Facilitator Dean Shoars called the meeting to order at 1:30 p.m.

Approval of October 2, 2008 minutes
A motion was made by Rod, seconded by Michael, to approve the minutes as amended. Motion carried.

Agenda Items:

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. Tresa Habinck of the Office of Business Operations stated that she is contacting employees on Worker's Compensation to discuss procedures and what their pay will be while receiving Worker's Compensation. In addition, a letter is sent to these employees explaining the process and reduction in pay while on WC.

On occasion, departments do not inform Chris Rohwedder of Human Resources that they have an employee off work. In these instances, Sedgwick is not contacted.

A suggestion was discussed regarding a form that could be filled out by department heads who have employees on Worker's Compensation. Also discussed was a possible on-campus meeting with Sedgwick to address issues that have been problematic.

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.
The University of Iowa currently has a pilot program to pay for memberships for a group of employees (using grants) and Susie contacted them for more information. U of I is continuing their study of this pilot program and until the study is complete, information will not be available. This item is tabled until the pilot program is complete and an evaluation has been made.

**Communication with Merit employees now that MPAC has disbanded**
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. This issue has now been resolved.

**Buildings being shut down while 2nd shift custodians are working**
Dean stated that building shutdowns normally happen around work schedules and the issue is more a comfort vs. safety issue. If employees are working an extended period of time in a building during reduced operations, Bill McKinley works with management to keep the building in an occupied status. Bill will continue to work with energy management to keep buildings in an occupied status during reduced operations. This issue has now been resolved.

**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. It was noted that resignations and/or retirements are often tied to medical issues employees are experiencing, and for this reason they request that their employment status remain confidential.

**Repeat orientations for on-campus employees**
There is interest across campus in "refresher" orientations for employees who have been at UNI awhile. Because of ongoing changes to benefits and various campus programs, there may be employees who are missing opportunities. Lori Hoffmann, Training and Development Coordinator, described the current orientation schedule and stated that Human Resources is willing to provide "refresher" and/or periodic benefit orientations at various times so that all shifts would be able to participate. Separate monthly orientations would be held to explain safety programs and benefit packages available to new employees. It was noted that it would be advantageous to have "refresher" orientations before the open enrollment period (end of November) to allow employees time to study benefit plans and decide whether they wish to make changes.

There was discussion regarding new employees feeling rushed to select benefits packages the day of orientation. New employees are told during new hire orientation that they have 31 days after their full time hire date to make their benefit selections. This amount of time allows them to take benefit information home to study and speak with family members regarding decisions to be made. It was suggested that an online orientation video and/or website would be helpful for employees to access at a time convenient for them. Human Resources is working on this process. Lori Hoffmann offered to attend the April 2009 L/M meeting to provide an update on the progress of repeat orientations.
How cut off dates are figured for Merit employees
Brad Bauler reported that nine month employees have expressed a need for more consistency regarding equal paychecks, specifically November and December, as these are months of early cut off dates for timecards. Filling in for Linda Gruetzmacher, Tresa Habnick from the Office of Business Operations stated that there are many factors that are considered in setting payroll cutoff dates. Michael Hager suggested that perhaps comp time could be paid out at the end of December instead of the end of June each year.

Linda Gruetzmacher will be invited to the April 2009 L/M meeting to address additional issues regarding cutoff dates and comp time payout.

The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

Agenda for April 2, 2009 meeting
Facilitator: Susie Baker
1:00 – Labor meeting
1:30 – Labor/Management meeting

1. Withholding money from employee checks due to overpayment of workers compensation (follow up)
2. Repeat orientations for on-campus employees (follow up)
3. Payroll cut off dates for Merit employees (follow up)
4. Weather related closing of the University