

Labor Management Meeting

June 16, 2016

Start Time - 1:00 PM

Attendees

- Devin Hunter - Union President
- Dean Pfaender - VP of Bargaining
- Debra Mayo-Kelley - AFT-Oregon Field Rep
- Saideh Haghighi - Director, Equity and Human Resources

Items Discussed

Classified Job Fair

The District is holding a classified job fair to recruit new employees to the district. The bargaining teams discussed something called a job fair, but this isn't the same thing. These types of the events are held throughout the year. There is a real need to fill newly vacant positions due to resignations and retirements.

Transitional Services Program

In the May meeting, HCU expressed concerns with the transitional services program. HR has met with the supervisor to get clarification on these issues.

- If an employee is unable to take their lunch at the regular time, they can either work through the lunch with pay, or can shift their lunch period. If they have concerns with their scheduled lunch time, they should talk to their supervisor.
- All student activities need to be pre-approved by the supervisors. If there is a cost associated with the event, only approved events will be reimbursed. They must submit a receipt to be reimbursed.

Summer Work Subs

HCU raised concerns with the strict attendance requirement of summer help. This is due to the lack of subs during the summer programs. That means leave requests will be denied and the expectation is that employees will work all scheduled time.

Graduation Coach Immediate Supervisor Change

The supervisor for graduation coaches is changing to building principals. This used to be the Executive Director of Curriculum. Principals are the ones who do the evaluations of these employees so it's a better fit. These coaches are also dedicated to a single high school. HCU did not express any concerns with this change.

Mid-shift & Day lead H.S. Custodial Work Schedules

The District is restricting the hours of High School Day Leads to facilitate communication with the night crew. This means the middle shift will become an opening shift. The schedule will be changed as follows:

- Mid Shift - 6:00 to 2:30PM (Will be renamed)
- Day Lead - 10:00 to 6:30PM
- Night Shift - 3:00 to 12:00AM (Midnight)

HCU expressed concerns about this change.

- We need to determine if the Head Custodian qualifies for a swing shift differential.
Note: Verified after meeting that Head Custodians do not qualify. One must start after 1PM and end after 6PM to qualify.
- The Mid shift (now opening shift) does not have HVAC operations on their job description.

Inadequate notice for Union Representation

HCU expressed concerns that employees were not given a full 24 hours notice to meetings. This is important so they have enough time to coordinate representation. HCU is responsible for finding a representative who is available. Specific representatives may be denied union release if there is not an available substitute worker. HCU asks that the supervisors are reminded to give the full amount the time.

Job Description Updates

The group reviewed out of date job descriptions that didn't pass a reclassification request. The responsibilities that were out of date and no longer performed were removed. The classifications affected are:

- Media Assistant
- Facilities department secretary
- HOA office manager

SEA2/SEA3 reclassification

HCU raised the idea of reclassifying staff members from SEA2 to SEA3 to avoid a lengthy hiring process. The district can't afford to reclassify all SEA2's to SEA3's which is why they are phasing out the position this way. If an employee wants to attempt a reclassification, it will be reviewed on a case by case basis. The District will be posting SEA3 positions all year and encourage current employees to apply for them.

Adjourn 1:45PM

Recorded by Devin Hunter