

Labor Management Meeting

September 15, 2016

Start Time - 1:04PM

Attendees

- Devin Hunter - Union President
- Dean Pfaender - VP of Bargaining
- Debra Mayo-Kelley - AFT-Oregon Field Rep
- Ada Goldberg - AFT-Oregon Local Program Organizer
- Kona Williams - Chief Human Resources Officer
- Saideh Haghighi - Director, Equity and Human Resources

Issues Discussed

Transportation Restructuring

Director of Transportation, Carol Hatfield, gave a presentation about creating a new job description to help meet the needs of the shop. They have the same number of mechanics that they had in 1990 and have grown the bus fleet since then. The team uses Fleet Visions software to track work orders. The shop needs someone to route work orders and keep track of the stock of spare parts. This person would prep the bus so the mechanics don't lose time looking for parts. This person would also manage the specialized tools and new technology being introduced to the shop. HR would like to place this new position between steps H and I on the Transportation pay schedule. HR will check with the business office to get the exact amount. HCU have no concerns with the new position or wage placement. Once HR gets an exact number, they will meet with the HCU President to verify before posting the position.

No shows on Day 1 Contract

There were a few staff that did not show up on the first day of their contract. These staff did not notify the school to explain why they were not there. HR's standard response is to write up a letter of reprimand to be given to the staff member. HCU asked if they would be allowed to make up this time at a later date. They will not, this time will be marked as unpaid time and deducted from their next paycheck.

Payroll Dues Deduction

HCU would like to standardize how they are receiving dues data. This is to make our processing easier for future leaders. HR suggested that HCU contact their Technology Integration Specialist to work on the creation on a custom report.

Promotion Language Contradiction

HCU discovered that there was a contradiction in promotion language (Article 10) when the current wage matches a step on the target pay scale. Section B subsection 1 uses “closest to, by not less than”. Section G, subsection 2, uses “closest to, by higher than”. Section B is the current practice and what the teams intended when they bargained this language. HCU and HR agree that section G, subsection 2, should be removed from the contract.

Errata document

HCU requested that we track errors found in the contract in a single document. While we can quickly update the digital copy of the contract, the paper copies are out of date. HR agreed that we should setup a shared google drive location to hold this information.

Outside work experience to apply to salary placement

The group discussed the application of previous experience in initial salary placement. The contract language calls for one additional step for every major fraction of a two-year block. For example:

- 8 months = Zero additional steps
- 1 Year = Zero additional steps
- 1 Year, 7 months = 1 additional step
- 2 Years = 1 additional step
- 3 years, 7 months = 2 additional steps
- 4 years = 2 additional steps

Custodial Committee

The group discussed the progress that the custodial committee has made. There has not been much progress because the two sides cannot get past the ongoing disagreement over the custodial observation reports. HCU’s position is that when a custodian fills out the observation report, they should only go to the principal and shredded after it has been read. HR’s position is that these observation reports should be sent to the Custodial supervisor as well and kept at the worksite with the administrator. HCU and HR has agreed to revisit whether the Custodial committee will continue or dissolve. In the meantime, custodial issues will be brought to this meeting (Labor Management) to be discussed.

HVAC concern

At the last Labor Management Meeting, HCU raised concerns about the mid shift custodian who was moved to morning shift performing HVAC work. We reviewed the job description and this work is listed as a responsibility.

Union point of contact

Due to the recent change in the full-time release officer, there was a misunderstanding of who the union point of contact is. HCU explained that the responsibilities of our VP of Bargaining has not changed. If that officer is unavailable to attend a meeting, the full time release officer will attend that meeting. If HR is unsure of who to contact, the HCU President is the person to contact.

Clarification on the exception timesheet

HCU explained that the exception timesheet has a section that is labeled "Principal/Director only". This section is often calculated and filled out by office staff. HR will look into this and report back.

Paying for first aid classes at Transportation

HCU reported that members are being told to pay for first aid classes. Transportation Supervisors directs staff to turn in an expense report with the receipt to get reimbursed for that expense.

Union announcements at staff meetings

HCU reported an instance where representatives were unable to speak in a staff meeting at Transportation. HR explained that the supervisors needed more notice on the request in order to fit them into the schedule. As soon as HCU knows they want to talk at a staff meeting, they need to notify the supervisor.

Reschedule LMM dates

HCU explained that one of the members of the committee has a conflict with the scheduled Labor Management Meetings. HR and HCU will find a new time for the following dates:

- Jan 19, 2017
- Feb 16, 2017
- March 16, 2017
- May 18, 2017
- June 15, 2017

Adjourn 2:30PM

Recorded by Devin Hunter