

Labor Management Meeting

November, 17, 2016

Start Time - 10:33AM

Attendees

- Devin Hunter - Union President
- Dean Pfaender - Chief Steward
- Debra Mayo-Kelley - AFT-Oregon Field Rep
- Kona Williams - Chief Human Resources Officer
- Saideh Haghghi - Director, Equity and Human Resources

Issues Discussed

Article 17 final approval

The most recent version (November 9th) was reviewed by HSD and they are agreeable to the language. There was a minor word change suggestion that would fix a grammatical error. HCU will take a look and send it back. This will be added to the HSD school board agenda for ratification and HCU will schedule a ratification vote as well.

Bumping Chart Review

The chart was created using the skillset needed and pay rates of the position to set the order of the bumping positions. The main categories are "Classifications" and the job titles are jobs under the classification. All Transportation jobs are together because they all can drive a bus. The Registrars have a specific skill set that is different than office support. The Community based support staff are new positions since the last bumping chart was created and have different skill sets than office support that mainly work in the schools. HCU will review and notify HSD if they agree to these changes.

Bargaining Unit Roster Staff Missing

HCU has identified an issue with the classified employee report that cause some employees to not show up. This was discovered while checking the employee status of these employees with HR staff. In the future, HCU will CC the director of HR for classified when contacting HR staff about employee status.

Staff Device Use Guidelines (from previous month)

HSD can not garnish wages without consent. HSD would only ask for hardware replacement if the employee was grossly negligent in their behavior. If the theft or damage was that an employee could prevent, the situation could fall into this category. If the employee refuses to replace hardware in this case, the only recourse the district would have is to take the employee to small claims court.

Officers requesting information about themselves

A Union Officer put in an information request as a union representative about a topic that they were involved in. The information requested is data that is not normally given to an employee but is given to the union representative to determine if there is grounds for a grievance. There was agreement that in the future, these types of requests will come from a different union representative that is not the subject of the information request. This is to maintain clear separation of roles in the grievance procedure.

Visitations to Schools

HCU has been visiting a lot of sites this year. The principals have been notified in advance of their plan to arrive on campus and the union reps are checking in at the front office. HSD asks that when a representative arrives at a school, they ask the office staff to contact the principal. This is so the principal can meet the representative in person and know who is there as a representative.

Transportation Technical Support Structure

There was a technical support position at Transportation that had a sudden and unexpected vacancy. The district attempted to fill the position but could not find a qualified applicant. This area of work has been reorganized, a management position was created, and the position was filled with a current employee who is not in a bargaining unit. This manager supervises more than just this technical support position. The classified technical support position will remain vacant for now.

Union representatives signing investigatory documents and receiving copies

There are situations where an employee is asked to sign a document provided by management. They are not required to sign the document unless directed to do so by a supervisor. For example: during an investigation, there was a witness statement that the employee and union representative signed. When requesting a copy, they were denied on the grounds that management wanted to prevent circulation of investigatory documents during the investigation. The purpose of the signature was to authenticate the documents. HCU wants to ensure that employees have time to review and correct any documents before they sign it. HCU believes that union representatives should only sign the sign in sheet to authenticate they were present, not the investigatory documents themselves.

Safe school training done by union representative

The HCU full time release representative worked two days as their normal position at the start of the school year before going on release. They were helping set up the classrooms in preparation for the start of the school year and was not directed to do their safe schools training. They instead did this work while at the union office. HSD agreed to credit HCU the four(4) hours spent by the release representative to do this work.

Radio policy for SEA staff at South Meadows

SMMS staff have reported concerns with radio communications at their school. The principal revised the radio policy to prevent student information from being sent over the radio. There

have been incidences in the past where the communication on the radio was inappropriate. Only the classroom teacher may use the radio to contact the office. The staff need a way to communicate with the classroom teacher because they are often in different part of the building. HR suggests that these staff work with the principal to set up a process and procedure to get help when they are in a different part of the building.

Concerns on how ORES is handling the end of break periods

ORES staff have reported concerns that they are being directed to cut their break periods short so they can be to their designated work area early. HR contacted the principal and found that there are a number of employees who are late when coming back from break. The expectation is that staff are at their designated work location on time. Staff don't need to be five minutes early, but they must be there on time.

Content of the reclassification review committee denial letter

HCU reported that some classified employees who receive a denial letter from the review committee are unsure what to do next. HCU asks that the denial letter is more clear about contacting the HCU representative on the review committee to get more information on why the request was denied.

Adjourn - 12:00PM

Recorded by Devin Hunter