Facilitator Rod Baker called the meeting to order at 1:30 p.m.

Approval of April 16, 2008 minutes

A motion was made by Susie, seconded by Dean, to approve the minutes. Motion carried.

**Agenda Items:**

1. **Withholding money from employee checks due to overpayment of Worker’s Compensation**
   
   There was discussion regarding a few incidents where employees have been overpaid and not given a reasonable time to reimburse the overpayment. Nick stated that the current practice is that HR sends out a memo to eligible employees explaining the process when they apply for Worker’s Compensation.

   Linda Gruetzmacher and/or a representative from the Office of Business Operations will be available during the next meeting to address these payroll issues.

2. **Grounds – request to pay for WRC fees for employees**
   
   There continues to be interest within 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, management sees a problem with targeting specific groups of employees for a program of this nature.

   Rod Baker stated that the University of Iowa currently has a pilot program to pay for memberships for a group of employees (using grants) and that they could be contacted for more information about their pilot program. Susie will follow up with U of I and report findings during the next meeting.

3. **Communication with Merit employees now that MPAC has disbanded**
   
   Nick stated that President Allen has agreed that the Labor/Management Committee can communicate with Merit employees using the current list serve and that the ground rules are already in place regarding the use of the list serve. Surveys that would be forthcoming would be required to be sent to Human Resources before distributing campus wide. Surveys may also need to be reviewed by the UNI Institutional Review Board.
Buildings being shut down while 2nd shift custodians are working
Dean stated that building shutdowns normally happen around work schedules and that he will follow up and report his findings during the next meeting.

Prescription safety glasses
UNI provides prescription safety glasses to qualified employees and they are taken care of on a case by case basis. Dean stated that prescription safety glasses are used by only a few employees. Because they are trained on safety glasses usage when they begin employment, it was decided that there is no need to supply employees with prescription safety glasses at this time.

Notifying Union of Merit employee resignations and retirements
The Union has requested information and dates regarding Merit employee’s resignations and/or retirements. Human Resources is reluctant to provide this information because of confidentiality issues that certain employees have regarding their employment status. Susie stated that she will take this issue to the Statewide 4M committee for discussion.

Repeat orientations for on-campus employees
There is interest across campus in “refresher” orientations for employees who have been at UNI for awhile. Because of ongoing changes to benefits and various campus programs, there may be employees who are missing opportunities. Human Resources is willing to provide “refresher” and/or periodic orientations at various hours and times so that all shifts would be able to participate. Lori Hoffmann, Training and Development Coordinator, will be available at the next meeting for further discussion and planning.

How cut off dates are figured for Merit employees
Brad Bauler will follow up with Linda Gruetzmacher and this issue will be discussed at the next meeting.

The meeting was adjourned at 2:40 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

Agenda for November 20, 2008 meeting
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. Communication with Merit employees now that MPAC has disbanded (follow up)
4. Buildings being shut down while 2nd shift custodians are working (follow up)
5. Notifying Union of Merit employee resignations and retirements (follow up)
6. Repeat orientations for on-campus employees (follow up)
7. How cut of dates are figured for Merit employees (follow up)