Facilitator Susie Baker called the meeting to order at 2:02 p.m. The January 24, 2011 minutes were approved as written.

Note: Bill McKinley has replaced Dennis Hayes on the Labor Management Committee.

**Agenda Items:**

Promotion/transfer opportunities follow up
Susie distributed copies of an email notice sent by Human Resources on September 30, 2010. It referenced a temporary assignment position available in Study Abroad Programs. HR currently keeps a list of employees interested in temporary assignments. It was noted that only a few nine month employees have expressed interest in available temporary assignments.

Susie expressed concern that a temporary locksmith assignment had not been advertised on campus. It was noted that in this situation the assignment had to be filled as soon as possible due to security issues.

Also of concern were temporary motor vehicle operator assignments that have not been advertised on campus. Bill stated that the snow removal pool was used for this assignment because they have the necessary licensing background.

Susie suggested that all temporary assignment opportunities be posted on bulletin boards across campus. There was discussion about the fact that not all buildings have bulletin boards.

Susie reported that notices of clerical temporary assignments have been advertised on campus and that process is going well.

It was noted that a few temporary assignments do not lend themselves well to on campus employees because the assignment hours are 8 am to 5 pm creating a conflict for many employees already working on campus during those hours.

It was agreed that all advertised positions should have clearly defined duties in order to successfully match employees with necessary training/licensing requirements.
Michelle will check into temporary assignment opportunities being posted on the same website as Merit transfer/promotion opportunities. She also suggested there be a match for qualifications on a skills inventory sheet for employee (self-reported) qualifications. In addition, she will check to make certain that temporary assignment opportunities are being addressed in new hire orientations.

For clarification, when a regular employee (in a different classification) works in a temporary assignment for a time it is classified as a Special Assignment.

Revised motor pool policy requiring driver’s license checks
Beginning August 2011, employees who use motor pool, or those employees who use their personal vehicle on university business and apply for a mileage reimbursement, will have their driver’s license checked semi-annually to ensure they have no more than three moving violations and/or at fault accidents in three years. This new policy follows current University of Iowa guidelines.

Susie expressed concern that employees did not receive a 30 day notice of the change to this policy approved by the Cabinet and dated December 6, 2010. It has been reported to her that there have been instances of student employees and faculty who lost their jobs at the University of Iowa after this policy was implemented. She stated that all UNI employees be informed of this policy change by mid-August.

Other
So that the Physical Plant will be better represented, Susie will work on finding Merit employees from the Physical Plant interested in serving on the L/M Committee. Currently serving are three Merit employees from the Department of Residence.

Susie and Michelle will address agenda items before the next meeting scheduled for Monday, September 19th in Gilchrist 025.

Adjournment
Susie adjourned the meeting at 3:00 p.m.

Respectfully Submitted,
Sandy Law
Human Resources