

**ONTARIO LABOUR RELATIONS BOARD
INFORMATION BULLETIN NO. 5**

Status Disputes in Termination Applications (Non-Construction)

This Information Bulletin describes how the Board deals with "status" disputes in the context of termination applications. Because the composition of the bargaining unit is fixed in most termination applications, status disputes rarely arise. However, when they do arise, they typically focus on whether certain individuals exercise managerial functions, are employed in a confidential capacity in matters relating to labor relations, or perform work of a classification that is in the bargaining unit.

This Bulletin does not describe the Board's procedures with respect to status disputes in the construction industry. Please refer to Information Bulletin No. 10 - Status Disputes in Termination Applications in the Construction Industry for information on those procedures.

I. IDENTIFICATION OF INDIVIDUALS IN DISPUTE

Where there is a dispute about whether certain individuals should or should not be on the voters list or in the bargaining unit, each party must identify in writing those individuals whose inclusion on the list or in the bargaining unit it is challenging not later than the conclusion of the balloting on the day of the representation vote. Challenges that are made after the conclusion of the balloting will not be considered except in exceptional circumstances. In addition, in the interests of fairness and finality, parties cannot raise issues about the voters list to which they have earlier agreed.

II. SETTLEMENT DISCUSSIONS

A Board Officer contacts the parties at various stages in the processing of the application in an effort to reach an agreement on the status disputes, and all other issues surrounding the application. These contacts are made before the vote is held, on the day of the vote, during the period after the end of the five-day representation period after the vote and before the Regional Meeting with an Officer, and at the Regional Meeting, which is ordinarily held in the regional centre closest to the workplace on the Wednesday of the third week after the week in which the vote was held.

III. WHAT HAPPENS IF STATUS ISSUES REMAIN IN DISPUTE AFTER SETTLEMENT DISCUSSIONS EXHAUSTED

a) Hearing postponed one week

All termination applications in which issues remain in dispute after the Regional Meeting are automatically scheduled to be heard by a panel of the Board on the Monday of the fourth week after the week in which the vote was held. If status disputes form any part of these outstanding issues, the hearing is postponed one week. This postponement is made in order to allow time for the parties to provide a written summary of the material facts upon which they intend to rely detailing the reasons for their positions and to permit an opportunity for the procedural issues connected with the hearing to be determined by the Board.

b) **Settlement Discussions and Submissions With Respect To Procedural Aspects of Hearing**

Once it is evident at the Regional Meeting that there are unresolved status disputes going to a hearing, the meeting is devoted to assisting the parties in reaching agreement on the procedural aspects of the upcoming hearing. Procedural aspects include the identification of "representative witnesses", the question of who is responsible for ensuring that the individuals in dispute attend the hearing (by summons or otherwise), the sequence in which individuals will be called as witnesses, and the days on which witnesses will be called.

The party that asserts that an individual should be on the voters list or in the bargaining unit has the responsibility for ensuring that individual's attendance at the hearing, unless the Board orders otherwise.

The party that has the responsibility for ensuring an individual's attendance at the hearing will be responsible for calling that individual as a witness. There may be circumstances in which a party calling a witness is allowed to cross-examine that individual. The Board may itself question a witness.

If the parties cannot agree on all of the procedural aspects of the upcoming hearing, each party must file with the Board and deliver to the other party written submissions detailing its position on the outstanding procedural aspects by 5:00 p.m. on the Friday following the Regional Meeting. The Board considers

the parties' submissions and ordinarily issues a decision on the procedural aspects on the Monday or Tuesday of the following week.

c) **Parties File and Deliver Submissions on the Substantive Issues**

Each party that asserts that an individual or individuals should not be on the voters list or in the bargaining unit must file with the Board and deliver to the other party written submissions providing the reasons for each of their challenges and a summary of the material facts upon which they intend to rely by 5:00 p.m. on the Friday following the Regional Meeting. Each party that resists a challenge to the status of an individual must file with the Board and deliver to the other party its response to each of the challenges, summarizing the material facts upon which they intend to rely by 5:00 p.m. on the following Wednesday.

IV. THE HEARING

The hearing into the status disputes and all other outstanding issues ordinarily begins at the Board's offices in Toronto on the Monday of the fifth week following the vote.

Board hearings are open to the public unless the panel decides that matters involving public security may be disclosed or if it believes that disclosure of financial or personal matters would be damaging to any of the parties. Hearings are not recorded and no transcripts are produced.

The Board issues written decisions, which may include the name and personal information about persons appearing before it. Decisions are available to the public from a variety of sources including the Ontario Workplace Tribunals Library, and over the internet at www.canlii.org, a free legal information data base. Some summaries and decisions may be found on the Board's website under *Highlights* and Recent Decisions of Interest at www.olrb.gov.on.ca.

IMPORTANT NOTE

IN ACCORDANCE WITH THE *ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005*, THE BOARD MAKES EVERY EFFORT TO ENSURE THAT ITS SERVICES ARE PROVIDED IN A MANNER THAT RESPECTS THE DIGNITY AND INDEPENDENCE OF PERSONS WITH DISABILITIES. PLEASE

TELL THE BOARD IF YOU REQUIRE ANY ACCOMMODATION TO MEET YOUR INDIVIDUAL NEEDS.