

## Labor Management Meeting

Friday, November 5, 2010

### Minutes

Present: Lisa Wenck, Tom Rathbone, Don Ackerman, Pauline Koren, Dale Couse, Veronica Diver, Pete Waterhouse, Mary Moubray, Darlene Duncan, Margaret Monaco

Veronica and Lisa brought the meeting to order at 1:35.

1. Holiday pay v. comp time
  - a. Explore the possibility of allowing members to change from holiday to comp in light of the budget crisis  
**Lisa state that this cannot be changed – it's an attendance rule. Working on...**
2. Release time for taking classes
  - a. Is there a campus policy? Lisa stated that there is a **policy allowing one course a semester on college time. It has to be work related and approved by employee's supervisor who then sends an email to HR. Release time should be noted on employee timesheet. Employees are encouraged by Management to take classes and computer courses to further themselves.**
3. Hostile work environments
  - a. How is the campus addressing this? Discussion ensued regarding the non-protected classes of discrimination (i.e. that which does not fall into the protected classes such as sexual harassment, race, religion, age, etc.). **Workplace violence, bullying - can file a report. If co-worker, supervisor should be involved. Conflict resolution group for mediation is being looked into by Lisa. Right now labor goes to Pauline, but must be open with particulars about who is bullying. Must be in writing and then Pauline sits down with those parties involved. Lisa has mediated in the past by having both parties write top 3-5 items that are bothering them. Also must ask why the supervisor is not doing something if it's a conflict between co-workers. At times management goes above the supervisor for resolution. They basically look at the facts and then look into it and talk to supervisor, etc. Retaliation by the supervisor or anyone else is not tolerated as was strongly reiterated by Lisa. Must follow up and let management know that it's happening (retaliation). Union can get involved with the employees and accompany them to HR.**
4. Summer hours
  - a. Explore the possibility of allowing members to work 4 ten-hour days during summer **Contract states the CSEA work week is 5 days a week. Also not every group could do it which would make it inequitable to offer. VD mentioned UUP has asked about it and Management told UUP they "would look at it." Lisa stated that UUP and CSEA have different platforms to work with – UUP does not have the 5 day work week in their contract. VD said maybe we can revisit this at a later date.**

5. Apprenticeships
  - a. Explore the possibility of offering apprenticeships in the trades **Tom stated that he can't remember having a program. There is a program (journeyman position, not apprenticeship) at Fredonia but travel time would be problematic. Lisa mentioned that maybe they should post the specs on different jobs so that employee could go to Delhi Tech and take the courses that would specifically go toward certain positions on campus. After training, management would be required to provide a job and Lisa said they could not guarantee a job in this economic climate. But she would like to see more employees take courses and get promoted and not have to go outside of campus to hire qualified people. This subject will be looked at further.**
6. Parking
  - a. How many parking spaces are there on campus? **According to Bart Ingersol: as of April 2009, total of 2736.**
  - b. How many in each category (blue, red/blue, yellow, green, purple, handicap, visitor)? **blue – 146; red/blue - 713; yellow - 1085; green - 518; purple - 181; handicap - 75; visitors – 177.**
  - c. How many spaces have been lost to construction? **22 blue/red stalls offline will be returned in December (Fine Arts & Golding lots). Litell will take about 5 spots when it goes offline in 2011. Adding new parking stalls in Bugbee and Lee area – commuter (purple) in 2011; Litell will add 23 stalls and give back the 5 when complete.**
    - i. 2 years ago we brainstormed alternative parking strategies—including bus passes, but nothing came of it. **Lisa said that in the future Management will sit down and discuss parking with Labor prior to construction, to come up with viable solutions.**
7. Custodial phones
  - a. Some janitors do not have phone lines – **Hunt and Alumni – difficult to communicate – Tom and Lisa said they will look at it.**
8. Custodial health and safety
  - a. Some custodial staff work alone in buildings overnight
  - b. Buildings are not secure
    - i. Students/faculty are allowed to remain in buildings after they're "locked"
      1. They let others into the "locked" building
      2. Allen wrenches are hidden to unlock locked doors

**Veronica talked about the safety of our members. Dale said cleaners are not to be concerned with being the safety officers and should call UPD. VD asked if the campus policy is that people can remain in the building after locked. Management said there is a form filled out by faculty member to permit activities after hours – Tom said UPD is not aware of these events when they happen. Tom agrees with our concerns and would like to look into it and talk again. There are a lot of people involved and levels to this subject. Must look at the security policy and tighten it up as needed. Tricky because every building is different. Veronica mentioned it's also a cleaning issue – once the custodians have done the work they shouldn't have to go back to a mess made after cleaning to clean again.**

- c. Custodians on 3<sup>rd</sup> shift are called out to the dorms to clean biological waste
  - i. Custodians are not properly trained in bio-hazard cleaning or disposal
  - ii. Custodians are given latex gloves from Health Center to clean

Veronica informed Management that cleaners are called out to the dorms to clean puke, blood, urine and feces with gloves from the Health Center and without proper training in bio-hazard cleaning and disposal and this was unacceptable. It's a health and safety issue which needs to be addressed. Tom did training with the health center in the past and agrees that they need to include the bio training. Norm Payne usually does fire safety training in January and Tom would like to include this training and also bedbug protocol. Darlene mentioned 2 scabies issues that have happened this year. She felt she didn't have the proper training to deal with it, yet was required to handle it. Tom will look into this and add the training for this as well. February is a perfect time to do this training due to work schedules. It will all be part of the fire safety training presently being offered yearly.

- 9. Custodial work load (2<sup>nd</sup> & 3<sup>rd</sup> shifts)
  - a. Grade 7 janitors (primarily in academic buildings) are not getting their work done during their shifts and it then falls on the 2<sup>nd</sup> and 3<sup>rd</sup> shifts to complete in addition to their own work. Lisa mentioned there may be extenuating circumstances involved at times. There may be an event and set up and other factors that prevent them from getting to their usual work. Darlene has experienced this in the past. Dale says the work has always fallen on the night crew because of this. Lisa said they can look at specific cases and address the problem with individuals. The communication needs to be tightened up and education regarding what different grade levels are responsible for. Both L and M are in agreement on this.
- 10. Good of the Order: There will be a budget meeting with Dr. Hartmark in early December. But Lisa did go over budget generally. President Kleniewski is continuing to make a commitment not to lay off anyone. Management is doing everything they can to save positions.

Meeting was adjourned at 2:30.

Respectfully submitted,

Margaret Monaco, Secretary