

MINUTES

Labor/Management Committee

July 25, 2007

Library Conference Room

Present: Debra LaTray, Lil Lipp, Christine Muller, Debbie Ritz, Mike Campbell,
Kathy Jaynes

I. The meeting was called to order at 3:05 p.m. by Christine Muller, Co-Chair.

II. The minutes from the July 11, 2007, meeting were unanimously approved.

III. OLD BUSINESS

Employee Evaluations were reviewed by the UAC. They requested that there be a scoring system of some sort.

It was suggested that the evaluations be changed by eliminating the discussion of each specific skill, keeping the simple rating of each skill and adding an all-inclusive narrative where the supervisor can address the employee's overall performance and, specifically, the skills where the ratings were lower. The essential job function that tie into the role descriptions should still be included, as well as section for future goals/objectives. This was agreed upon by all members.

IV. NEW BUSINESS

Role Descriptions:

Need to come to understanding that not all positions are the same, i.e., a custodial position in one building does not necessarily have the same role description as a custodial position in another building. Also need to understand that role description is general, it will not be all-inclusive of every single responsibility and duty. It is hard to determine at what point someone is being asked to go beyond the scope of their job.

Some employees feel like they are continually given new duties and responsibilities, on top of the ones they already have. Some feel overwhelmed with extra tasks.

Other:

Kathy has not prepared cover sheet/training for evaluations. She is working on it.

Christine has not checked with food service employees about time clocks and computer notification issues. She will do this when the semester begins.

Kathy has checked into changing ballasts and found that it does not require an electrician.

The best way to notify employees of lay-offs is to talk to the supervisor, then the employee, then notify the union. The union would like to be included in some of the discussions about what is going on with the University. They would like the opportunity to be in on these discussions as they might be able to provide alternative solutions to lay-offs. Employees need to be notified of what's going on. Many employees found out about the closing of the daycare from the newspaper. Managers need to talk to their employees and let them know what the situation is.

Payroll (Kelly Leeds) needs to be moved into an office so as to protect the confidentiality of employees. It is not sufficient for her to have an office available around the corner. All members agree on this.

- V. Meeting adjourned at 4:05 p.m. Next meeting will be September 26, 2007.