Facilitator Michelle Byers called the meeting to order at 2:00 p.m.

Approval of October 12, 2009 minutes
A motion was made by Susie Baker, seconded by Shelly Hill, to approve the minutes. Motion carried.

Agenda Items:
Severe weather notice to employees (follow up)
A memo was sent to deans, directors and department heads regarding procedures for employees to follow in the event of severe weather. A posting in UNI OnLine will inform AFSCME employees that they will be able to code their timesheets for mandatory unpaid days (with accruals) if they miss work due to severe weather. UNI OnLine will also direct employees to check UNI’s homepage for up to date information.

All employees should obtain a contact name (supervisor) to secure approval to make up time in the same work week due to lost time because of severe weather. It was also suggested to have employees provide supervisors with their contact information.

This issue can now be dropped from future agenda items.

Repeat staff orientations (follow up)
Lori Hoffmann is making progress on arrangements for “refresher” orientations for current employees and is also exploring on-line orientation sessions. Michelle will follow up with Lori to schedule a presentation during the next Labor/Management meeting.

Following are dates for 2010 Labor Management meetings:

Monday, February 1
Monday, March 1
Monday, April 5
Monday, May 5
Mandatory unpaid days discussion
By December 11th or by the 15th at the latest, the Department of Administrative Services should have provided HR details for the implementation of taking mandatory unpaid days. Prorating for employees who do not work full time will need to be worked out. At the current time, timesheet options are functional for Merit employees to code mandatory unpaid days (with accruals). Employees have been advised to specify the dates they choose to use and also to use December 29, 30 and 31, 2009 if this reduced operations period of time is an acceptable time for their department. Spring break week would also be another preferable time to take mandatory unpaid days. Supervisors should advise employees that they have a choice in the days they use.

There was discussion regarding the end date in June (to be charged to FY10) of when employees would need to have their taken their mandatory unpaid days. Potentially, more than 2.5 unpaid days in a work week could qualify employees for unemployment, but there are many conditions involved and employees would need to work with Iowa Workforce Development.

Michael Hager requested that a memo be sent out to employees explaining progress to date regarding the taking of MUD days as employees are getting anxious about the process and many want to use the reduced operations period (Dec. 29, 30, and 31, 2009) to take their mandatory unpaid days. Michelle will follow up.

Other Business
Because of the large number of recent early retirements, promotions, and reclassifications, it was suggested that it would be helpful to have a new organizational chart for the Physical Plant.

It was also suggested that a best practices list be made for managers to use as they communicate job duty changes to their staff.

Adjournment
Michelle Byers adjourned the meeting at 2:47 p.m.

Respectfully Submitted,
Sandy Law
Human Resources