

ITS Labor/Management Meeting

September 28, 2021, 3:00pm
Location: Zoom

Attending:

PEF

- Prakash Lal, **Co-Chair**
- Ron O’Bryan, Council Leader
- Jim Desso, Assistant Council Leader
- Caitlyn Janiszewski, PEF Field Staff
- Danielle Freeman, PEF Staff
- Jeff Smith
- George Howard
- Mithilesh Kumar
- Christopher Ford
- Debra A Vercruysse
- Gloria Thomas

ITS Management:

- Richard Mohrmann, Associate Director Labor-Relations, **Co-Chair**
- Amanda Hoffman, Chief Human Resources Officer
- Angelo Riddick, CIO
- Marcy Stevens, Chief General Counsel
- Susan McDougall
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Topic (issue, Opportunity, Problem, etc.)	Presented/Owner	Outcome (Action, resolved, parking lot)
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Introduction of Members	Co-Chairs	
Telecommuting deal pursuant to the MOA	Prakash Lal & Caitlin	<p data-bbox="814 318 1411 350">Telecommuting deal pursuant to the MOA,</p> <p data-bbox="814 363 890 396">PEF</p> <p data-bbox="814 444 1911 633">We have done survey of our members regarding what they want from the ITS Telecommunication policy and the result is submitted. In Contrast with the interim telecommuting policy, PEF would like to incorporate the following salient points (in red) of MOA on Telecommuting in New York Agencies, which is part of ratified PEF contract.</p> <p data-bbox="814 675 873 708">(1).</p> <p data-bbox="814 750 1356 782">4.0 Information Statement- Page2 Para2</p> <p data-bbox="814 824 1906 889">Determinations as to which job functions are eligible for telecommuting are final and cannot be appealed</p> <p data-bbox="814 932 957 964">MOA says</p> <p data-bbox="814 1006 1902 1071">, including where telecommuting is programmatically feasible, must be developed in the agency labor/management forum.</p> <p data-bbox="814 1114 869 1146">(2).</p> <p data-bbox="814 1188 1150 1221">4.3.4 Work Plan Page4</p> <p data-bbox="814 1263 1864 1328">The supervisor/manager may elect to terminate a telecommuters agreement at any time</p>

		<p>MOA says</p> <p>. An employee not selected will be made aware of reasons for non-selection. A procedure for the employees withdrawal from the telecommuting program will be established by mutual agreement between PEF and the agency. A recommended standard is a 30-day notice by either the employee or the agency unless there is a mutual agreement on a shorter period or if an emergency exists</p> <p>(3).</p> <p>4.3.1 Training</p> <p>ITS Management reserves the right to periodically modify the training requirements</p> <p>MOA says</p> <p>The union must be offered an opportunity to review training curriculum and may attend during general presentations</p> <p>(4).</p> <p>4.4.1 Schedule Page5 as well as operational needs and collective bargaining agreements but will not exceed 50% of the telecommuters regularly scheduled work hours in a pay period</p> <p>MOA says</p> <p>Agencies, to the greatest extent possible, should allow flexibility in the employee's choice of which and how many days to telecommute per pay period or per week</p> <p>Telecommuting Policy should be consistent <i>Management Response:</i></p>
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Management advised they are currently working from the interim policy and working out the details will need another meeting. The higher level details are understood based on the ratified MOA to develop a policy with the assistance of PEF. ITS has several areas and job functions however OGS must be onsite for hands on duties. There are areas where telecommuting is off the table (installers, hands on etc.). It would be in the best interest of all to collaborate to agree to disagree on telecommuting.

PEF

Procedures for withdrawal

Management:

The Programmatic or operational needs will be discussed at a later meeting. TBD

PEF

There should be no stated cap in the policies. Why does the agency want to cap telecommuting when the agency has full discretion? Employees have an expectation to be able to telecommute and PEF has the preliminary data on working remotely. (See documents submitted prior to meeting)

Management Response:

Management is trying to strike a balance between in office presence and the ability for employees to work remotely. There is a cultural shift and

		<p><i>the agency is shifting to the hybrid environment to gauge what works and what does not work. Training will be done in person. Management will look over the data as well as efficiencies and results of telecommuting.</i></p> <p>PEF The contract speaks of the benefits for management and employees. There are many benefits that can maximize flexibility in the workplace.</p> <p><i>Management Response:</i> <i>Management factored in all the efficiencies and factored in the benefits for the agency and employees.</i></p> <p><i>Action Item:</i> <i>ITS team will provide the characterization of the titles/functions that cannot telecommute.</i></p>
Work Load Concerns	Mr. Jeff Smith	<p>Work Load Concerns</p> <p>PEF Members are concerned with increased workload, hiring freeze and moral issues with the workplace services group. Members are happy that there work has been acknowledged. The inside support group are not getting tickets assigned to them and more often than not the employees are waiting for other groups to respond which effects the work output. Can the work be assigned to other areas? There is no clear and concise job description due to retirements and transfers; will there be new hires and promotions? Members want to telecommute more than 50%.</p> <p><i>Management Response:</i></p>

		<p><i>Management is aware of the increased workload and the lifting of the hiring freeze. Many discussions are taking place for hiring and promoting staff, management is getting projections to move the process along. With every hire there is a Human Resource component and the agency has until the end of March 2022. Management is working with IT'S to get the positions filled and assessing each position. Each Executive leader has their own method to access the needs of each area and has control over the hiring process, ultimately ITS meets its operational needs of the agency. EAP is available for employees who are stressed or overwhelmed.</i></p> <p><i>Tickets and job descriptions is operational and staff should be addressing the issues up the chain of command.</i></p> <p><i>Action Item: Management advised stand-by and on-call are two different processes. Management would like schedule another meeting to discuss further.</i></p>
Leave Donations	Mr. Chris Ford	<p>Leave Donations</p> <p>PEF [Regarding Appendix III of the Tentative Agreement] Historically the leave donation program information was sent out by the agency sending out notification. The current process is to have an individual request donation with BSC. The issue is the process is confusing on where to make the request. PEF is creating a one page step-</p>

by-step process to be posted on the agency intranet. Why is there a lag in the process? Can there be a link on the agency website under the Labor Management page to improve communication. PEF suggests putting a discussion page on the agency intranet.

Management Response:

- *The proposal sent and the recommended options are being researched internally.*
- *Management understands there is a time delay and will continue to explore the time constraints.*
- *Management would work with PEF to get a document for employees however agencies are prohibited from soliciting time accruals/donations.*
- *Management will send comments and suggestions to PEF per the document submitted by PEF prior to the meeting.*
- *Managers can share information by email, but HR cannot.*

Action Items:

- PEF will inquire about other methods of communicating to employees regarding leave donations at other agencies through the agencies and the EBoard.
- Amanda will send Chris edits for the Leave Donation process.
- Chris will update the process document and check the differences between the PEF and ITS versions previously submitted.

<p>Special accommodations for people with vulnerable people at home including children ineligible for vaccination</p>	<p>Mr. Ron O'Bryan</p>	<p>Special accommodations for people with vulnerable people at home including children ineligible for vaccination-</p> <p>PEF</p> <p>Vaccinated vs. Unvaccinated? How is the agency going to test? Return to work 50%?</p> <p>Management Response:</p> <p><i>The return to work comes from GOER and management will continue to follow the 50% guidelines. Management will provide guidance once it is received from GOER.</i></p> <p><i>COVID exception to the telecommuting policy if an employee has a unique circumstance the employee must send the request through the chain of command. Many requests have been approved.</i></p>

		<i>Management will continue to follow statewide guidance from GOER for vaccinated and unvaccinated individuals.</i>
Other Topics	CL/Co-Chairs/others	

Next meeting date: