

**OTDA PEF Labor/Management Meeting**  
**March 6, 2019**  
**PEF Membership Benefits Office**  
**10 Airline Drive, Suite 101, Albany, NY 12205**  
**9:00 A.M – 12:00 P.M.**

- I. **Introductions**
- II. **Agenda**
  - 1. **Item: Posting of Vacant Positions in DDD**
    - New Business**     **Old Business**

**Description:**

DDD does not post all vacant positions. Lateral and non-emergency long-term special assignments are often not posted. Positions should be posted openly to all employees in the Division. PEF wishes to jointly develop a posting procedure that will meet the needs of both employees and Management of the Division.

**Response:**

Management will make a good faith effort to announce work assignments so that eligible employees can express their interest. These announcements will most often be made on a site wide basis. Work assignments are made at Management's discretion.

Management's expectation is that these announcements will be sent by e-mail.

**Action Item:**

BHR will repost the Albany DA4 positions with a closing date of Monday, March 11, 2019 COB.

2. **Item: DDD Labor/Management Training**

**New Business**    **Old Business**

**Description:**

Since OTDA's Agency Labor/Management training was completed on January 11, 2019, has Management considered/scheduled training for the Local Labor/Management Committees?

**Response:**

Management requests Labor's feedback on the January 11<sup>th</sup> Joint Labor/ Management training and will continue to assess the benefits of the training on the Agency Labor/Management Committee; as well as the need for any additional training, including at the local level.

**Action Item:**

Management and Labor will discuss benefits of the training. Human Resources will schedule a meeting.

3. **Item: DDD Reasonable Accommodation (RA) for Sit to Stand Desks**

**New Business**    **Old Business**

**Description:**

Has SSA budgeting approval in support of this request been secured? Can employees obtain the desk without an RA?

\*The DDD representative to the OTDA Health and Safety Committee and the OTDA Management co-chair recommended on December 12, 2018, this item be moved to the OTDA LM Committee.

**Response:**

Management expressed going forward that requests will be approved without reasonable accommodation requests; and Management has begun processing in that manner.

DDD employees should make requests through their Site Administrators for requests not related to a medical need.

**Action Item:**

Should DDD receive a large number of requests; budgetary constraints with this Federal fiscal year might result in Management processing requests so that reasonable accommodations requests get priority.

Management will monitor the effect on Budget.

4. **Item: Trailer Mail**

**New Business**  **Old Business**

**Description:**

What is Management's position on PEF's request to hire more Disability Analysts in an effort to increase production and quality?

**Response:**

No discussion on this item at this time.

**Action Item:**

None.

5. Item: Homeland Security Presidential Directive (HSPD-12) Credentials

New Business    Old Business

**Description:**

All employees from 2015 were issued credentials based on a completed process at that time. There may be situations where OPM will continue monitoring a specific circumstance. In those situations, OPM reaches out directly to the employee.

What was the answer when Management asked SSA what level of ongoing oversight occurs?

**Response:**

SSA is working to complete a national backlog of HSPD-12 credentialing investigations. SSA has assured DDD Management that they will only reach out to employees in situations when an investigation has not been completed.

**Action Item:**

None.

6. **Item: Telecommuting**

**New Business**    **Old Business**

**Description:**

Labor would like to renew discussions regarding telecommuting. Many State agencies use a form of telecommuting. In fact, SSA allows their employees and those working in DQB, who are doing the same or similar work as DDD analysts, to telecommute.

**Response:**

DDD Management is not opposed to telecommuting. DDD's case processing system was not structured with telecommuting in mind. A technical solution would have to be developed; and supporting equipment would have to be purchased in order for DDD to successfully engage in telecommuting.

**Action Item:**

Management will inform employees of any significant technical or business process changes that could impact telecommuting.

Management will resend the link to SSA's DCPS website.

7. **Item: 4DWW/CWW for Disability Review Psychologists**

**New Business**    **Old Business**

**Description:**

PEF is requesting that the Disability Review Psychologists be allowed to participate in the Four Day Work Week (4DWW) or compressed Work Week (CWW) flexible schedules.

**Response:**

Because of the limited number of employees in this title and their major impact on case processing; DDD Management is not currently offering these programs to Psychologists.

**Action Item:**

Management will assess the impact of additional hires and changing workloads; and will consider adjusting as appropriate.

Management expects to complete this assessment by the end of the summer, 2019.

8. **Item: Erie County – January 30, 2019**

**New Business**    **Old Business**

**Description:**

On January 30, 2019, at 3:20 pm, OTDA staff in Erie County received a directed departure. Unfortunately, this directive came far too late for many PEF Members who had to leave work early or were unable to make it safely to work. The weather was severe for many hours prior to the directed departure, roads were closed and the Governor encouraged people to stay home. Will OTDA be making a request to the Civil Service Commission for restoration of accruals for all staff who work in Erie County?

**Response:**

Human Resources will be submitting a request to the Civil Service Commission for restoration of full day absences charged to accruals other than sick leave. 83 out of 128 employees charged full day absences to accruals other than sick.

Human Resources will submit the request to the Commission by Friday, March 8, COB for consideration at a future Commission meeting.

Human Resources will reach out to the Governor's Office of Employee Relations (GOER) to request the 14 staff who charged a partial day to accruals other than sick, be granted excused absence who left prior to the directed departure.

**Action Item:**

None.



9. **Item: Assignment of Multiply Job Duties to Disability Analysts 2**

**New Business**    **Old Business**

**Description:**

DDD is currently assigning multiple job duties from within the same class to PEF Members.

DDD has changed its past practice and started to assign cases to Disability Analyst 2's working as AMRO's. Disability Analyst 3's working as Hearing Officers are also performing Quality Assurance work. PEF is requesting Management cease immediately.

**Response:**

DDD assigns duties by title in a manner consistent with Civil Service classification standards. Duties in the above examples are all consistent with the classification standards.

The standards do not state that the assignment of certain duties precludes the assignment of other duties within the classification standard.

**Action Item:**

None.

10. **Item: DDD Disability Case Processing System (DCPS)**

**New Business**    **Old Business**

**Description:**

PEF is requesting an update on NYS OTDA/DDD progression to full integration into SSA DCPS. What changes will occur over the next 12 months?

**Response:**

Based on expected progress, DDD will consider a very small implementation by the end of the calendar year to assist SSA with testing and to make recommendations to SSA.

**Action Item:**

None.

11. **Item: Reassignment of Positions/Work Locations Within DDD Offices**

**New Business**    **Old Business**

**Description:**

As DDD hires a significant number of new staff, PEF is requesting information regarding how Management will determine where new employees will be assigned. The goal of this agenda item is to facilitate mutual collaborative discussion with the goal of decreasing disruptions in the Divisions operations and maintaining Members terms and conditions of employment and morale.

**Response:**

Assignments will be made by Management based on operational needs with the goal of optimizing public service.

Management will continue to welcome any related contemporaneous feedback from Labor; and will consider any related suggestions to minimize any workforce disruptions.

**Action Item:**

None.

### III. Project Reporting

Item 1:

Follow up: / Closed:

### IV. Informational Items/ Accomplishments

#### APPM Manual

Management will continue to share any changes to the Administrative Policies and Procedures Manual (APPM) with Labor for comment prior to Management posting any changes to the terms and conditions of employment.

### V. Next Meeting/ date & place

To be determined for June 2019.

40 North Pearl Street, 3<sup>rd</sup> Floor Large Conference Room, Albany, New York.