 committee – Union provided special cases to the Employer.

Action: Employer will review and respond.

19. 16 09 14 Correctional Officer Badge Numbers used for Identification purposed on Ministry forms – Union raised concerns regarding staff being required to put their names on ministry forms that are provided to inmates.

Action: Employer will review and respond by the next MERC meeting.

20. 16 09 14 Protocol/Policy for full body scanners – policy was shared with the Union.

Action: Union to review.

21. 16 09 14 Responsibility for Associated Expenses for Member Representatives during Investigations – Union raised concerns regarding an

incident where the Employer rescheduled a Section 22 meeting with short notice and at a distant location. The Union raised concerns that the employee's chosen representative did not attend as travel expenses were not approved. The Union suggests that this should not occur in the future. Employer acknowledges the Union's concern.

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

22. 16 09 14 Use of Security Surveillance Video for Purpose of Investigations Under Section 22 – Union has concerns that the intent of Appendix COR 10 is not being followed. The Union intends to table this issue at the next round of bargaining.

Action: The Union will raise specific incidents with the Employer should they occur. Item to be removed from the MERC agenda.

23. 16 09 14 Union raised concerns over Legal Ruling Regarding Inmates and Contraband Weapons – Employer acknowledges the Union's concerns.

Action: Employer will refer the Union's concern to Legal Branch and report back.

24. 16 09 14 Issues Affecting Correctional Nurses – Union identified a list of concerns.

Action: Union to provide in writing a more detailed description of concerns to the Employer for review.

Community Services items

1. **14 09 10 PPO Staffing Levels** – The committee met on August 25th. Revisions were made to Flexible Work Arrangements agreement and Backfill Pool agreement. Documents signed off and implementation to follow.

Action: Employer to follow up with communications strategy and develop/implement the selection processes for the backfill pool.

2. **16 05 04 Fixed Term contracts for PPOs** – Employer continues to work with the SBU to provide a summary of notice provisions as per the Employment Standards Act and the Collective Agreement.

Action: Update to be provided at the next MERC meeting.

3. **16 09 14 Probation and Parole British Columbia (BC) Workplace Survey** – A copy of the summary of the survey results was shared with the Employer. The Union is requesting a similar survey be completed in Ontario and be a joint initiative.

Action: Union will get a copy of the BC survey questions. Employer and Union will develop a survey for Ontario.

Both Institutional and Community Services Items

1. **13 09 11 Public Relations / Media Inquiries** – Stewart McGetrick, Director, Communications Branch provided an update on the ministry's communication tools which includes the Twitter account (@ONsafety) being used to promote the

ministry. The Union looks forward to continued building of positive imaging through social media.

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

2. **14 03 25 Correctional Services Staff Monument** – working group meeting on October 18th. The design phase is at approximately 50% completion.

Action: Update to be provided at the next MERC meeting.

3. **14 05 27 Joint Union and Employer ASMP training** – Centre for Employee Health Safety and Wellness offers all employees with two hour ASMP training through webinar. Fall dates: October 12, 19 and 26; November 2, 9, 16, 23 and 30; December 7, 14 and 21. Employees can go to myOPS on the Wellness Portal to register. The Union encourages local representatives and employees to participate.

Action: Employer supports employee attendance at these sessions where operationally feasible. Employer will follow-up on training dates in 2017.

4. **16 03 31 Mental Health Training (JAHN specific training)** – no update.

Action: Union to provide written response to the Employee regarding the curriculum.

5. **16 03 31 Interest Based Problem Solving (joint training)** – OPSEU and the Employee Relations Branch announced the re-launch of the joint ERC training program. Level 1 training dates are available (October 20, 26 and November 2, 16, 22); however, Level 2 training dates have yet to be determined. MERC supports LERCs and RERCs attend Level 1 and 2 training sessions as appropriate.

Action: Update to be provided at the next MERC meeting.

6. **16 09 14 Retired Ceremonial Unit members attending events** – Union requesting that the ministry review voluntary involvement of retired members.

Action: Employer is supportive and will provide updates at a later date.

Standing Items

1. **Systemic Change Steering Committee (SCSC)** – The Committee met on October 5th. Three additional MOAs were completed and signed off. The committee is very close to completion of all of the initiatives and work of the committee should transition to the MERC Diversity Subcommittee by early 2017. Next meeting is scheduled for November 30th.
2. **Diversity Subcommittee** – Informal meeting took place on October 11th. Subcommittee to schedule a meeting date.
3. **Labour Relations / Regional Labour Relations Forum (RLRF)** – no update.
4. **Fixed Term Correctional Officer Hours and Number of Fixed Term (provided quarterly)** – Union will share an email detailing previous report where in this data was provided.
5. **Employment Stability List** – no update.
6. **ASMP Statistics** – Employer provided the ASMP statistics as of September 30th.
7. **Union requesting Employer staffing shortage contingency plans / inmate overcrowding contingency plans** – no update.
8. **Probation & Parole Workload** – the subcommittee met on September 13th. Adjustments were made to WAT tool weightings as a result of analysis of the time study completed on PSRs and PPRs. The subcommittee will continue to monitor workload trends and identify areas of concern. Next meeting scheduled for December 8th.
9. **Direct Supervision** – meeting to be scheduled this Fall.
10. **Transformation** – Effective October 24, Curt Arthur will serve as the Executive Lead for Corrections Transformation Implementation to move the transformation from planning to policy development and implementation. This new role will support the transformation policy development work, which will be led by the Policy and Strategic Planning Division.
11. **Alternative Discipline Resolution Process subcommittee** – subcommittee will set up monthly meetings.

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12. Bill 163 – Workplace Safety and Insurance Amendment Act (Emergency Responders) – no update.

New Business

1. **Offender Transfer Operations – swipe card system** – Union questioning if a new swipe card system is being implemented for bailiffs. Employer advised that there is a new swipe card system is being implemented. The swipe card system is separate from eRoster.

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

2. **Bail Transformation Concerns** – Union is requesting ongoing disclosure of any transformation strategies with the bail program. Union is concerned that supervision of bail clients will be added to P&P responsibilities without additional resources.

Action: Employer will review and respond.

3. **Probation and Parole Officer Recruitment Policy (PPORP)** – PPORP has been revised with an effective date of November 1st.

Action: Details will be communicated to field. Employer and Union to draft joint communique.

2017 Meeting Schedule

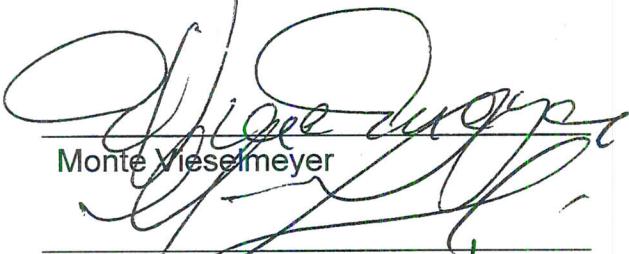
- To be determined

Next Meeting

Date: to be determined

Signatures

For the Union:



Monte Wiese

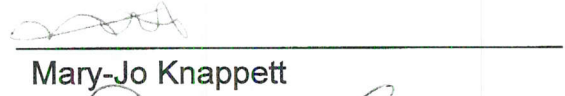
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Greg Arnold

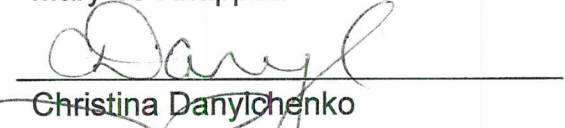
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For the Ministry:



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