

Labor-Management Committee Meeting
Minutes of August 12, 2014

Members Present: Hope Lambrecht (facilitator), Dale Couse (timer), Veronica Diver, Darlene Duncan, Mary Moubray, Kelly Spettel (recorder), Terry Zimmer

Guest: Marilyn Loomis

Meeting called to order at 1:30 pm

Dorm Room Entries

1. Reviewed protocol for entering student rooms
2. One change to scheduled maintenance for trades section – in situations where no one from residence life staff is available other College employees act in this role. No longer required for students to be in the room

Bullying Workshop

1. Veronica contacted Josh Kemp, CSEA Health and Safety to discuss presenting a bullying workshop on campus.
2. Josh will send a power point presentation to share with management. As of today, Veronica hasn't received. She will follow up with Josh to send the power point. (Action item)
3. There will be no charge for the presentation
4. Labor would like to see workshop done during Dec/Jan break. Suggested one workshop session in morning and one session in the afternoon with lunch in between. Everyone could attend lunch and choose one session to attend. This will help to maintain staffing.

Workplace Violence Committee

1. Darlene Duncan will replace Tim Maricle, who is retiring, on the Workplace Violence Committee
2. Hope is trying to find out all of the requirements and how often required. There is some question whether it is annually or quarterly. (Action item)
3. Hope also mentioned a new pilot program – we comply. The pilot program is 7 training sessions online for employees to take on their own with questions to answer at the end.

Heating Plant

1. CSEA still concerned with one man watch in heating plant and safety issues
2. Terry Zimmer drafted a working alone policy which will include anyone on campus working alone in a hazardous area.
3. Draft was distributed to all committee members and discussion held.
4. Employees will be responsible for contacting their supervisors during regular hours and UPD dispatch during nights/weekends/holidays if they are going to be working alone in a hazardous area.
5. Committee will look over draft and report comments and suggestions to Terry Zimmer. (Action item)
6. There has been success with hires in the heating plant. Hired one full-time grade 9, one full-time grade 6 and one temporary grade 9.

Summer AWS

1. Overview of summer 2014 – 46 participants; Admin 20, Operational 26, Custodial 5, Trades 19, Print shop 1, Telecomm 1
2. Only employees denied where those that wanted to start before 6:00 am
3. Hope asked if we heard of any issues from our members
 - a. Holidays were confusing. Members felt they were penalized when a holiday occurred.
 - b. 8/13/14 end date questioned. Hope stated it was to coordinate with a pay week.

- c. Members questioned 6:00 am start time and why couldn't start earlier.
4. Hope asked CSEA to develop a report on the overview of Summer AWS. (Action item)

Custodial OT

1. CSEA would like equitable distribution of OT
2. CSEA asked for an overview of all OT. Management said that was too time consuming. However, the rosters of biweekly OT are available to look over at any time. Rosters are held in Dale Couse's office.
3. Discussion was held regarding miscellaneous OT. Dale said it does happen sometime in emergency situations.
4. CSEA would like the Custodial department to keep a roster of miscellaneous OT. (Action item)

Janitors

1. CSEA questioning skills set for promotions and tools to do the job
2. Grade 7 promoted on seniority basis
3. Grade 7 job spec was distributed and discussion held.
4. CSEA concerned that Janitor's (grade 7) hired are not meeting skills on Janitor job spec. Discussion held. New hires are evaluated at 3 and 6 months during probation period. This would be the best time for training and development plans were needed.

Lift Training

1. CSEA concerned about safety and liability in Fitzelle
2. If person is not trained or recertified, they should not be operating a lift.
3. Lift training is limited to class size – 10 to 12 people.
4. Management is looking into train the trainer program. (Action item) This will allow experienced, trained lift operators to train new lift operators on campus.
5. Terry Zimmer estimates there is about 25-30 people on the certified lift list.

Custodial Temps

1. CSEA is inquiring on why we are not able to fill Workman's Comp positions. Discussion held.
2. This is hard to do because they never know how long a person will be out on Workman's Comp and each individual is still on the payroll.
3. Hope said they will try to evaluate each situation in the future to see if possible to fill a workman's comp position.
4. CSEA suggested a retirement pool of cleaners to temporary fill these positions.

CSEA Positions

1. Hope reviewed a list of CSEA positions.
2. 9 positions have been approved from June – July 2014
3. 4 positions are in vacancy review (pending) for August 2014
4. There are 3 temp positions
5. There are 6 in progress positions

Next Labor/Management meeting will be on Tuesday, November 4 at 1:30 pm in Fitzelle 282.

Meeting adjourned at 3:05 pm.