

PEF/SED Statewide Labor-Management Meeting
January 13, 2025 – 10AM
Meeting Minutes

<u>PEF</u>	<u>Division Number</u>
Janice Anderson-Small	Division #376
Angelina Rodriguez-Billingsley	Division #376
Audrey Myers	Division #376
Michael Lenig	Division #349
Rob Davies	Division #230
Kelly Mathieson	Division # 215
Sean Dobbin	Division #194
Carlos Garcia	Division #194
Beth Karalak	Division #194
William Wiley	Division #206
Chelsea Propati PEF LM Assistant	
Meghan Keegan PEF Field Rep	

Management

Jim Barron
Michael Braccini
Katlyn Curtin
Anne Fiscarelli
Nikki Gregory
Kimberly Krahforest-Lang
Scott Laranjo
Lauren Newell
Christine Nunziato
Tammy Thayer
Ethan Ramsey
Na-Kia Walton
David Wiech

LM TRAINING

Labor

Angelina has discussed with Nakia, Anne and the PEF President. Management needs to reach out to Cornell to move forward in the training.

Management

Management has completed the “management” portion of that training. They will be happy to reach out to Cornell to make sure they keep moving the training forward with PEF.

M.O.U. STATUS

Labor

The MOU has been sent to Anne for review. Is there an updated timeline to move that forward?

Management

Anne moved into her position in October 2024, and there has been quite a bit of flux in that time. Anne plans on looking at the MOU and moving it forward; but right now, it is status quo.

The agency is undergoing some leadership changes, and they would like to discuss the MOU with the new management; but 6 months should be an appropriate amount of time to expect a response.

Action Item – Management to respond to PEF regarding MOU within 6 months.

Action Item – It will be helpful for Labor to have meeting on MOU.

REALLOCATION on Historian & Senior Historian

Labor

At some point the History Department was split off; Senior Historians and Museum Scientist 4 fill the same role within their respected departments.

We are in the process of requesting Civil Service (CS) to add parentheses to have Senior Historians go to Museum Scientist 4. PEF is requesting agency support on this.

Archeology Collection Manager, category 22 is looking for a salary grade. We have filled out the CC-2B form to apply for the change and will forward this paperwork to SED Management.

Management

Please put that in writing. We have had conversations with OCE about possibly looking at a museum curator title which would merge the two. We don't know if adding new parentheses and keeping them separate is where OCE is going.

If you send that in writing it would give us something to look into and answer to. We need to see how that would fit into any other title change.

Management would like to handle this at the lowest level possible which would require you sending that information to management.

Action Item – PEF to send information in writing to Management.

EBA – Is the 2nd Floor a Quiet Floor

Labor

Members have been told from various floor that they are “quiet floors”. Employees have been told to keep it down, and our members have been chastised for noise levels by supervisors.

PEF is looking for communication from SED over Noise Level Policies, if there are any. If there is a policy, PEF requests it be communicated to all staff levels via email.

Perhaps this is an opportunity for SED to look into providing headphones to employees.

Management

Management wasn't sure if this was the CEC or EBA. They haven't heard anything about EBA being a “Quiet Floor”

Labor

The primary place of concern is the 3rd floor of EB, specifically the long corridor connecting EB and EBA. Employees there have been spoken to about noise levels.

The walls are thin, and we think there are different places around EB and EBA where there are managers who have set their own internal policy about noise levels. PEF is looking to know if there is a Statewide SED policy on noise levels?

Management

Management is unaware of an SED Noise Policy and thinks it comes down to collegiality and staff preference.

We can see how the corridor would perhaps get noisy.

- If staff are feeling concerned about noise levels, or are concerned they are being shushed, they should email HR HR@NYSIF.gov.
- Management would then try to solve that at the lowest level possible.

Management encourages people to talk it through, to have respectable communication among team members. Simply say, “Hey, I’m going into a teams call”.

- If it gets to the point of Management, needing to get involved, reach out to HR.

Members should put in a help desk ticket to IT if they need a new headset for zoom/teams calls.

- This can be done through the At Work page.

NURSE GEO-PAY

Labor

This is a previous agenda item; PEF had requested information on several nursing titles that did not receive Geo-Pay.

We received information that the process was for each agency to receive an allocation of money for Geo-Pay which they could then allocate as deemed necessary. Is that true? Did SED receive an allocation for nurse Geo-Pay, if so, how much, and where did it go?

Management

Any time a geo pay differential is proposed to an agency it comes from Civil Service. We then take a look and decide if it is something we support and/or want to participate in.

- Recently they were just awarded to the Architect Position.
- Since that is a title we have seen issues filling, of course we are in support of that.

Agencies don't have to pay the differential, but we will if it is approved. In terms of nursing, we did support and continue to support our direct care nurses.

We did fill associate in School Nursing positions since our last meeting. This is a NY HELPS title, so there is no list. Candidates we have sourced through Linked-In Recruiter and know that the talent pool exists, is interested, and can be used to source our titles.

- Those are professional titles; they are not providing direct care to any individuals and their pay is higher than the nurses at our 2 schools Grade 28 Supervisor and Education Programs.
- Grade 26 is highly allocated, and we are not going to put ourselves in the position where Grade 26 is getting more money than their supervisor. Additionally, if the Grade 26 is promoted to Grade 28, they would lose that differential.

In terms of "did we just get a pot of money"? No, it only comes to us if we are paying the differentials. There is not additional money sitting around or given if we do not pay that differential.

When CS asked for our input, Associate School Nursing was not part of that package, or approval from CS. Our last recruitment did have a robust pool, and we aren't currently lacking candidates for that position. We have been working more closely with other organizations to share job postings as well.

OPD – Update on Geo-Pay or Pay Increase

Labor

This was added to the agenda as a follow up from the last statewide meeting. We discussed OPD retention and recruitment; there are concerns through staffing as far as investigators go. We are looking at some sort of salary adjustment without waiting on the Governors 2-part adjustment to make SED more competitive. Is there anything else Management suggests PEF do to move this forward and bring it back to the attention of Civil Service?

Management

Christine Nunziato had a meeting with Tom Rogers speaking to the Investigator Specialist 1 title with recruitment and retention being a problem. They confirmed with CS additional options they might have for the title series.

- They have access to traineeship (14, 16, 18 traineeship) allowing people to come in with a general bachelor's degree.

We understand the current requirements are challenging.

- New titles can hire with either 4 years of experience or 4 years of completed higher education. They will be able to on-the-job train them which should lead to higher retention as they would have been trained properly.
- We are looking to recruit upon graduation.
- Can hire at advance placement (hire into 16, or full journey 18 if qualifications are met for each level).

We did not specifically talk about relocating salary grades; however, management recommends speaking to DOO's to expand the ladder of 1 titles so they can move up to the 2's and 4's.

Labor

There are positions in Buffalo, within the state system, that are 3k starting salary higher than what SED is making at the same grade.

Management

Management would like to see more of what PEF is referring to. We are curious to see what Grade 18 is transferring to a Grade 18 at a higher salary level within the State System.

Action Item – PEF to send information on Buffalo positions transferring to higher salaries for Management to review.

TELECOMUTTING (TC) – Status on IT Pilot Program Policy

Labor

PEF recently had a member meeting, and this issue came up (comes up at every meeting) specific to the IT pilot program. Typically, “pilot” indicates that there is a time limited situation and so there was some concern about what metrics are being used to evaluate this pilot program.

The reason we understand this program came into existence is because SED IT was experiencing a loss in retention. Other IT programs offer much more flexibility in telecommuting.

Have we found higher retention since the IT Telecommuting program began?

Management

We talk with our program areas monthly at check-in meetings; and we get this question a lot. At this time the pilot is also status quo, we are happy to bring this issue to leadership.

In terms of the metrics, it is our understanding IT has had success attracting and keeping staff, we would have previously lost.

They are tracking their work in (GR System) so it is easy to quantification of their workflow/work product, they are also tracking their LATS which is easy to keep track of for record keeping. The policy is status quo across agency since last SWLM meeting.

Agency is keeping telecommuting in general (in addition to IT pilot) on their radar in terms or review and analysis.

Labor

If there is any way for you to let us know of issues with telecommuting, please do so we can investigate those issues.

Action Item – Management to keep PEF updated on any issues relating to telecommuting so PEF may look into them.

TELECOMUTTING (TC) – Policy on Grace Period when Revoked

Labor

Is there a Policy on providing a grace period when telecommuting is revoked? Ex: if someone is told their TC is being revoked, is there a grace period for employees to adjust?

Management

We reviewed the policy as we were not sure of the issue.

Telecommuting should not be replacing childcare or elder care. If there is a reason not defined in the policy, Management can revoke TC if they feel necessary for operational reasons.

Are you feeling this is a pervasive issue? It is hard to speak in generals.

Labor

We do understand it is not to supplement for childcare/elder care. What we mean by “grace period” is more concerned with the time frame; changes of commute times vs. schedule of logging in-logging out on your TC days.

Management

The Telecommuting Policy is encouraged to give reasonable notice when it is operationally feasible, sometimes it is not. The expectations for employees to be able to report immediately it is something they should keep in mind that it can come for an employee to report the next day.

If you're running into problems, we encourage staff members to speak with their supervisor so we can resolve this at the lowest level possible.

HIRING PROCESS

Labor

School for the Blind Teacher Process – we were going to ask management about this being a continuous recruitment process. To our understanding, it is not at SED but is at other agencies.

The process to backfill these items takes approx. 6 months which is essentially the entire school year. The hiring process takes too long. There are some positions that are continuous recruitment for direct care where an agency does not need to go through budgetary fill to backfill those positions.

Where are the teachers in this sort of process? Are they considered essential, and the agency can proceed with the fill or are they civilian staff, requiring a process that SED needs to go through to post these positions?

There is a critical teacher shortage of teachers. DOCCS, OCFS and OMH are working with CS around teacher title series as they are facing such a significant shortage in teachers. Letting SED know those agencies are working collaboratively on these issues and if SED are not involved, should they be?

Management

To clarify, there is an instructor vacancy we have listed as continuous recruitment at the School of the Blind.

Our teachers are unclassified staff, so we have a lot more flexibility above the minimum. We have the latitude to hire (salaries 1-7 steps) at a higher rate because they are unclassified.

- To equate them to grades is dicey. We have salary amounts for teachers. Teacher salary schedule has a wide range as there are different lanes for them to come in based on their education. They are not classified through class and comps at CS.

Whenever a vacancy happens, specifically in school, the school sends a priority waiver, and we expedite those requests. We get those form office at school, we do a quick review and send to fiscal for a backfill. Once we get approval from fiscal, we move forward with recruitment. As far as continuous recruitment, there are some we leave posted and essentially keep those resumes coming into the recruitment mailbox. That is something we can look into for instructors so once we get approval for backfill, we are already able to look in the box at applicants that are available which would speed up the process.

Waiver/recruitment requests are submitted to HR on a monthly cycle. However, with the two state schools, because of their Health and Safety (H&S) status, they don't need to wait to let HR know they need to hire, HR reviews/approves their requests immediately. Management is happy to reach out to CS about the teacher work group to see if there is anything SED can gain or contribute to that group.

HIRING PROCESS (continued...)

Labor

PEF interested to see what salary hiring tracks would be. Instructor salary range

Management

Lowest = Bachelors 47,000 up to 77,510

Highest - (Masters = 50 additional credit hours = \$54,889 - \$98,827)

Bachelors with 30 additional credit hours

Bachelors with 40 additional credit hours

Masters with 30 additional credit hours

Masters with 45 additional credit hours

Masters with 60 additional credit hours

All of those lines have a different lanes and have about 8 years to get to job rate. The most common salary rate SED is hiring are Masters and Masters 50.

LATS Usability Issues

Labor

We have tried to resolve this at the local level. There are some situations where members at NYS museum have to work more than 12 hours a day (collections managers) to be with researchers.

In terms of overtime, they are okay with working the hours but there is an issue of them imputing those hours into LATS – can this be fixed, the timeline to be fixed?

Management

Send HBA list of employee's names who are having issues because LATS does have ability for more than 12 hours to be listed so we would like to see what error message they are receiving.

Action Item – PEF to send individuals names to Management for follow-up on ability to add more than 12 hours to lats.

OUTSTANDING ITEMS DISCUSSED:

FILL LEVELS of all PEF Positions by Program Area

Labor

Where are areas we could partner with Management as we head into budget season?

Since we are about to enter the budget and legislative season; how do we get the asks of what the department is looking for so there is a chance for us to lobby on behalf of certain requests for staffing.

Management

The list not broken down by title or negotiation unit. We would need to discuss what that would look like.

In terms of advocacy and agency asks, we will pass this on to the legislative liaison who is preparing for legislative hearings. This way, she is aware that PEF is looking to help.

PEF advocating for HELPS to be extended would be helpful to SED.

- Recently sent data to CS (as per their request) on helps, we saw 300% increase in applications.
- Specifically in Access VR has seen significant success.
- Helps has allowed us to make over 200 provisional employees permanent.
- We know it is temporary, but CS is in process of setting up regional testing facilities. At least consider extending helps until those testing facilities are up and running full time (6 days per week).

Action Item: Management to share any data they have (i.e. long-term Provisionals) that they can share. HELPS survey information

DIVERSITY – Demographic Data for SED?

Labor

To our understanding, CS does some sort of annual profiling. We have asked for this information in the past and we have not received it. CS sent out a demographic survey and pulled it back an hour later – does management have any information to share on that CS Email?

Management

We don't know what that email was about either. Management plans to send out the DPM- 100 on a regular basis. We believe there are additional demographic categories that are being added to that. The 2024 Report is available for all individuals and linked right to CS website. Management is happy to share that link with Labor for their review.

Need HR to share documentation of all positions unfilled and when they will be filled

Labor

PEF has asked for information on all unfilled positions so we can begin to discuss how we might want to prioritize our concerns of recruitment, in terms of active vacancies.

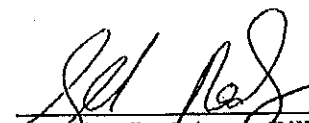
Management

We do have this broken down and will look into having that sent to Angelina as well.

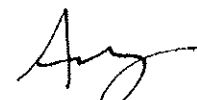
Action Item – Management to share a list of unfilled PEF positions within SED, once the process of “How” has been identified..

This concludes today’s meeting.

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

 4/10/25

Angelina Rodriguez-Billingsley Date
PEF L/M Chair

 4/10/2025

Anne Fiscarelli Date
SED Management Chair