

# Labor Management Meeting

*May 25, 2017*

**Start Time - 9:15AM**

## 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

### **Summer training notifications**

HCU reported that last year, some staff received notification about required training in the middle of the summer. HR explained that only trainings that are required by the job description must be attended. The mandatory list should go out before staff leave for summer. HR will remind supervisors about when to notify staff for mandatory trainings.

### **Snow days makeup plans**

Staff are reporting that their makeup plans are being denied without given an alternative. The makeup plan is by mutual agreement so the supervisor has discretion on what is approved. If the employee created plan is denied, they should ask their supervisor for ideas. The work can be scheduled to happen in a different building.

### **Summer school programs**

The group discussed how the regular job of 12 month employees will impact their summer school compensation. Since this work is different from their regular day job, there is no impact on compensation. The wages are set by the requirements of the grant funding.

The group reviewed the Summer School MOU and agreed to renew it for another year. This will still be a pilot program until it can be discussed in bargaining.

### **Using vacation time for snow days makeup.**

When a 12 month employee uses vacation time to make up snow days, this time will be made up in a one to one ration (Straight time).

### **Access to investigation notes**

The group discussed the timing on when HCU can gain access to investigation notes. When an investigation results in a recommendation for termination, HCU needs time to review the notes in order to prepare for termination. HCU requests that the investigation notes are made available to HCU once a recommendation is made. HR agreed to this request.

### **Release time process for Transportation staff**

HCU expressed frustration with the inability of transportation staff to get release time. This is due to a lack of substitute drivers to drive the route. HCU presented the idea that release opportunities are scheduled over a range of consecutive dates. In the morning, the driver would contact their supervisor to determine if enough drivers are available. If there is, they would go on release. If not, they would drive.

HCU will have a conversation with the Director of Transportation to see if this plan is viable.

**Adjourn - 10:00AM**

*Recorded by Devin Hunter*