

**PEF/Agriculture and Markets
Statewide Labor/Management Meeting Minutes
Airline Drive, Albany, New York
November 9, 2018**

1. Introductions:

Introductions went around the table. It was acknowledged that the last Statewide Labor/Management Meeting was May 6, 2016.

2. Management Overview on Budget and Staffing:

Management reported that fiscally they are at their 2% cap which they all work together to maintain, and protect the programs. The Fiscal Department works diligently to keep to that cap with the day to day operations. Human Resources post any job postings as soon as they receive them.

PEF requested if they can receive from Management the number of seasonal employees.

Management replied that it depends on the season, and will gather the information and provide it to PEF. Action Item

PEF had asked if the Agriculture & Markets employees are still part of the State Fair. Management stated that 1,300 employees are hired for the fair; and the bulk is seasonal employees. Management will also provide this information to PEF. Action Item

3. Human Resources Review of Job Posting Policy:

PEF had inquired what is the standard procedure regarding job postings.

Management posts both CSEA & PEF job postings for permanent and temporary employees; 10 days posted on the intranet. In 2019, the intranet postings will move to SharePoint.

PEF asked if a member can opt in to SharePoint for test announcements, and have notifications sent to them via e-mail.

Management replied they are in the early stages with this. A member would have the ability to opt in and receive notifications of any updates and postings. Human Resources also sends job posting announcements to all employees via e-mail on Fridays.

4. Clarification on availability/process to introduce new PEF employees to a Union Representative at or soon after Orientation:

PEF expressed since the new Taylor Law was passed; members need to join the Union. PEF requested to be included in the Orientation phase; approximately 15 minutes.

It is hard to gather people since they are all over the State. A 15 minute presentation; providing the member with a PEF membership packet to explain their union benefits would be sufficient.

Management expressed that they have an informal orientation with the member. During the first couple of days of their employment; they finish their paperwork and have a one on one orientation. We are looking forward to and creating an orientation program; maybe bi-monthly; one day orientation which would also include CSEA members. We are also working on a broader orientation; probably two weeks after they start. Management added they do not hand anything out. If PEF would like them to hand something out to the member, they are willing to do that; such as packets

PEF requested if Management would let them know how many members would be attending orientation, it would be appreciated. We can then have the number of packets ready and arrange to spend 15 minutes with them.

5. Upcoming Training and suggestions for training:

PEF expressed that there isn't any official Management training which should be provided if someone gets promoted to a management position. PEF asked if there is a generic online course for this training.

Management is currently working on a video with all the divisions; along with OGS on creating this video. It would be in a Power Point format. Management added that there are Professional Development Programs; consisting of a mix from GOER; classroom settings if available at the time; which provide information on general staff programs; leadership programs.

Management is getting more training from Empire Knowledge Bank (EKB). You can purchase these programs at a certain time of year; and we are trying to purchase 20 programs for April. Management is purchasing 5 licenses; planning 30 programs for the upcoming year. 20 of them devoted to some people selected for those programs, and 10 on a needed basis.

PEF inquired as to what programs would be useful for PEF.

Management replied time management; leadership; communication courses; diversity; sensitivity programs. Microsoft lists these programs on the nyslearn.ny.gov website. You can download the course catalog which is on an Excel spreadsheet; and you do not need a license to download.

PEF expressed that they can work on obtaining a license for a program; allocation funds for additional trainings and keep in a bank. PEF is flush with their funding right now and can offer trainings.

Management replied for PEF to identify the trainings, and let them know so they can figure out if the training is worthwhile. Management is looking for more training information as well; Essential Supervision for supervisors; two divisions are involved.

PEF Representative, Caitlin Janiszewski explained a part of the new Taylor Law regarding any member or seasonal employee who leaves (off payroll) and returns within one year; does not have to complete a new membership card since the original card would still be valid.

6. Plan Next Meeting:

Next meeting scheduled is Friday, May 10, 2019

Minutes from November 9, 2018

PEF Labor/Management Meeting

The parties have reviewed the attached recorded minutes from the above meeting of the PEF Agency Level Labor/Management Committee and by the signature affixed below, the minutes are hereby accepted.

Mark Lausier ON BEHALF
of:
Jen McCormick, First Deputy Commissioner

1/18/2019
Date

John Arnold
John Arnold, PEF Statewide L/M Chair

1/17/19
Date

Action Items
From the November 9, 2018
PEF Statewide Labor/Management Meeting

<u>WHO</u>	<u>WHAT</u>	<u>STATUS/ DATE DUE</u>
Mark Vanderpoel	Employee Orientation: - Management will review the new member orientation process to include a 15 minute presentation by PEF.	Within the next 6 months
Mark Vanderpoel	Budget & Staffing: Management will provide PEF with the number of seasonal employees and also the number of seasonal employees who work the State Fair.	In Progress COMPLETED ON 11/14/2018
John Arnold	Upcoming Trainings and Suggestion for Training: PEF will research different avenues to add to the list of suggested trainings. Criteria – post everything beginning in February for rollout April 1 st .	Follow up in 6 months to see how this is going.