Shelly Hill called the meeting to order at 1:30 p.m. Susie reported that she is seeking a replacement for Becky Junge who is no longer serving as an AFSCME representative.

Approval of May 24, 2006 minutes
Dean moved to approve the minutes, seconded by Shelly Hill. Motion carried.

Agenda Items:

Working people out of classification
Recently there have been work orders received by Residence Facility mechanics that were formerly sent to Physical Plant area mechanics. The matter was discussed with the conclusion that no one is working out of their classification.

Earned compensable time – when it is available
There have been instances where employees are denied using comp time earned because their comp time balance reports are not up to date. Nick responded that the AFSCME contract states that comp time is available to use as soon as it is earned. The delay in balance reports may be due to timecards not being approved in time for recording. Linda Gruetzmacher in the Office of Business Operations may be contacted to assist when staff experience problems with comp time balances.

Withholding money from employee checks due to overpayment of workers compensation
There was a recent instance of an employee not being notified of when a workers comp overpayment was being deducted from his paycheck. Normally, the Office of Business Operations notifies employees and sets up payment plans before overpayments are deducted. Nick will follow up with Linda Gruetzmacher on this issue.

Uniforms not being supplied to all employees
There have been instances of employees not being supplied with uniform shirts in the correct size because the vendor did not keep larger shirt sizes in stock. Dean will follow up with vendors about stocking a variety of shirt sizes to prevent this problem in the future.
Temporary employees – who hires and tracks them
The maximum number of hours that temporary employees can work (annually) is 780 hours. Human Resources tracks temporary employees’ hours very closely. It was noted that substitute teachers do not fall under the Merit System rules. Also noted is that when temp employees are hired through Temp Service agencies, they normally work for only a few days.

Grounds – request to pay for WRC fees for employees
There is interest in Ground Services to pilot a program with WRC to pay for employee memberships. Because of the nature of work in grounds services, the idea was that strengthening programs offered by WRC may help prevent employee injuries.

Because United Faculty and AFSCME contract bargaining does not include paid WRC memberships, the problem with this pilot program would be equity for all campus employees. It was noted that custodians have the most workplace injuries on campus. A better solution to the problem may be training and/or programs that teach stretching exercises. This may be an issue for the Health and Safety committee to discuss.

How to communicate to Merit employees using the Labor/Management Committee vs. the Merit Personnel Advisory Committee
Now that the MPAC has disbanded, the Labor committee has expressed interest in continuing communication (in the same fashion) with AFSCME covered Merit personnel. This issue will need to be discussed thoroughly before any action can be taken. Nick will follow up with Tim Cook at the Board Office for guidance and then touch base with President Allen.

Agenda for April 16, 2008 meeting in 121 Commons
Facilitator: Dean Shoars
1:00 – Labor meeting
1:30 – Labor/Management meeting

1. Withholding money from employee checks due to overpayment of workers compensation (follow up)
2. Grounds – request to pay for WRC fees for employees (follow up)
3. How to communicate to Merit employees now that MPAC has disbanded (follow up)
4. Buildings being shut down while 2nd shift custodians are working
5. Prescription safety glasses
6. Notifying Union of Merit employee resignations and retirements
7. Repeat orientations for on-campus employees
8. How cut off dates are figured for Merit employees (OBO discussion)