

LOCAL 520 EMPLOYEE RELATIONS COMMITTEE

Final Minutes of Meeting Held on

February 8, 2018 2:00 pm

777 Bay Street, Market Level, Boardroom

Present: Ron Marciniak, Kevin Robinson

Management: Rosa DeFrias

Local 520:

HR Advisor: Timothy Chiu

Minute Keeper: Rosa DeFrias

Issue	Discussion	Action to be taken	Action By
1. Accommodations	Management to continue to support team members on any accommodation requests. Maintain consistency and will follow process by working with HRA and Disability Accommodation Specialist as needed e.g.	Management to review any staff accommodation requests, review documentation provided and prepare accommodation plan as required. MOA or Accommodation Plans can be shared with union rep for review.	CP Management Team/Staff
2. Schedules	Improvement made in getting the schedules out on time, however suggestion made to have schedules sent earlier in the day on Fridays when schedules distributed.	Agreed to send schedules by no later than 2:00 pm on Friday of posting.	Debbie DeSouza/Rosa DeFrias
3. Fraud Training	Drive/est Core group trained and all other staff to participate in the upcoming training sessions conducted by MTO	Training sessions scheduled for all staff.	Rosa DeFrias
4. Scent Free Workplace	Team is aware that the office is scent free, discussed verbally in team meetings and email communication and at new hire orientation. Staff that are observed wearing scented products will be addressed by management. HR provided	Share information with Team and address on a case by case basis.	CP Management Team

the * link below that can be shared with staff.

- [http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/\(vwReadResourcesByRefId_Content\)/whw2016.07.14.15.09.58.OGS_res/\\$File/Workplace_Allerge_ns-Package.pdf](http://intra.ops.myops.gov.on.ca/cms/tiles.nsf/(vwReadResourcesByRefId_Content)/whw2016.07.14.15.09.58.OGS_res/$File/Workplace_Allerge_ns-Package.pdf)



Co-Chair, Management



Co-Chair, OPSEU Local 520