

# Labor Management Meeting

*June 13, 2017*

**Start Time - 10:30AM**

## Attendees

- Devin Hunter - Union President
- Dean Pfaender - Chief Steward
- Melody Hansen - HCU Secretary
- Kona Williams - Chief Human Resources Officer
- Saideh Haghighi - Director, Equity and Human Resources

## Issues Discussed

### **Requesting a 8 hour position for full time release representative**

The full time release representative for the 2017-18 school year is normally a 6.25 hour employee. HCU has found that the work of the full time release officer takes more time than the 6.25 hours. HCU requests this person could have their compensation raised to be equivalent to an 8 hour employee. This compensation for the full time release representative is funded by HCU. HR will notify payroll to make this change once the HCU President sends a written request.

### **Review of new job description**

HSD has been engaged in the “Smarter Schools Spending” program where management revisits how the district spends money. One finding is that the cost of the contract for after hours security services is higher than expected. Facilities management has come up with a plan to create new in-district positions to provide these services. This has the potential to save a significant amount of money for the district.

The group review the job description and HCU agreed to the job description without recommending any changes. The work schedule will start around the time that buildings start to close. There will be a set patrol route and they will be expected to respond to alarm calls. HR expects that the department will provide a vehicle for staff use while on the clock.

### **Posted temporary positions**

There are a number of temporary positions posted and HCU asked for clarification. HR explained that these positions are posted as temporary for the following reasons:

1. The funding is limited to a single year.
2. The position is to cover someone on medical leave or other long term leave.
3. A student needs a one on one and the district is unsure if the student will stay in the district.

## **Evaluations not completed by due date**

Classified staff are reporting to HCU that their evaluations have not been completed yet. This is an issue that HR is aware of. HR has directed principals to focus on staff that they have concerns with and to get all evaluations done before the end of the school year. HR reported that the new digital evaluation system is causing delays while staff are getting used to the new system. One common delay is that employees are not logging into the website to accept the evaluation. The evaluation has not completed until the employee has signed off that they have reviewed the evaluation.

The group discussed the future plan to digitize personnel files. HCU expressed concerns about the ability of staff to add rebuttals to items in their personnel file. HR will work with their technology team to make sure there is a way to address this concern.

## **Sick leave donations**

The group discussed a sick leave donation for a staff member who needed a donation to cover physical therapy related to a major health event. There was consensus that the contract allows employees experiencing chronic health issues to qualify for leave donations. Partial days worked do not qualify for leave donations. Any request that doesn't meet these requirements will be closed without accepting any donations.

HCU brought forward an idea of allowing multiple requests to be listed on a single piece of paper. The employee donating time would check a box to designate which request they wish to donate time to. HCU would also like to add a checkbox allowing staff to have their donation automatically moved to another request on that sheet if their marked request is filled. If the employee doesn't check this box, their donation would be returned if the marked request is filled. HCU will create a template and send to HR for review/approval.

## **On-Call bus drivers**

HCU brought forward a concern about how bus drivers are trained. If an applicant doesn't have a bus driver's certificate, they are listed as a temporary employee while in training. Once they pass their certification test, they are hired on as a regular employee. If a current employee wants to become a bus driver, they must resign their position to be hired into the temporary training position.

HCU asked if it would be possible for current employees to go through training outside of their normal work day to avoid having to resign their current position in order to gain their bus driver certificate. HR suggested that HCU have a conversation with Director of Transportation.

## **Adjourn - 11:30AM**

*Recorded by Devin Hunter*