

# Labor Management Meeting

*February 14, 2017*

**Start Time - 10:32AM**

## Attendees

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

## Issues Discussed

### **OFLA/FMLA during snow days**

HCU reported that some folks want to keep their FMLA sick leave in place. HR has talked to Benefits about this. There were 10 individuals who were on FMLA protected leave during a snow day. HR is working on a letter to send to these employees to give them the option of having their sick leave returned and making up that time later. This will not apply to employees on short or long term disability. If no response from employee, there will be no change to the leave.

### **Leave without pay deduction for snow day makeup**

HCU brought forward an idea for employees who wish to take leave without pay to account for the snow days. In the past, the leave without pay happened on the last paycheck. HCU asked if it was possible to spread out the leave without pay over multiple months. HR is willing to consider the idea. HR will check in with the business office to make sure they can handle it. If they can, HR will let supervisors know.

HR will be conservative when approving requests to use leave without pay instead of attending an academic makeup days. The decision to approve these leaves will be based on the needs of the school/department and the availability of subs.

HR informed HCU that if they receive too many request for leave without pay at transportation, there may not be enough drivers to fill all of the routes. If that happens, the district may need to contract with an outside agency to provide bus drivers for that week. HR will notify HCU if they reach that point.

### **Staff procedural handbook**

HCU asked if there was a staff handbook that explained approved procedures and school specific policies. HR explained that there is nothing mandated by the district. The district wide

policies cover most situations. The closest thing would be what the school's Positive Behavior Intervention System (PBIS) team creates to address student behavior. The principal is responsible for setting school specific policy and notifying staff of these policies. If staff have questions or concerns, they should talk to their principal about it.

### **Immigration training**

HCU asked for update on the staff training on interactions with Immigration Agents. HR explained that management is in conversations with Hillsboro Police Department on how best to approach this issue. HSD is currently working to get the facts of the current practices in spanish for parents and students. The goal is to keep kids in school and inform them on what to expect. If the fear of Immigration Agents are keeping students from attending school, the current system of outreach to students with increased absences will give HSD staff an opportunity to discuss these fears and educate students on what protections are in place.

### **Supervision of Custodians**

HCU requested clarification for what a custodian should do when the Building Administrator and the Custodial Supervisor provides contradictory directions. HR explained that the Building Administrator is the immediate supervisor for custodians and that staff should follow their instructions. If staff need clarification on what to do, they should contact their building administrator.

**Adjourn - 11:26PM**

*Recorded by Devin Hunter*