

Labor-Management Committee Meeting
February 25, 2014

Members Present: Hope Lambrecht, Veronica Diver, Terry Zimmer, Mary Moubray, Bill Grimes, Tim Maricle, Kelly Spettel, Louis Spettel, Dale Couse
Guest: Tom Rathbone

Hope – facilitator, Bill – time-keeper, Kelly – recorder.

Hope brought the meeting to order at 1:30 pm. Hope went over the ground rules previously approved by Labor and Management.

Topics and Outcome

Dorm room entries: This is a follow up from April 2013 meeting. Hope distributed copies of Protocols for Entering Student Rooms. Hope inquired if the group would like to discuss now or bring back to table. Veronica suggested due to time labor take the protocol back for review and continue next meeting.

Summer Construction and Parking: Tom Rathbone presented information on completion of Fitzelle building, summer construction and future projects. The only parking impacts will be the loss of small parking area next to Physical Science building and parking directly behind library building (library summer only). Any other will be short term do to possible re-paving of lots. Veronica inquired about handicapped parking behind library. Tom will check into that and report back to Hope and Veronica.

Bullying: This is a follow up from April 2013. Discussion was held. Hope and Veronica will look into a possible collaboration for a workshop or training. Tim Maricle also addressed Workplace Violence Policy. He is currently a member of the committee but they have not had a meeting. He contacted Dave Lincoln a month ago but hasn't heard back. CSEA is supposed to be involved with review of any policy.

Confidentiality Training for Supervisors: There have been concerns brought to labors attention about confidentiality with supervisors. Supervisors should not be discussing employees' performance evaluations, vacation/sick time, health issues, etc. with other employees. Veronica would like to see a training with supervisors to remind them of this confidentiality. Terry will work with the supervisors in trades, Dale will work with supervisors in custodial and Hope will look into how to communicate with other CSEA, UUP, M/C and any other supervisors.

OT/Comp time & holidays: Labor would like clarification on who works on holidays especially when school is in session. Discussion held. Essential personnel must work on Holidays, others are on a case by case basis depending on time of year and need. It is up to the discretion of the supervisor if an employee needs to work or not on a Holiday.

Heating Plant: Discuss concerns regarding understaffing and bringing in outsiders (from other campuses). Hope reported that the heating plant is understaffed at present which is creating over-time. There is currently a grade 14 position and a grade 9 position open but they have not been able to fill either position. Management did reach out to Cobleskill and Delhi in case our current staff couldn't manage the over-time. At present, Heating Plant staff are managing the over-time.

Mandatory OT Policy: Labor asked management to provide copy of the policy. There is no written policy in place. A letter is sent to the grounds crew stating look at Mandatory OT Policy. Labor asks that language in the letter be revised. A suggestion was also made to do away with letter and instead have grounds supervisor meet with employees to review mandatory over-time.

Employee Training: Clarification on who receives/is offered training (e.g. CDL, pesticide, lift, pool) and who pays for it. Discussion held. If it is part of the job for employees to need pesticide, lift or pool training they receive it. Terry will find out who has pesticide training. CDL training is not sanctioned on campus. Applicants for positions requiring a CDL must have the license before they become employed. Renewals for CDL must go through Department of Motor Vehicles. The college will pay for current employees needing to renew their CDL for their position. The college does not pay for employees to get their CDL.

Membership meetings: Labor currently has one membership meeting a year on campus. This meeting is usually held in the summer when majority of members are on day shifts. Labor is requesting to add another meeting in the winter. This meeting will be held in January during the break when most of our members are again on day shifts. Discussion held. Management agree to two membership meetings a year; one in summer, one in January.

CSEA positions: Labor asked for review of CSEA positions. Hope presented list of positions since May 2013.

Kelly and committee went over action items.

Meeting was adjourned at 2:44 pm.

Respectfully submitted by Kelly Spettel, CSEA secretary