

**PEF/Agriculture and Markets
Labor/Management Meeting
Airline Drive, Albany, New York
May 6, 2016**

Old Business:

1. **Employee Policy Manual Updates:** This is a continuing issue with new updates, reviews and comments.

Management requested this item remain on the agenda to keep reviewing.

PEF stated Management has not done anything for a year.

2. **Updates to telecommuting program:** Since our last meeting a new policy has been agreed to and is currently posted on the intranet. A quick review and feedback of program to-date.

PEF reported at a previous meeting a policy was worked out and posted on the intranet. PEF asked if Management can make it official since it has been created. PEF asked if Human Resources can give us any input.

Management responded it is still early. Management met with Dr. Smith earlier this week.

PEF asked if there were any rejections.

Management replied no. There have been no rejections so far.

New Business:

1. **Department Budget:** Fill levels for agency, changes due to divisions moving.

Management reported that not much has changed. In the process of moving funds at SCD.

PEF questioned if the proposed contract and the budget would include potential increases in employee pay-outs. Also, does the 2% coming out of your budget have any effects.

Management indicated they will not know until July, still being filled out by DCB. This will be an agency wide, universal decision.

2. **Out-of-State Travel:** A review of the current approval process, including timelines for approval and area/state restrictions.

PEF expressed concerns regarding general walkthroughs and members submitting travel reimbursements; need more guidance for staff to make arrangements for travel.

Management reports that the traveler fills out the form, gives to supervisor, supervisor submits to Fiscal, Fiscal gives to Deputy Commissioner to sign. Then, goes on system, Executive Chamber receives it and reviews every single step any employee steps outside a line. Out of state travel, look at dates and look at where the delays are. If there is a delay internally, we can stop it. In the Chamber, it can sometimes be shuffled around.

In regards to area and state restrictions, expediting travel approvals require training. Inspections are easier since they do not take much work of justification. Conference going can be tricky; depends on how well you justify it; need to be specific. If there is trouble understanding the justification it will go back and forth. Conferences are hard.

Internally, we are moving work out of Fiscal into the Management office and changing the process. Fewer people involved. Creating a new form; less information, more room for the justification part. This is a group process.

PEF asked if there is any timelines for approval.

Management reported if staff know they will be traveling in November and it is now May, submit the form. Staff do not have to hold onto form. As soon as they know the date, hand it in so delays can be avoided.

3. **Contract/HRI Workers Staffing Levels:** How many contract/HRI workers are currently working at the department?

PEF expressed they are trying to access the amount of contract work the state is using as opposed to hiring workers.

Management responded hourly employees are not contracted. There is a handful of contractors in the department and will give this information to PEF.

PEF questioned the interns in the Lab.

Management states not through the state Civil Service. Lab techs temporary hourly staff.

4. **Alternative Workweek Availability:** Can this be expanded?

PEF indicated that at one point there was this availability and now there isn't. PEF asked if anyone from Divisions applied.

Management reported they do not have anyone participating. Availability was never restricted. The Handbook has always been there, but no one has applied. Human Resources approval. Staff does not need to complete a specific form, just a request to their supervisor.

5. **Summer Picnics** – PEF can sponsor its members to attend, \$20.00 per person if they choose to use their funds toward the event.

PEF reported that the Council creates a budget and not many people see it. We receive a lot of questions from our members. Last year, we reduced funds. \$15.00 per person/per year. Reimbursement needs to be a receipted event. Milk update took a long time to okay reimbursement. We are trying to clarify the procedures for the picnic. \$20.00 is the budget for this year. Members can use the whole \$20.00 for the picnic or \$10.00 for picnic and \$10.00 for the Holiday Party.

Management responded for the Summer Picnic in Guilderland, member should indicate on sign-in sheet how much they are allocating for the picnic and then John gets them a check. The Coordinator should work with John for the reimbursements.

PEF also expressed on the intranet only Labor/Management Minutes are posted. More information should be available for the members.

6. **Labor Management Meetings:**

PEF indicated that labor management meetings are scheduled twice a year. If there is not enough material such as only one or two items, instead of setting a date for a meeting we can address the items internally.

Action Items
From the
May 6, 2016
PEF Labor/Management Meeting

<u>WHO</u>	<u>WHAT</u>	<u>STATUS/ DATE DUE</u>
Mark Lansing	Employee Policy Manual Updates: - Management requested this item remain on agenda to keep reviewing.	On going
Jen McCormick	Updates to Telecommuting Program: – Management stated it is too early for an update. Will know more within the next week.	In Progress
Lisa Brooks	Department Budget: Management reported that not much has changed. In the process of moving funds at SCD.	In Progress
Mark Lansing	Out-of-State Travel – Management reported if staff know they will be traveling in November and it is now May, submit the form. Staff do not have to hold onto form. As soon as they know the date, hand it in which can avoid delays.	Completed
Mark Lansing	Contract/HRI Workers Staffing Levels: - Management responded hourly employees are not contracted. There is a handful of contractors in the department and will give this information to PEF.	In Progress

<u>WHO</u>	<u>WHAT</u>	<u>STATUS/ DATE DUE</u>
Mark Lansing	Alternative Workweek Availability: – Management reported they do not have anyone participating. Availability was never restricted. Staff do not need to complete a specific form, just a request to their supervisor.	Completed
Jen McCormick	Summer Picnics – Management responded for the Summer Picnic in Guilderland, member should indicate on sign-in sheet how much they are allocating for the picnic and then John gets them a check. The Coordinator should work with John for the reimbursements.	Completed
John Arnold	Labor Management Meetings: - PEF indicated that labor management meetings are scheduled twice a year. If there is not enough material such as only one or two items, instead of setting a date for a meeting we can address the items internally.	In Progress