

**JOINT LABOR MANAGEMENT COMMITTEE (JLMC)**

**September 9, 2011**

**Minutes**

**Members Present**

Francis Kessler	PW Ops Customer Svcs Admin
Patrick Long	CD Neighborhood Enhancement Division
Connie Munnell	Human Resources
Allison Pavelek	Human Resources
Randy Ridderbusch	Oregon AFSCME
Richard Swyers	PW Ops Water Distribution
Jack Tucker	PW Ops Water Distribution
Derrick Williams	PW Ops Technical Services

**Members Absent**

Larry Frazier	PW Ops Pumps and Controls
Joel Kuhl	Human Resources

**Additional Guests**

Carrie Bailey	Human Resources
Franklin Felizardo	Human Resources
Mel Gregg	Human Resources

**MISSION STATEMENT:**

*The goals of the Joint Labor Management Committee are to enhance and facilitate an open dialogue between the City of Salem's management and AFSCME'S labor force. The committee's goal in itself is an effort to continue to build better working relations while simultaneously developing an understanding of the needs and requirements of both management and labor.*

Meeting called to order at 8:35 a.m.

**I. Introduction**

**II. Meeting Minutes**

- a. June 10 2011, JLMC Meeting Minutes were approved with no changes.

**III. Budget Status update**

- a. Connie Munnell stated that budget internal rates are being developed and further instructions will be made available later this fall. Francis Kessler stated that the 3% storm water increase passed by Council earlier in the year will go into effect January 1, 2012.

**IV. Organizational Pulse**

- a. Jack Tucker asked if under the new contract, the insurance premium cost was being increased. Carrie Bailey reported that there was no change in premium costs will send the rate sheet to him.
- b. The new contract is available online and employees can request copies from HR.

**V. Collective Bargaining Contract Administration**

- a. Banking hours: Question was raised if partial hours could be banked or cashed. Connie Munnell stated that Payroll was instructed to follow the contract language to

automatically bank 8 hours. [Franklin Felizardo provided additional information following the meeting: Payroll will automatically bank 8-hours if employees worked a holiday, but an employee can cash out a partial amount by simply filling out the Request Payment for Accrued Compensatory or Holiday Leave form and submit to Payroll. Form will be provided at the next JLMC meeting.]

- b. Call-Back Time: Request was made to clarify contract language regarding call-back right after a shift ends and definition of the "job site". Connie Munnell stated that HR will review past historical decisions and coordinate a meeting with the union.

**VI. Special Events/Announcements**

- a. There will be a special recognition of City employees that served in active service during the Field of Flags memorial on Sunday, September 11, 2011, 10:00 a.m. at Riverfront Park.
- b. 2<sup>nd</sup> annual Labor Day picnic was held on Labor Day at Riverfront Park's Pavilion and raised 491 lbs of food for the Marion-Polk Food Share.
- c. The AFL-CIO booth was represented by AFSCME on the last Thursday of the Oregon State Fair.
- d. Chef's Nite Out is to be held October 2, 2011, at Willamette Valley Vineyard to benefit the Marion-Polk Food Share.
- e. Sean O'Day, Deputy City Manager, has accepted a new job at League of Oregon Cities. Peter Fernandez will be acting as interim Deputy City Manager.
- f. Administrative Services Director interviews will be conducted over the next few weeks.

**VII. Other Union City Topics**

- a. Issue was raised that not all job postings may be posted in the locked bulletin board at Operations. HR sends all job postings to various City locations and all should be posted on the appropriate job bulletin boards.
- b. Question was asked if the total Catastrophic Leave bank balance can be made available so that employees can be made aware of when the balance is low. Carrie Bailey stated that the current balance was \$2,580.02. Discussion followed regarding how to appropriately solicit donations to the program. Connie Munnell stated that the employee's supervisor may start ask within the department and should notify HR to contact other departments as needed. It is not acceptable to send out all city emails.
- c. HR is working with IT to develop an HR page on the City's intranet. Information such as the current Catastrophic Leave bank balance, training opportunities, and links to contracts/forms will be available.

**VIII. City Council Action Updates**

**IX. Kudos**

- a. Randy Ridderbusch thanked Peter Fernandez for acting as interim Deputy City Manager.
- b. Connie Munnell thanked Richard Swyers for his participation in the Vehicle Accident Review Committee.
- c. Patrick Long expressed thanks on behalf of Brady Rogers to all involved in the Promise Harlem Children Zone Project grant that required information from a variety of City staff/departments in a quick 2-day timeframe. The grant if approved will benefit children in the McKay school/North Salem area with educational/civic projects to improve quality of life.

**X. Adjourn**

Meeting adjourned at 9:36 a.m.