

MINUTES

Labor Management Committee Meeting

October 28, 2009

Cowan Hall West Conference Room

Present: **(Labor)** Claudia Dukart, Jane Stuart, Lil Lipp
 (Management) Debbie Ritz, Sue Ost, Mike Campbell
 (Standing Chair) Kathy Jaynes

I. Call to Order

The meeting was called to order at 3:15 by Kathy Jaynes.

II. Review of Minutes

September 22, 2009 minutes were approved and will be posted on the website.

III. Old Business

a. AFSCME CBA

Kathy Jaynes contacted Kevin regarding the status of the AFSCME CBA and found it was not presented to the BoR on 9/25/09 but will be presented at the November meeting. As a result the \$450.00 one time check will be part of the payroll check received December 11, 2009.

b. Evaluation Update

Concern was expressed that supervisors are discussing employee evaluations with each other and parts of those conversations are being related back to the employees, but not by their supervisors. It is felt this is unethical and results in some items being blown out of proportion.

Evaluations need to be signed by the employee. At times employees have expressed concern of personality conflicts and are uncomfortable disagreeing with any item in the evaluation. Employees are to be reminded that they can see the Director of Human Resources' at any time to discuss this evaluation.

Employee medical issues need to be on a “need to know basis” and not reflected in the employee’s evaluation.

All users email – remind all staff to be careful of HIPPA rules.

c. Shared Governance

Classified staff would like to be given the opportunity to provide input to administration when changes are being planned. Management stated that all ideas are welcomed.

d. Study: hiring VS contract

Labor asked if management would again study outsourcing labor vs.: hiring qualified employees. Sue Ost said they will evaluate using the Maintenance/Custodian position.

e. Unsafe work environment

Labor reported unsafe issues in both the Brockmann and Hagener Math Science bathrooms.

f. Seniority

Seniority/Longevity issues have been resolved with legal counsel clarifying the difference between temporary and short term employees. Jane Stuart will provide the names of employees that require correction to their records.

IV. New Business

A. December closing - workers

Depending on an employees work schedule and position the closing may result in 2-5 days off instead of 4.

Not all employees will be able to earn enough vacation time but it was pointed out that they will be able to use December accrual hours in December. Also employees may be able to build up comp time with their supervisor’s approval.

As there are games scheduled on January 1 & 2 workers will be required for the GYM and snow removal. The seniority and call in rules will be reviewed, paying attention to cross departmental work, to insure proper coverage within the guidelines of the CBA.

B. December closing – facilities

The university except for the Gym and one dorm will be shut down from the afternoon of December 24 through January 3rd. Informational Technology (IT) will also shut down the servers during that time.

V. Other Business

Procedures to donate sick leave

Employee submits a request to the union

Union contacts Kathy Jaynes, Director of Human Resources

Kathy Jaynes contacts the Chancellor for approval

Union requests from union members - Remember HIPPA, privacy policy.

Need to review and modify the current policy

Next meeting date

The next meeting will be November 18th at 3:00 p.m. Cowan Hall Conference Room.

VI. ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

Minutes prepared by Sharon L. Caven