

Ministry of the Attorney General

LOCAL EMPLOYEE RELATIONS COMMITTEE MEETING (LERC)

DRAFT

November 2, 2006
10:30 a.m. – 11:30 a.m.
720 Bay Street, Toronto, ON

CO-CHAIRS: Beverly Leonard – Court Services Division
Lois Scott, Constitutional Law Branch

For the Union

Lois Scott; OPSEU Local 228
Lisa Glover
Barbara Blake

For the Ministry

Beverly Leonard
Rosalie Reis
Claudette Charles

Agenda Item	Issue	Follow-Up/Action
Fragrances in 720 Bay	<p>The Union raised a concern regarding fragrances in the workplace, specifically that some staff is allergic to scents and become very ill when worn by others to work. The issue is particularly problematic when the individual cannot be moved given the nature of the work.</p> <p>Union and Management representatives agreed that it might be helpful to forward a communication to all staff signed by the LERC co-chairs, depending on what has previously been done or what is currently being planned from a Ministry perspective.</p> <p>Union representatives questioned the use of the Employee Assistance Program in terms of reports to the Ministry on usage. Do the reports contain information regarding specific employee use?</p> <p>Management advised that the reports received by the Ministry from the service provider are not specific in nature.</p>	<p>Management to explore previous communication to staff from the Human Resources Branch as well as if there are policies in existence.</p> <p>Deferred to next meeting.</p> <p>Management to explore EAP reports and advise at next meeting.</p>

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<p>Work distribution/ equipment in CP&PB</p>	<p>The Union advised that a complaint had been received regarding work distribution and equipment in CP&PB. Union and Management representatives completed a walk through of the area and no equipment problems were noted.</p> <p>The Union also questioned whether it is acceptable for Union members to access personnel files when acting in management positions.</p> <p>Management advised that acting managers are expected to fulfil the requirements of the position, including keeping information regarding personnel related issues confidential. Should there be a breach of confidentiality, the senior manager or director should be advised.</p>	<p>Workload issue has been resolved and no equipment concerns observed.</p> <p>Remove from agenda.</p>
<p>Employee Training</p>	<p>Union questioned the method or policy used to determine when staff receive training each year.</p> <p>Management advised that requests for employee training should be noted in/tied to employee Learning and Development Plans. This would include training required to fulfill the roles and responsibilities of the existing position as well as future career objectives. Training must be accommodated within the fiscal envelope and with consideration to operational demands. Training is therefore at the manager's discretion to approve.</p>	<p>Remove from agenda.</p> <p>Further discussion to transpire regarding Performance Management Plans and Learning and Development Plans.</p>
<p>Acting Assignments</p>	<p>The Union raised a concern regarding a perceived abuse of acting assignments (i.e. employees acting for two weeks and being returned to home position, therefore not getting acting pay)</p> <p>Management advised that the employee(s) should raise their concerns with the manager, and if no acceptable reasoning is provided and if the issue still continues, should speak with the next level manager for resolution.</p>	<p>Management to follow up with manager.</p> <p>Union to speak with employee.</p>
<p>Next Meeting</p>	<p>February 8, 2007</p>	

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For the Union:

For Management:

Lois Scott
OPSEU Co-Chair

Beverly Leonard
Management Co-Chair

Date:

Date: