

Minutes for the Labor Management Team

Call to Order

A Labor Management meeting of Ohio EPA Management and OSCEA Representatives was held on Wednesday, September 7, 2016 at the OCSEA Polaris. It began at 9:40a.m.

Attendees

Members in attendance included: Cathy Altman, Ralph Baker, Patti Hill, Mike Bolas, Cathryn Allen, Karen Haight, Maria Lucente, Ken Mettler, Matthew Hittle, Pete Whitehouse, Sarah Lemanski

Members not in attendance included: Donna Waggener, Jim Sferra, Kelvin Jones, Leslie Williams, Natalie Oryshkewych

Agenda:

1. Identify Leads
2. Review Minutes/Action Items/Decisions/Recorder
3. Identify action item/decision reorder
4. Policies (Hazardous Pay Supplement – revised)
5. District-specific employee support issues:
 1. Morale issues
 - a. Survey NWDO results
 - b. direction vs discipline
 2. New Normal/changing expectations/increased response/ competing priorities, etc. Defining and communicating expectations.
 3. Interns and bargaining unit work
 4. Performance evaluations/ goals
 - a. Overlapping term because forced to do Perf. Eval prior to existing one being up and/or prorating term (longer than 12 mos) and consequences of it on staff.
 - b. Also goals related to interns.
 - c. Performance evaluation perpetual “in progress” status;
 - d. BU training
 - e. Use in discipline; PIPs
 5. Manipulation of schedules for less OT accrual – modifying normal scheduled work hours or active leave use to reduce OT.
 6. Filling of BU positions (haz & solid waste example)
 7. Management doing work instead of bargaining unit during “emergency”
6. Other business
 - Joint effort to identify mutual issues
7. Policies Update: OAI and MVU
8. Subcommittee
 - Training availability throughout the Agency and State
9. Set next agenda

Minutes:

1. There was no facilitator identified for the meeting. Minutes were taken by Ken Mettler.
2. The June 30, 2016 meeting minutes were reviewed. Since not all members had sufficient time to review the minutes, comments will be provided and approved at the next meeting.
3. **Action items:** Cathryn Allen will be the Action Items recorder.
 - a. Maria will send comments on policies to add to minutes from last meeting
 - b. Cathryn will coordinate with John Vlasko and Operations to record the state car vehicle inspection/safety check. Video will be put on the intranet for staff to view.
 - c. Cathryn will coordinate with Sarah Lemanski to write a New(s)Source article outlining cheat sheets available for the employee evaluation process. Additional articles will be written as the new changes are unveiled.
4. **Policies Update:**
 - a. **Hazardous Supplement Pay Policy**
 - i. Pay supplement is not based on the OSHA protection class.
 - ii. Approval is per position, not individual or specific dates. John Vlasko will make a list of approved positions.
 - iii. Any user of personal fall arrest system (PFAS) needs to be trained and qualified.
 - iv. DAPC needs to work with Vlasko to determine training and approval for PFAS usage.
 - v. Division Chiefs will submit a list of positions they think qualify for hazardous supplement to Vlasko.
 - vi. Confined space entry with PFAS will qualify.
 - vii. Wearing an air purifying respirator is considered a normal job duty for ESIIIs. DAS has already included this is the base pay for ESIIIs. DAS determines what hazard classifications are appropriated for each work class.
 - viii. Vlasko will compile a list of all employees who are in positions approved for hazardous pay supplement. This list will be available, possibly posted on the agency splash page.
 - b. **Defensive Driving**
 - i. All new employees are required to take defensive driving. Vlasko has posted that all employees are a welcome to take the course again as a refresher.
 - ii. Defensive Driving class will include a section on safety inspection for motor pool vehicles, including dashboard signal interpretation.
 - iii. PIC will work on a video for vehicle inspection, and make this video available to staff.
 - iv. Some dashboard lights are permanently on. Motor Pool staff need to diagnose the problem(s) and address them.
5. **Career Fairs**

- a. Sarah Lemanski will attend career fairs at various colleges and universities. She may ask for people from the districts or programs to assist. These career fairs recruit applicants for internships and full-time positions.
6. Karen Haight brought up the question of using **Temporary Work Assignments** (TWAs). The contract has a provision for this, possibly at a 4% increase in pay for projects that do not qualify for a Temporary Work Level (TWL). There was some discussion, and the union members will need to discuss and get back to Karen.
7. **Staff Ceilings** are set by OBM. They are by Division, not District. Many program positions are filled from the top down. This may result in vacancies in Bargaining Unit positions.
8. **Performance Evaluations**
 - a. Many are still marked "in progress."
 - b. The Bargaining Unit would like more training on the process. ELM has some training, but many felt this was not very helpful.
 - c. The policy says the evaluations need to be complete by the end of April. Is this happening?
 - d. The system is not very user friendly. They are still making changes, even as the system is implemented.
 - e. There is a "cheat sheet" (short outline) on the DAS website. PIC may do a NewSource article about the process and include the cheat sheet.
 - f. The evaluation system will indicate whether a Performance Improvement Plan (PIP) is needed to be created. PIPs can also be created outside of performance evaluations.
 - g. Karen Haight only knows about PIPs that are logged into the system. There may be others that she is not aware of.

Meeting adjourned: 1:00 p.m.

Next Meeting: November 2, 2016 @ OCSEA Polaris