

JOINT LABOR COMMITTEE (JLC)

December 29, 2010

Minutes

Members Present

Franklin Felizardo
Susan Hurley
Joel Kuhl
Michael Moran
Christi Wolfe

Human Resources
Operations Manager, WVCC
Labor Relations Administrator
CS II, PCEA Vice President
CS II, PCEA President

Members Absent

None

Additional Guests

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 Professional Communication Employee's Association (PCEA) 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.

GOALS:

- Foster a productive working relationship between employees and management to promote an effective emergency call center.
- Provide another forum, in addition to proper chain of command, for employees to identify concerns and provide information and recommendations to management on programs, technical practices, and administrative policies that impact employees, potential employees, and WVCC customers.
- Aid in the recruitment and advancement of employees in positions at all levels of WVCC.
- Work with management to identify training needs.
- Convene focused leadership dialogues on critical challenges and inventive solutions commensurate with those challenges, and
- Broadly communicate our goals and mission of this committee.

Meeting called to order at 1:35 p.m.

I. Meeting Minutes

- a. Minor changes to the meeting minutes were proposed. With the changes, the meeting minutes were approved by committee.

II. Organizational Pulse

- a. *Employee changes* – Todd Coleman and Jill Calhoun both will be leaving us. Heidi Butler has returned and there will be 3 new hires starting January 3, 2011. We also have an employee out on unpaid leave that we are working on.
- b. *CS/II recruitment update* – The agency will continue with the recruitment. There were a small number of qualified laterals. The agency may opt to offer those not so qualified from the recruitment a call taker position at step 2.
- c. *Contract Negotiations* – A Draft of the Staff Report to council has been completed. It includes a supposal of:
 - 1.2% salary adjustment
 - Change to Health Insurance effective January 1, 2012 to match the Non-represented health plan design.

III. Collective Bargaining Contract Administration:

- a. *Vacation and OT sign-ups* – OM Hurley mentioned vacation time and OT sign-ups. What has been happening is that employee's on vacation sign-up for OT. You cannot sign up for OT that would otherwise be your shift. That is "double dipping." OM Hurley realizes that it does not happen often, however, it does on occasion. CSII Wolfe will remind the employee's to refrain from doing that.
- b. *Article 13.6.A.(4)* – Franklin brought to the committee's attention the concerns payroll has regarding the 10 hour minimum that employee's are required to have prior to being mandated for overtime. OM Hurley, CSII Wolfe and CSII Moran all stated, unless the employee waives that contractual right. Payroll initial concern was that the employee's were not receiving the entitlement of the 2 hours of straight time pay plus any other pay. Since it came to light that both parties agree that the employee may waive the 10 hour minimum between shifts, Franklin will convey that message to Payroll.

IV. Other Union/City Topics

- a. *Marion County* – CSII Wolfe wants WVCC to remind the field units that the on-call District Attorney no longer has a pager, they carry a cellular phone. Maybe WVCC can remind the field units of the number. Also that Parole and Probation policy and procedures are changing.
- b. *Marion County Parole & Probation* – OM Hurley stated that there is a change with P&P that they are now expected to answer their phones. The cellular phone numbers will be on the agency's client hits.

V. Special Events/Announcements

- a. *Tornado* – Both Santiam and Marion County were busy during the tornado that occurred 12/14/2010. WVCC sent 5 employees to staff the incident command for Marion County. Both Santiam and Marion County were extremely complimentary to the PCEA employee's. This is the very reason why the Tactical Dispatch Team (TDT) was put in place.

VI. Kudos

- a. *Graveyard* – The entire graveyard shift of 12/12/2010 received a commendation during a 2 hour long call. The scene was under control and due to the cell phone tracking that the employee’s conducted, it did not end up in a tragedy. CSII Wolfe asked if the Agency can subscribe to the reverse telephone web search for those number that are not in PRIORS, Coplink or that are out of state. OM Hurley will check if SPD (Detectives) has an account or if it pay as you go.

Franklin was concerned about how reputable those web services are and about the abuse of the service. CSII Wolfe suggested that only the CSS’s are able to reverse look up phone numbers. That would cut the perceived abuse. Again, OM Hurley will follow-up on this.

- b. Sandy Carpentier received employee of the 3rd quarter.

VII. Adjourn

Meeting adjourned at 2:20 p.m.

VIII. Action Items for next meeting:

<u>Item</u>	<u>Assigned personnel</u>
Reverse Telephone Number search	OM Hurley

Next Meeting: 1/25/11, 10:00 a.m. Willamette Valley Communication