MINUTES

Members Present: Kandys Dygert, Mike Irish, Rick Nesbitt, Penny Rose, Judith Penrod Siminoe, Del Thompson

Resource Persons: Ken Berg, Jo Rogers

Recording Secretary: Connie Gross

I. Call to Order
Judith Siminoe called the meeting to order at 2:08 p.m. Del Thompson introduced Rick Nesbitt, who replaced Jim Besse on the Bargaining Unit I committee.

II. Old Business:

Minutes of January 18, 2001, II.a.—Judith Siminoe
The minutes of January 18, 2001 were accepted as distributed.

Disposition: The minutes of the January 18, 2001 meeting were approved and will be distributed according to the contract.

Finalization of Bargaining Unit Integrity Agreement, II.b.—Judith Siminoe
Ms. Siminoe distributed a final draft of the Interpretation of Bargaining Unit Integrity. Del Thompson proposed a change in wording to the third bullet. Kandys Dygert proposed a change in the fourth bullet. Mr. Irish questioned CBA vs. Agreement in the fifth bullet. The document was approved as changed and will be attached to official minutes.

Disposition: The Interpretation of Bargaining Unit Integrity document was approved as amended, and will be attached to the official minutes.

Examinations Conducted During Interview Process, II.c.—Caren Lincoln
Ms. Lincoln has researched this issue, and her results show that certification takes place up to the point of establishing the eligible list. Performance testing beyond that point is not covered by the rule. The tests must be valid, must not exclude a particular group, and they must be administered by someone qualified. Tests should not be used for screening candidates in or out at that point, but to test performance or ability. Ms. Lincoln currently meets with all selection committees or persons making the selection to convey this information. Mr. Thompson questioned the use of a personality test. Ms. Lincoln said she would need to see the test to determine if it was relevant to the position. Ms. Dygert will review the information with her staff, and if she has any further questions will bring them back to the next meeting.

Disposition: Ms. Dygert will review the information with her staff and bring any further questions to the next meeting.
Finalization of Definition of Resource Persons, II.d.—Ken Berg

Mr. Thompson had requested that union Executive Board members be allowed to take 30 minutes of work time as resource persons in order to assist in the preparation for Joint Labor Management meetings. This time would be concurrent to their attendance at the Executive Board meeting. Ms. Rogers noted that the Stewards’ procedure list does not include the need to inform their supervisor when attending a union representational activity (union business issue). Mr. Thompson responded that adding that piece would require an amendment to the contract. Ms. Dygert concurred, noting that labor does not want to limit the contract in that way. The contract says stewards are to notify the administration, not necessarily the supervisor. She said labor will certainly bring this up in training, that it is a courtesy to tell the supervisor, but it is not specifically required.

Ms. Siminoe noted that a resource person is in a similar situation—the change requested by the union could be viewed as an amendment to the contract. Mr. Thompson said the contract reads that anyone can be a resource person, so asked if management would object if labor requested that all members of the Executive Board attend a meeting. Mr. Berg noted that this would be a change in the customary way “resource people” have been identified and involved. Previously resource people were chosen according to the topics and listed on the agenda. Ms. Dygert explained that labor wanted to include all executive board members for one-half hour of the executive board meeting and use the second one-half hour as agenda prep for the JLM. The people are already gathered for one meeting, so it would save time and effort as long as release time is provided.

Management caucused.

Ms. Siminoe reported that management agreed to accept labor’s proposal, noting that it is beneficial to everyone and a good way to take advantage of people’s time, as well as being more predictable. Ms. Rogers will notify the supervisors of all those on the resource list and give them the times/days of the meetings.

Disposition: Management agreed with labor’s request to assign resource person status to all executive board members so that they could participate in one-half hour of agenda prep for JLM following their one-half hour executive board meeting. Ms. Rogers will notify the supervisors of the resource persons of the times and days of the meetings for release time.

Non-scheduled work week, II.e.—Kandys Dygert

Ms. Dygert has spoken with various people regarding the motor pool position, and there is concern regarding how the non-scheduled workweek affects other people in the work site. Other people will have to perform Mr. Standish’s activities when he is not on the job. It has been explained that Ms. Wichman or a student fills in when Mr. Standish is not there, but labor wonders who supervises the student, and prefers that the student not perform the work. Labor is also concerned about L&I requirements when an individual works from home. If the employee is telecommuting, there have to be certain standards for the work site. Ms. Dygert suggested that this is not only a non-standard workweek issue, but also that the employee works from home during the non-standard time. She was unable to reach Mr. Standish, so doesn’t know whether or not he is agreeable to the scheduling change.

Disposition: Management will speak with Ms. Wichman regarding Mr. Standish’s schedule and work site(s). Ms. Wichman will e-mail Ms. Dygert with answers to her questions.

III. New Business

Steward Procedures, III.a.—Del Thompson

Mr. Thompson reported that the union supports communications about issues to supervisors, but there is no contractual provision for notifying the supervisor when the stewards need to leave their work on union business. Therefore that step that is not listed in the steward procedures. Labor
asked that management notify the union and union representative if there are any perceived abuses by stewards leaving their post to perform steward duties

**Disposition:** Labor will emphasize communications to the stewards, but will not incorporate it into their procedures. Management will notify the union and union representative if there are any perceived abuses of the contract provision.

The meeting adjourned at 3:15 p.m.

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Chair, Labor Management Committee Date

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Chair, Bargaining Unit 1 Date

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Chair, Bargaining Unit 2 Date

_______________________________ _____________________
Management Representative Date