

**Minutes of LERC meeting
Held on November 19, 2010 @ 1:30**

Attendees: Brian Garrah / Mabel Almeida - Employer
Lois Scott / Martha MacLachlan – OPSEU

1. Membership Applications for OPSEU New Hires

Union representative requested that managers include a Membership Application for any new OPSEU hires at 720 and 700 Bay and forward that to the OPSEU LERC co-chair, Lois Scott. The management representative has asked for advice from the Human Resources Strategic Business Unit to respond to this request.

2. 6th Floor Lunch Room

The Union representative advised that access to the 6th floor lunchroom, 720 Bay Street is not available to all 6th floor employees. Management confirmed that all 6th floor employees have access to a lunchroom in the building, and their manager has recently confirmed which lunchrooms are available to them. The union representative noted that was not a satisfactory result for the union at LERC and would be raised at MERC.

3. Temporary Agency Employees in this Ministry, LSB, 8th floor (CLOC)

The Union Representative inquired as to why there appeared to be so many temporary agency employees working at 720 Bay Street? Management responded that due to work load issues, priority projects and absences, in some instances, managers have used temporary agency employees to staff positions pending recruitment based on operational requirements. Other managers have been able to hold the position vacant while the recruitment activity is completed, based on their operational requirements.

4. Suggestion – Outlook Calendar

The union representative raised a suggestion/best practice of using the in/out board feature in the Outlook calendar. Their work unit has found it very helpful and it enhances customer service. This is an

electronic version of the former in/out system used in the past on "whiteboards" at the reception area of an office. For example, individuals can indicate if they are at a meeting, in court or away on vacation.

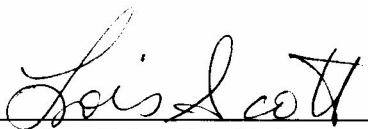
The new LERC management representative, Betty Leung, has this system in place and finds it very helpful. Below is a summary of the key steps involved in setting it up for anyone who is interested.

Summary of Key Steps in Setting up the Outlook In/Out Board

1. Pre-requisite: The participating office is required to set up an additional mailbox (e.g. JUS-G-LSD-CLB-InOutBoard) via S.ODO
2. The administrator sets the permission level for each employee.
 - 2.1 Non-editing Author:
 - can create items, read items, and delete own items
 - cannot edit items
 - 2.2 Author: can create items, read items, edit own items, and delete own items
 - 2.3 Editor: can create items, read items, edit all items, and delete all items

Common practices include most employees being set up as Non-editing Authors, with the director assigned the Author level. The Editor level is usually assigned to the office manager and executive assistant.

3. The Outlook calendar In/Out Board is readable by all staff in the unit.
4. Each individual inputs his attendance/whereabouts—
 - Both absences from work and absences from the office for work (court proceeding, conference, all-day meeting) are recorded.
 - Planned absences should also be entered on the in-out board, and if there is a change in plans, the in-out record should be changed accordingly.



Lois Scott for the Union
Date:



Brian Garrah for Management
Date: