

Labor Management Meeting

March 14, 2017

Start Time - 10:32AM

Attendees

- Devin Hunter - Union President
- 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

GPS units in facilities vehicles

[Note] Casey Waletich (Executive Director of Facilities, Safety and Operations) joined us to answer questions.

HCU wished to talk about the use of GPS devices in facilities vehicles. There were a number of questions asked and answered:

- Q: What initiated this installation? A: There have been safety incidents in the past where no one was aware that facilities staff were on site. With this system, when a safety incident occurs, supervisors could review the location of staff and notify the school that facilities staff is on site.
- Q: How much does this cost? A: Units are \$95 each and there is a \$19 service fee each month per device.
- Q: Who would have access to this data? A: Supervisors would be able to access data and may direct Office Managers to access data to complete specific tasks. Employees can ask to review the data for vehicles they drive with their supervisor.
- Q: Will GPS data be used as the primary source of information to base discipline? A: No, it will not be the primary source. Decisions to render discipline are based off multiple data points. GPS data may be used to verify reports or observations from witnesses.
- Q: Where is the data stored? A: The vendor holds all of the data.

Updated Template for Job Descriptions

HR is looking to create a standard for job descriptions so they use shared language for those requirements that are common to all jobs. The group discussed the following:

- Using the term proficient when requiring mastery of a specific skill.
- Clarifying language to require the ability to learn new systems.
- How state law can impact drug pre-screening. More research needed.
- Ensuring that the common language is listed first so it is easier to compare job descriptions.

Poynter MS classified staff concerns

There have been some concerns out at PMS reported to the principal. HR is aware of the concerns and is working with the Principal on ways to address the issues.

Timeliness of leave requests

HR has noticed a larger than normal number of leave requests being submitted by staff. HR will be spending more time scrutinizing requests, especially leave without pay requests, to make sure staff are not abusing the leave system. HCU expressed the need for staff to be able to take sick leave when they are actually sick. HR explained how they work to balance the needs of staff to take leave and the need for them to be at work.

HCU asks that supervisors talk to members when a they request union release on a days that supervisors have important work scheduled. Meetings can often be rescheduled or restructured to allow members to complete the important work or attend special events.

Bereavement leave during snow days.

HCU brought up a situation where an employee was on bereavement leave during a snow day. The request was changed to only cover the days that schools were open and the employee is concerned that they would have to make up those days. HR explained that bereavement leave is handled differently and the employee would not be expected to make up that time. This situation is rare and HR will contact the supervisor to make sure they understand how this situation works.

Required Training Classes for Staff

There were a group of staff that reported they were expected to pay for classes that they are required to take. Both parties agreed that required trainings are paid by the program or school that employs staff. If a training is optional, staff may take advantage of professional development funds or pay out of pocket. HR will verify with the principal to make sure staff are aware of the district policy.

Adjourn - 11:46AM

Recorded by Devin Hunter