Brad Bauler called the meeting to order at 10:35 a.m.

**Approval of December 13, 2005 minutes**
The minutes were read and a motion was made by Brad Bauler to approve them as written. Motion carried.

**TIAA CREF sessions follow up**
Jan Flick reported that she contacted Patrick Conlon, UNI’s TIAA CREF representative, regarding the possibility of holding evening consultations. He replied that evening sessions are not currently offered and are not a possibility for the future. Regular sessions are scheduled at UNI from 8:30 to 5:00. If employees have difficulty scheduling TIAA CREF sessions, they may call Jan Flick at 273-2824.

It was discussed and confirmed that TIAA CREF meetings are to be coded “excused duty” on Merit timecards for employees who are at work at the time of their TIAA CREF appointment.

**Light Duty follow up**
Dean Shoars requested that the term “light” duty be changed to “alternate” duty to more closely reflect the meaning of the term. He explained the three programs that will be implemented in the near future. According to the Iowa Code, Chapter 59.3 (8A), they are 1) alternate duty, 2) restricted duty, and 3) special assignment. All programs will be implemented for a minimum of 20 work days to a maximum of six months. Due to the variety of duties involved, implementation will be accomplished on a case by case basis. It was noted that special assignment duty may happen outside the affected employees’ department or division.

Nick Bambach has contacted the Department of Administrative Services and they are supportive of the three programs listed above.

Susie will contact task force members (Nick, Dean, Michael and Susie) who will be meeting to work further on this issue. They will report their findings to the committee for review before the programs are implemented.
DOR Health and Safety Committee
Tabled to the next meeting.

Printing of pay stubs and leave balances
Kelly Flege addressed the issue of UNI employees who do not have access to a printer for printing of pay slips and leave balances. Before the Gilchrist fire, the Office of Business Operations was in the process of setting up a secure printer so that affected employees would have the option of requesting a copy of their pay slips and leave balances. The OBO would then mail documents to the employees’ home or have them available for pick up. At the present time, this option is not available because of the lack of a secure printer, however, there is a possibility that one could be leased for this purpose. There was further discussion of other options that may be available. Payroll will continue to address the issue. In the interim, Kim Andersen of the Office of Business Operations may be contacted for printing of pay slips and leave balances.

Susie Baker will follow up with identifying the number of employees affected.

Union dues deduction after extended leave and layoffs
There was discussion regarding employees who are off over 30 days. When they return, their Union dues are not automatically deducted as was the case before their leave. Back dues are lost as well. Kelly Flege will follow up with a PAR and payroll staff to determine what mechanism may be in place for a resolution to this issue.

Liz Cook will be contacted regarding the reintroduction process for those on recall of extended leave and those returning from layoffs. Merit orientation may be a good time for reintroduction of registration for the Union dues deduction.

There was discussion regarding emergency leave balance record keeping. Concern was expressed that employees are using over 40 hours emergency leave, and overages are occurring due in part to the lack of record keeping at the departmental level.

The meeting was adjourned at 11:50 a.m.

Respectfully Submitted,
Sandy Law
Human Resources

Agenda for May 24, 2006 meeting in Commons 121
Facilitator: Jan Flick
10:00 – 10:30 - Labor Meeting
10:30 – 11:30 - Labor/Management meeting

1. Alternate duty follow up
2. DOR Heath and Safety Committee
3. Printing of pay stubs follow up
4. Union dues after extended leave follow up
5. Dental Insurance sign up procedure
6. Leave requests