Labor Management Meeting  
May 24, 2006  
Commons 121 Conference Room

**Members**

- **A** Rod Baker  
- **X** Jan Flick  
- **X** Susie Baker  
- **A** Michael Hager  
- **X** Nick Bambach  
- **A** Shelly Hill  
- **X** Susan Basye  
- **X** Dan Johnson  
- **X** Brad Bauler  
- **X** Becky Junge  
- **X** Michelle Byers  
- **X** Dean Shoars

**Others Present:**  
Kelly Flege

Jan Flick called the meeting to order at 10:45 a.m.

**Approval of February 14, 2006 minutes**
The minutes were read and approved as written.

**Printing of pay stubs follow up**
Susie reported that currently there are 89 employees who don’t have access to the equipment necessary to print their pay slips. Kelly Flege will prepare a PAR to request equipment that will be set up in the Office of Business Operations to be used for the confidential printing of these pay slips. The functional date for the process to begin is unknown at this time. There was discussion concerning an alternative method of having OBO staff print pay slips on an as-needed basis.

**Union dues after extended leave follow up**
There was continued discussion regarding employees who are off over 30 days and that upon their return, Union dues are not automatically deducted as was the case before their leave.

A mechanism will be developed to notify staff that when these employees return, they will go through Merit Orientation once again and that during this time, Union membership forms will be given out and explained so that these employees may re-enroll if they choose.

**Alternate duty follow up**
Nick Bambach reported that he contacted Jeff Johnson who is in charge of the State of Iowa Worker’s Compensation Program. Jeff stated that Workers Compensation premiums for UNI are $1 million annually. The majority of this amount is for loss of work time rather than for medical expenses. UNI must follow the Iowa Code to administer Workers Compensation back to work processes.

Susie Baker reported that the Union feels that there are violations of the Iowa Code and will proceed with the next step by contacting Council 61.

**DOR Health and Safety Committee**
Dan Johnson had a meeting with Michael Hager regarding concerns about the lack of reporting systems. Susie will provide additional information to Michael Hager before the next meeting so that he will be prepared to respond to this issue.

Dean Shoars said that he is willing to share the services of Physical Plant’s Safety Manager when needed.
**Dental Insurance sign up procedure**
Employees have reported that when they make a change to their medical insurance forms, they are not asked about making a change to their dental insurance forms at the same time. Jan Flick developed and distributed copies of the Health/Dental Plan change data form. This form will address the issue of changing both medical and dental insurance forms at the same time. It was suggested that the employee social security number be replaced with the employee university ID number on the form. The changes will be made, and all employees will be given the change data form when they request a change be made to insurance forms.

**Leave Requests**
Brad questioned the issue of vacation request process being handled differently across campus and asked if a standardized, 3-copy vacation request slip could be developed. There was an instance when the request slip process did not work well for an employee. Nick will address this specific issue with the employee’s supervisor and department head.

There was a motion made by Dean Shoars, seconded by Brad Bauler, to adjourn the meeting. The meeting was adjourned at 11:34.

**Agenda for meeting in 121 Commons**
Facilitator: Shelly Hill
10:00 – 10:30 – Labor Meeting
10:30 – 11:30 – Labor/Management meeting