Members Present: Jim Besse, Kandys Dygert, Rod Nicholls, Joe Schweiger, Judith Siminoe, Del Thompson

Resource Persons: Ken Berg, Tom McArthur, Dave McKay, Jo Rogers

Guest: Mike Irish

Recording Secretary: Connie Gross

I. Call to Order

Judith Siminoe called the meeting to order at 2:05 p.m.

She introduced Mike Irish, Associate Vice President for Facilities and Planning. He will be the new management representative on the committee, replacing Kathy Sawtells who temporarily replaced Curt Huff.

Two items were added to the agenda: Computing Utility Employees Working Out of Class; and Food Court & Concession Stands.

II. Old Business

Review and Approval of Minutes, II.a. —Judith Siminoe

The minutes of the July 15, 1999 meeting were reviewed. No additions or deletions were offered.

Disposition:
The minutes for the July 15, 1999 meeting were approved as submitted and will be distributed according to contract.
PUB Security System Follow-up, II.b. —Judith Siminoe

Ms. Siminoe reported that she spoke with Steve Bloom yesterday. There was a recent theft in the area where the camera in question is located, and because of the presence of the camera an arrest was made. She asked the committee if they still wanted the camera removed, or if they feel that its presence may be needed. Ms. Dygert said the camera is for food security and should not be used for surveillance of employees inside the area. Ms. Siminoe disagrees with labor that use of the camera is a violation of the contract.

Disposition:
Management will do research on circumstances where surveillance is consistent with state law. Ms. Siminoe will get more facts on the incident, and Ms. Dygert can call Ms. Siminoe for further information.

Scheduling in Dining Services Follow-up, II.c.—Dave McKay

Ms. Siminoe said that a concern has been raised that employees in the dining services area were worked in excess of 7 consecutive days, which is prohibited by the contract. Mr. McKay responded that yes, there have been several times where employees were worked in excess of 40 hours in a work week, and several days in a row. Mr. McArthur noted an employee complained of working 9 straight days with no overtime and without 2 consecutive days off. Mr. McKay explained that dining has periods when employees are scheduled more than 7 days consecutively—these are peak times on campus.

Mr. Berg noted that it was agreed (when Curt Huff was on the committee and at his request) that there would be times when people might not get 2 consecutive days off. Events Planning staff signed off on this agreement a couple years ago.

Ms. Dygert asked if people are being scheduled 9 days in a row without 2 consecutive days off, and if exclusive notification of that type of schedule is sent out. She also asked if overtime is paid.

Mr. McKay responded that he has employees whose work schedules may be in 3 categories: “regularly” scheduled, “alternative” scheduled, or “other” scheduled. Employees are scheduled 2 weeks at a time, and the schedule is based on the workload. He also has rotating shifts—scheduled with input from employees. He explained that it would be possible to work 9 consecutive days without incurring overtime if the 2 days off occur early in the two-week pay period and the other 2 days at the end.

Ms. Dygert asked what the “alternate” work schedules are. She requested that management audit the time records for the month in question for that particular unit.

Disposition:
Management will check in the historical record for the agreement reached in the past and will follow up on this issue at the next meeting. Human Resources will do an audit of July timesheets for the unit in question.
III. New Business:

Food Court & Concession Stands, III.a.—Tom McArthur

Mr. McArthur noted that Dining Services has provided staff for the food court during the football season for approximately five years (in parking lot 12). This year the contractor doing concession stands is now doing the food court. Dave McKay confirmed that Dining Services is no longer doing the food court because that service has not been requested by Athletics. Catered events such as the food court used classified employees in the past, but Homecoming is the only event requested by Athletics this season. Mr. McArthur said it appears the person with the concession contract has expanded into the food court service, which had historically been serviced by classified staff personnel. If so, labor would object to that as a contracting out issue. Labor would like to know who is providing the food court service and exactly what service is being provided in that specific area. He noted that the contract last year was for concessions at the football stands and at Reese court. He asked that management look at this year’s contract to verify if it covers concessions and not catering, or both.

Disposition:
Management will obtain answers to the questions posed.

Classifications of Exempt Positions, III.b.—Del Thompson

Jo Rogers said there are 24 separate criteria for exemption from civil service employment, and she distributed the criteria for exemption from the supervisors handbook, along with a report extracted from the system that gives all the positions and the exemption criteria that applies to each. Mr. Thompson asked if a Director position has not been approved by the HEPB, does that mean the position is not a head? Ms. Rogers responded that they generally reach 4 levels down. She noted that Eastern’s employees are classified staff unless these exemptions are met which make the employees administrative exempt.

Mr. McArthur questioned the position of Operations Manager in Physical Therapy. If this department consists of all faculty and no classified staff, what managerial functions is the operations manager doing? Ms. Siminoe noted that the position was reviewed prior to advertising it, and Ms. Rogers noted that while the job classification “Food Service Manager” is on the record, it is not being used, but the HEPB is not removing any job classes during the merger with General Government Personnel. Ms. Dygert said this is an example of erosion of the bargaining unit. Ms. Rogers emphasized the need for consistency in the interpretation of the law/rule. Ms. Dygert said she is talking about the functions of the job. Management understands labors concerns, and needs to have a discussion around it—there is a difference in philosophy. Mr. Thompson feels it is ironic that the legislature that implemented 1509 decided to merge the two personnel boards into one. That hasn’t been done expeditiously, but the positions were changed promptly. Mr. Berg noted that in the majority of the cases Eastern’s exemptions match up with the exemptions of other universities, but there is some misallocation at every institution.

Disposition:
Management will discuss this item further and respond to labor.
Abolishing Positions, III.c.—Mary Voves
Vice President Voves was represented by Jo Rogers, who reported that two positions, the Assistant Director of Property Management and the Director of Athletic Business Services, were being abolished. Both people in these positions were previously in the civil service sector and will be reverting. Employees formerly under the Assistant Director of Property Management are now reporting to new supervisors. No staff was reporting to the Director of Athletic Business Services. Bumping may occur as each individual is presented with the alternatives to return to the classified service.

Disposition:
This is the official notice of the abolishment of these two positions.

Change in Schedule to Accommodate Class, III.d.—Judith Siminie
Ms. Siminie will be teaching fall quarter on Tuesdays and Thursdays from 1-3:30 p.m. She asked if the committee could find another time to meet. Labor will defer to Ms. Dygert’s schedule.

Disposition:
Ms. Dygert will contact Connie Gross with a meeting time that will fit into her schedule.

Computing Utility Employees Working Out of Class, III.e.—Del Thompson
Mr. Thompson said the Computing Utility has made a decision to train the 5 systems programmers to operate the computer one day a week. Labor feels these employees are being asked to work out of class to avoid hiring another classified staff to perform these duties; thereby saving money. Ms. Rogers reported that Dean Kelley told her they are now defining a position to do computer operator and Web work. Mr. Thompson responded that this is like mixing apples with oranges—two very diverse types of duties for one person to perform. He questioned why there is such an objection to staffing a position. He feels it is not an issue of need—ask the clients that are being served.

Disposition:
Ms. Siminie will talk to Dean Kelley about her staffing plans.

IV. Information Items:

Timecards, IV.a.—Mike Irish
Mr. Irish met with the internal auditor and the chief financial officer and was advised that Eastern will be audited on capital accounts this year. One recommendation from our last audit was to implement a better tracking system on how capital money is spent. He said that timecards are the only way we have of tracking workforce time against capital accounts, which is the only way we know how our funds are being used and the status of our balances. He believes supervisors need to turn timecards in on a daily basis because he needs to know this information so he doesn’t overrun project cost. It was noted that some shops turn their timecards in daily already, but some don’t. The change being made is to have all shops turn them in daily to be consistent across the board. Time will be allotted at the end of each day for the workers to fill out their timecards, turn them in to the supervisors, and then have the supervisors turn them in.
New Position, IV.b.—Judith Siminoe
Ms. Siminoe noted that a new position will be filled by an attorney, reporting to Ms. Rogers, to handle some of the work that Ms. Siminoe has been doing. This will increase her ability to focus on policy work and work with the classified and faculty unions.

The meeting adjourned at 4:00 p.m.

Chair, Labor Management Committee

Chair, Bargaining Unit 1

Chair, Bargaining Unit 2

Management Representative