

JOINT LABOR MANAGEMENT COMMITTEE (JLMC)
April 11, 2008
Minutes

Members Present

Sue Ballard	UD Federal Programs
Francis Kessler	PW WW Admin. Services
Constance Munnell	Human Resources
Allison Pavelek	Human Resources
Randy Ridderbusch	Oregon AFSCME
Brady Rogers	CD Compliance Services
Richard Swyers	PW Ops Water Distribution
Derrick Williams	PW Ops Technical Services

Members Absent

Jerry Croft	CS Housing Authority
Jack Tucker	PW Ops Water Distribution

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 build better working relations while simultaneously developing an understanding of the needs and requirements of both management and labor.

Meeting called to order at 8:30 a.m.

I. Budget Status Update:

1. Human Resources Department will provide the JLMC members with a monthly copy of the Vacancy Report, which includes a listing by department of all vacancies and/or re-classifications and status update for each vacancy.

II. Organizational Pulse:

1. Budget/Department Staff—As ongoing budget issues continue, it was discussed that all employees and management are encouraged to offer cost-savings recommendations and performance improvement ideas at all times.
2. "The Respectful Workplace" Training—Two sessions have been scheduled on 4/29/08 and 5/8/08. Due to limited seating, an invitation was sent to all Department Heads announcing the training and that limited space was available, due to several departments required to attend this first round of training. The Human Resources Department will be scheduling additional training later on in the year for all departments that are not able to attend the April and May sessions. In addition, an anti-harassment training program will be included as part of the new employee orientation program and

ongoing harassment training will be conducted every few years for all City staff.

III. Collective Bargaining Contract Administration:

1. Jury Duty for Employees on Swing Shift—This item will be addressed at the next meeting, May 9, 2008.
2. Layoff/Re-organization Process—Union acknowledged that it will work with management outside of contract provisions to assist with employee re-classifications in an attempt to avoid future layoffs.

IV. Special Events/Announcements:

1. World Beat—Union announced that an employee's City's cell phone number was provided at a recent Union meeting in error. The incident has been acknowledged by both management and Union.
2. First Wednesday—"First Wednesday" of each month during spring/summer will be occurring downtown from 5:00 to 9:00 p.m. with outdoor eating and live music venues.

V. Other Union/City Topics:

1. Health Benefits Committee—The Human Resources Department will be scheduling a Health Benefits Committee meeting for the end of May. Union/City representatives are being selected and further information will be available at the next JLMC meeting.
2. Recognition of City Employees—Derrick Williams presented approvals from most Public Works employees to participate in a Seniority List that would be made available to all departments. In addition, a display poster was created that highlighted the top 30 senior Public Works employees. Connie Munnell will be sharing the poster with all departments to discuss implementing a similar concept City-wide.
3. Employee Tenure Awards—Discussion was held to clarify that those employees that have worked with the City for 15 years are in fact eligible to receive a tenure award. At 5 years of consecutive employment, nameplates are awarded. Other award items are available to employees that have worked 10, 15, 20+ years. Further information regarding the Tenure Award Program is available in the Human Resources Department or online, www.cityofsalem.net/export/departments/spersonl.
4. Change of Address Reports—Human Resources will work with the union to establish how change of addresses are provided to local.

VI. City Council Action Updates:

1. Budget Committee—Departments will be presenting to City Council and the Budget Committee throughout April and May, 2008.
2. Noise pollution—Saturday Market and Airport noise pollution are active issues.
3. Streets/bridge bond measures—Union may be offering support.

- VII. Kudos: All staff are invited to acknowledge other employee(s) and/or departments for a job well done. Please contact a JLMC member with information to share.
1. Urban Development—"Thank you" to Therese Van Vleet, Staff Assistant I, for assisting in recent projects with a positive attitude!
 2. Council 75—"Thank you" to Mary Ann Daley, HR Specialist, for creating an efficient and timely process to provide relevant represented employee information to union!
 3. Public Works—"Thank you" to Mike Gotterba, Management Analyst II, for great teamwork and service in Public Works and other City activities!
 4. Compliance Services—"Thank you" to Fire, Planning Services, Building Services, and all others that provide excellent customer service to business developers!
 5. AFSCME—"Thank you" to Derrick Williams, Flow Monitoring Analyst, and Joshua Groves, Engineering Technician II, in Public Works for their development of an employee recognition list!
 6. AFSCME—"Thank you" to represented staff at the meeting on April 10, 2008, regarding their reminder that employee's City equipment should not be used for union purposes.
- VIII. Other:
1. JLMC will evaluate the Mission Statement at the next meeting.

Meeting adjourned at 9:55 a.m.