

**PEF LABOR/MANAGEMENT**  
**July 27, 2016**  
**Meeting Agenda**

**ISSUE:**

**Business Service Center** -- Since it was announced at the last Labor Management meeting, a number of concerns have arisen regarding its time card implementation including impact on DDD medical staff, participants in the 4DWW and others.

**New Business: X****Number: 1****Old Business:****Number:****INITIATED BY:**PEF  Management**RESPONSE:**

Management's practices and policies regarding the use of scheduled and unscheduled leave will remain the same pursuant to the terms contained in the APPM. Questions should be directed to BHR. Technical questions regarding time card completion should be directed to BSC.

Link to BHR Bulletin #16-29 – Business Services Center contact e-mails and phone numbers.  
<http://otda.state.ny.net/psqi/docs/bhr/bulletins/16-29.asp>

Please note this link will not open for anyone not using the OTDA intranet, however employees will be able to open it when accessing the link at work when they are reviewing the meeting minutes.

For absentee time sheets, Management states they are going to identify a designated person to submit absentee time cards for Supervisors who are no longer able to submit absentee time cards. BSC will process time cards for employees on long term leave.

Time cards are due by the following Tuesday.

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**ISSUE:**

Service Recognition -- PEF requests this program be reinstated.

**New Business: X**

**Number: 2**

**Old Business:**

**Number:**

**INITIATED BY:**

PEF  Management

**RESPONSE:**

Management agreed they would have a working group that will develop a program that recognizes OTDA employees for service and longevity.

Labor will submit suggestions to Management.

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**ISSUE:**

**Employee Suggestion Programs** -- PEF requests that OTDA periodically issue a communication advising employees about this program and encouraging participation.

**New Business: X**

**Number: 3**

**Old Business:**

**Number:**

**INITIATED BY:**

PEF  Management

**RESPONSE:**

Management will periodically send out a reminder on the Civil Service Employee Suggestion Program.

Link to the Civil Service Employee Suggestion Program  
<https://www.cs.ny.gov/esp/guidelines.cfm>

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**ISSUE:**

**Succession Planning** -- We believe the average age of OTDA employees has been increasing steadily during recent years. While this may be mitigated somewhat by the recent influx of new employees in the Homelessness Project, other areas need to plan for an upcoming wave of retirements. The important mission and work of OTDA employees must continue. PEF recommends a joint Labor/Management Succession Planning subcommittee be set up to study this matter and make recommendations

**New Business: X****Number: 4****Old Business:****Number:****INITIATED BY:**PEF  Management**RESPONSE:**

Management states Supervisors are taking part in Succession Planning.

PEF requests access to Succession Planning however Management states Succession Planning is an ongoing process that is developing.

Management suggests that PEF members can work with their supervisory units regarding the Succession Planning.

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**ISSUE:**

**Riverview in Menands** – Recently there was an episode at Riverview in Menands. What happened and what is the current status?

**New Business:** X

**Number:** 5

**Old Business:**

**Number:**

**INITIATED BY:**

PEF  Management

**RESPONSE:**

Management provided the following statement:

1. The collapse appears to have been a combination of deterioration in the roof slab reinforcement and an accumulation of water on the roof due to roof drains that were clogged.
2. The building was closed by the Village of Menands Code Enforcement officials until it was determined that the damage is limited to the area of collapse; the sprinkler system could be re-energized and the fire alarm system could be turned back on. Code Enforcement re-inspected the building to ensure all safety systems were functioning prior to reopening the building.
3. The landlord had hired an engineering firm to investigate the damage and design a removal, shoring and reconstruction plan for the space.

Tenants will not be allowed into the affected area until the Village of Menands Code Enforcement official is satisfied that the area is safe for occupancy.

PEF and Management expressed mutual appreciation regarding the handling of Riverview.

PEF requests the Health and Safety Chairs are notified of any health and safety issues.

Human Resources is working with NY Alert to update OTDA files and will be conducting tests.

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**ISSUE:**

**Establishment of a Mediation Program** -- At the July 10, 2013, OTDA Labor Management Meeting, PEF expressed an interest in jointly exploring a voluntary mediation program as a tool to resolve employee disputes. Management had asked PEF to provide information related to how such a process/program would be implemented and structured. A report back on the status at this time.

**New Business:****Number:****Old Business: X****Number: 1****INITIATED BY:**PEF  Management**RESPONSE:**

PEF distributed a draft Mediation Program flyer and poster.

Management stated there are trainings out there available for mitigating problems.  
Managements concern is mediation is formal.

PEF suggests taking a survey of employees who might be interested in the mediation program.  
PEF suggests pursuing a SHIP grant to fund the program.

Management is not interested in establishing a mediation program.

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**ISSUE:**

**Formal Counseling Sessions** -- A group was formed after our last meeting. Report back regarding their status and progress.

**New Business:****Number:****Old Business:** X**Number:** 2**INITIATED BY:**PEF  Management**RESPONSE:**

The sub- committee met on April 25, 2016 and discussed the formal counseling process.

PEF is reviewing the summary of the meeting provided by Management on April 27, 2016.

## **Informational Items**

1. **DDD Telework** – Report back from PEF on the group's status and where this effort stands.

PEF appreciates Management coming to the table to discuss this process.

Discussions are ongoing.

2. **2% pay increase**

PEF's 2% retroactive pay in accordance with the 2015-2016 Agreement is expected in the August 24, 2016 paycheck for employees on the administrative payroll.

Performance awards for those who first became eligible after March 31, 2016 is expected in a separate paycheck on August 24, 2016.

**Next meeting date: TBD**