

Labor Management Meeting

April 18, 2017

Start Time - 10:34AM

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

Scheduling fire drills during lunch breaks

Staff are reporting that they are not getting notified of when fire drills are scheduled. HCU is asking that when a fire drill is scheduled, that they are mindful of lunch periods. HR will work with principals when this happens to help avoid it in the future.

Summer work MOU

The group reviewed the summer work pilot program and discussed how well it worked. The only concern was that some were unable to participate due to being unable to work every scheduled day. This is due to the program not having access to substitutes. The parties agree that the language is working and will be signed at the next meeting.

New job descriptions

HR presented a new position for McKinney-Vento Liaison. This work was previously done by a City of Hillsboro employee. That employee recently retired, and the city decided to not fill the vacancy. There was a discussion of where the salary placement would be. It's on the top level of the office support because of the high level of education needed. HCU asked about placement on the bumping chart. The agreement would put them above School to work consultant 2. We noticed that Family & Community Liaison needed to be place

The group also discussed the current workload and assignments for facilities staff. There is a need to have a conversation on the differences between the groundskeeper and maintenance positions.

Voluntary Transfer to classified position

HR brought forward a proposal to allow a licensed employee who is on OFMLA leave from the classroom to work in a temporary classified position until the end of the school year. They would fill a regular education assistant position because they are not OIS trained. HCU requested that transfer to be recorded in writing with the expectation that the position is temporary.

Employees with excessive absence

HR reported that there are staff that put their leaves into subfinder without available sick time. When this happens, staff are expected to turn in a classified leave form for leave without pay. HR will be meeting with these staff members to discuss the expectation. The type of behavior may result in discipline depending on the situation.

Adjourn - 11:50AM

Recorded by Devin Hunter