Thursday, April 17, 1997

3:00 p.m.

Showalter Hall, Room 201

MINUTES
(Approved at May 8, 1997 Meeting)

Members Present: Ken Berg, Jim Besse, Curt Huff, Jean DeNio, Ken Dolan, Kandys Dygert, Phyllis Edmundson, Kathy Fleming, Sue Potter, Pat Rast,

Members Not Present: Ken Dolan, Jane Johnson, Michael Tokarsyck

Resource Persons: Caren Lincoln for Ken Berg, Annie Cole

Resource Persons Not Present: N/A

Ex-Officio: Tom McArthur

Guests: Barbara Skyles

Recording Secretary: Angie O’Neill

Ken Dolan was unable to attend the meeting. Curt Huff chaired the meeting.

I. Call to Order and Quorum.

Curt Huff called the meeting to order at 3:00 p.m.

Announcement

Ms. Fleming introduced Jim Besse as the new committee member for Bargaining Unit I. Curt Huff welcomed Mr. Besse to the Committee.

II. Action Item:-call

Approval of Minutes, II.a. — Mr. Huff

Members of the Union requested additional time to review the minutes.

The membership discussed briefly the process of reviewing the minutes. The membership agreed: 1) minutes can be briefer; 2) Kathy, Jean and Kandys will work together on reviewing the minutes; and 3) changes to the minutes will be sent forward prior to the next meeting.

Disposition:
Approval of the March 20 meeting minutes was postponed until the next regular meeting.

III. Information Items:


Ms. Dygert will submit requested information by 4/25 to Kathy Fleming, Dennis Hays, and Karen Raver. The Subcommittee of the Subcommittee will review Dygert’s information and report to the Subcommittee. The Subcommittee consequently will bring any changes to the policy to Joint Labor Management.

Item carried forward.

Nepotism Form for ALL Employees, III.b. — Caren Lincoln for Ken Berg

Karen Lincoln distributed copies of the “Applicant Data Sheet” used by Human Resources (HR) for administrative exempt and the “Personal Data Form,” used by Academic Personnel for faculty. There are two parts to each set of forms: 1) to get information from the applicant/candidate and 2) the actual nepotism form obtaining approval. The form is voluntary until a candidate or applicant is hired, then it is mandatory to fill out. Attached to the data sheet is the actual nepotism form which is filled out at the time of hire.

To the policy procedure: Caren Lincoln said she reviews all final decisions for civil service and administrative exempt hires and checks for relatives. If there is a name of a relative working at EWU, she sends out the nepotism form to the supervisor for approval. When the form is returned, it is placed in the employee’s file. The forms are tracked on a log-in/log-out sheet. For faculty, designated staff in the department chairs’ offices or the deans’ offices obtain the information. Academic Personnel receives the completed forms and files them in the employee’s file.

All information is kept in employee’s file at HR for civil service employees and at Academic Personnel for faculty. The information on affirmative action can not be changed.

The Union asked to review the forms and report back at the next meeting.

Item carried forward to the next meeting.

Background Check Policy, III.c. — Committee Discussion

Waiting for legislative action to take place.

Item carried forward.

Update on Review of Policy & Procedure Manual for Custodial Services, III.d. — Labor

Waiting for review by AG’s. The Union wants to find out when the review was requested and how the request was made.

Item carried forward.

Proposed 1998-99 Holiday Schedule, III.e. — Kathy Fleming

Management presented its response to Labor’s proposed holiday schedule. The changes are as follows:

2000:  New Year’s Day Proposed by Management as Friday, December 31, 1999
BU I and BU II accepted the proposed changes. With the noted changes, Joint Labor Management recommended the proposed 1998-99 Holiday Schedule go forward for approval.

Employee Surveillance, III.f. — Annie Cole

Waiting for Maureen McGuire’s response to Annie Cole’s memo.

Item carried forward.

Custodial Safety, III.g. - Kathy Fleming

Ms. Fleming expressed concern over the increased rate of accidents/incidents among EWU’s custodial staff during the past eight years. Compared to other state institutions, Eastern has fewer custodians per square foot of building space to be cleaned and therefore a higher workload which may contribute to the increase in incidents. Ms. Dygert asked to follow up on the presented statistics, to get more information on the causes for the accidents and the origin of the information. Ms. Skyles, director of Environmental Safety, suggested that one way to reduce incidents is to increase safety training for custodians. The Union asked that the administration review the workload and safety issue, especially in light of the upcoming Seahawks Summer Camp. Mr. Huff indicated that he will review both issues and report back at the next meeting. Mr. Huff also questioned the increase in accidents.

Flex Time Form - Kathy Fleming

Ms. Fleming presented a form called “EWU-Flex Time Request Form” required by the Custodial Department to request flex time. Ms. Fleming stated two issues of concern: 1) The title of the form states EWU but is not a University form rather a departmental form only used by the Custodial Department; 2) the “Flex Time Request Form” states that “all work must be completed PRIOR to taking time off.”

1) Management agreed that the title of the form needed to be changed to reflect that it is as a departmental form. Mr. Huff will ask the Manager of Custodial Services to meet with Human Resources and make the necessary changes to the form.

2) Establishing “flex time” and changing a “work schedule” are two different issues. Flex time is established by mutual agreement based around a set of core hours. Changing a work schedule during the week to accommodate time off for an appointment, for example, is different than establishing flex time. The form should be used appropriately.

Children at Work Policy - Kathy Fleming/Curt Huff

Ms. Fleming brought to attention a document from the University Safety and Health Committee, February 12, 1997 Meeting Minutes, to be included in the Environmental Health and Safety Manual as a revision. Paragraph (1) under “Regulation” states “Unaccompanied and/or unsupervised children are not permitted on campus.” Ms. Fleming requested that the sentence be less stringently worded. She also expressed concern that when placed in the EWU Manual and Procedures, this regulation becomes policy without having been approved through the governance process.

Mr. Huff said he will see to it that this policy is brought forward through the proper channels including Joint Labor Management.

OneCard System - Rick Romero

The Union asked that the following issues be addressed at the next meeting: 1) mandatory use of card by staff; 2) electronic monitoring of staff through the card; 3) charge for replacement; 4) protection against misuse of lost card; 5) coding of card by building; 6) individual responsibility/liability if card is lost; 7) total amount spent on the OneCard system so far and how much is proposed to be spent in the next biennium; 8) budget paying for card; 9) do
faculty and staff have to purchase the card; and 10) is information from the card going to be sold to various organizations.

Mr. Huff stated he would forward these concerns to Rick Romero prior to the next meeting. Item was moved to next meeting.

Reports, IV.

BU I - Kathy Fleming

BU I asked to be part of finding creative ways in solving the budget problems.

BU II - Jean DeNio

BU II echoed BU I.

New Business:

The membership agreed to move the next meeting from May 15 to May 8 to accommodate Ms. Dygert’s schedule.

The meeting adjourned at 4:07 p.m.