Facilitator Brad Bauler called the meeting to order at 2:00 p.m.

Approval of June 29, 2009 minutes
A motion was made by Rod Baker, seconded by Susie Baker, to approve the minutes. Motion carried.

Agenda items:

Posting of accruals (follow up)
There was discussion regarding vacation, comp time and sick leave accruals taking longer than two weeks from the previous month to be posted to employees’ balances. Linda Gruetzmacher explained that the same process that runs payroll also runs accruals. There are factors that control the amount of accruals for each month and are unknown until all timecards for each month are submitted. These factors are sick leave which affects sick leave conversion accruals; off duty; and the number of hours worked for hourly employee. Timecards from the previous week are to be submitted each Tuesday by noon and approved by Thursday at 10:00 when they are processed by OBO.

It is not unusual for timecards to be late and there are many reasons for these delays. OBO will be educating employees and managers about the importance of submitting timecards on time. In the meantime, Timecard Managers can run the Timecard Status Report to check on the status of employees’ timecards.

This issue will now be dropped from future agenda items.
Severe weather notice to employees (follow up)
Susie Baker noted that according to the AFSCME contract, Council 61 is to be notified 14 days prior to policy change implementations. There was discussion about how policy changes are posted so that all employees are made aware. UNI Online is not read by everyone and Deans, Directors and Department Heads don’t always forward policy changes to employees. The use of bulletin boards in various buildings for these postings was discussed.

The Union is asking that the severe weather policy state that if a severe weather emergency happens on a Friday that employees may contact supervisors to make arrangements to work on Saturday, the last day in the workweek. Nick will follow up with Tim Cook at the Board of Regents office.

Shutdown notices/work locations (follow up)
This agenda item has been tabled until the next meeting.

Susie has requested that the following item be added to the next agenda:

**Public Safety and the wearing of protective armor vests**

Dave Zarifis and/or Milissa Wright will be invited to the next meeting for discussion on this agenda item.

The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,
Sandy Law
Human Resources

**Agenda for September 14, 2009 meeting – location 007 Gilchrist**
Facilitator: Susan Basye
1:30 – Labor meeting
2:00 – Labor/Management meeting

1. Public Safety and the wearing of protective armor vests
2. Severe weather notice to employees (follow up)
3. Shutdown notices/work locations (follow up)