

ITS Labor/Management Meeting Tuesday, June 21, 2022

Attending:

PEF

- Prakash Lal, **Co-Chair**
- Ron O'Bryan, Council Leader
- Jim Desso, Assistant Council Leader
- Caitlyn Janiszewski, Field Staff
- Danielle Freeman, PEF Staff
- Jeff Smith
- George Howard
- Mithilesh Kumar

ITS Management:

- Richard Mohrmann, Associate Director Labor-Relations, **Co-Chair**
- Amanda Hoffman, Chief Human Resources Officer
- Jennifer Lorenze, Deputy CIO
- Marcy Stevens, Chief General Counsel
- Stuart Poole, Chief Financial Officer
- Sarah Bogdan, Executive Assistant

Topic (issue, Opportunity, Problem, etc.)	Presented/Owner	Outcome (Action, resolved, parking lot)
Introduction of Members	Co-Chairs	

<p>Review Of Agenda items from the Last meeting.</p>	<p>(a)Telecommuting- By Ms. Caitlin Janiszewski (b)Leave Donation- - By Mr. Prakash Lal (c)Joint Labor- Management Training by Mr. Prakash Lal (d)Local Labor Management Committee by Mr. Chris Ford (e) Scheduling LM meeting by Mr. Jim Desso</p>	<p>Review Of Agenda items from the previous meetings</p> <p>1. Telecommuting</p> <p>PEF: The telecommuting policy In on page 2, section 4.0, that no employees are precluded from applying for telecommuting based on job function and there is no avenue to appeal a denial. PEF requests language added to include the following: “All program areas are eligible to apply” the statement requires further clarity. On page 3, 4.3.2 application section of the telecommuting agreement the MOA already requires an employee to be given the reason, if denied the opportunity to telecommute.</p> <p>Management: There is a box on the form, and a reason added when an employee is denied telecommuting. Management will research further and get back to PEF.</p> <p>PEF: PEF Telecommuting Appeals - There have been no appeals since the implementation of the telecommuting program, are there any pending appeals?</p> <p>Management: No.</p> <p>PEF: Has there been any further consideration(s) when an employee is telecommuting and there is a change in supervisors? What happens if the supervisor revokes telecommuting?</p> <p>Management: If the employee’s telecommuting agreement is revoked there is an additional process completed. Revocation section: 3.05 form authorization requires an HR review before and then signed by HR. 4.3.5 criteria for which a revocation can happen, changes in supervisor is not included. Management will send a copy of the form to PEF. Supervisors and managers are to advise employees the reason for revocation, the division must signoff then send the form to HR to agree or disagree based on the criteria given. This process is rare.</p>
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PEF: Equipment Negligence - Have employees reported any equipment issues? In the MOA, the language must be clarified to include the following: “Employees will not be charged for equipment unless they are found to be negligent”.

Management: It happens but not necessarily damaged equipment, returning the equipment has been an issue at times. RELY policies cover the use of equipment that is why the language is not included in the MOA. There is not much in the way of damages to equipment, but there are losses of equipment employees are not charged for lost equipment. *Police reports are filed for stolen equipment*

PEF: Contract Language (*pg. 199) -. MOA is specific that no disciplinary action will be taken for lost or damaged state property while telecommuting. Revisions and changes within 60 days

Management: Management will look at the contract language in the MOA. Also request comments and questions from PEF prior to the next meeting.

Action Item- Management will provide PEF with a copy of telecommuting denial form and PEF will provide questions/concerns to management prior to the next meeting for the renewal of TC policy.

2. Leave Donation

PEF: PEF has gathered information from its Executive Board Members about how the request for leave donations is communicated in other Agencies and This has been passed out to ITS.

Management: The Leave Donation Request can be published on the Bargaining Unit page of the Inside Edge page and as earlier agreed the supervisor can also circulate the leave donation request through official email in a limited area.

PEF: PEF wants that a document should be available regarding the Leave Donation Process

Management: We are ready to work on documenting the process

Action Item-Chris Ford will send a leave donation help document to Stu Poole.

3. Joint Labor-Management Training

PEF: PEF has shared the form for Joint LM training and PEF is waiting for management's response.

Management: We agree with the proposal.

Action Item- Dy CIO Ms. Jennifer Lorenz will sign on behalf of ITS and return the form.

4. Local Labor Management Committee

PEF: In pursuant to the contract that provides for the formation of local labor-management committees and as per discussion in the prior meeting, a proposal document has been submitted. Local Labor-Management is for issues specific to the location/ building, as opposed to general issues affecting all staff in a division or statewide. Some examples are issues relating to parking or snow removal and other local concerns.

Management: Can PEF provide geographical groupings? Personnel staff will work with PEF to complete the groupings. There may be issues with physical locations as opposed to issues occurring regardless of where an employee works.

Action Item-Management will have someone reach out to Chris Ford to work on setting this up.

5. Scheduling LM meeting

PEF: After the last Joint Labor-Management training, a template was agreed upon to schedule a bunch of future LM meetings and the process of exchanging agenda items. This

		<p>process has broken down. Can we work together on scheduling the tentative LM meeting dates?</p> <p>Management: Yes. We can reestablish a template to schedule meetings, have an agenda and The committee can agree to dates and times by setting tentative dates before the end of the meeting moving forward</p> <p>Action Item-Management will propose tentative future LM meeting dates</p>
<p>Training</p>	<p>Mr. Prakash Lal</p>	<p>Training</p> <p>PEF: There is \$2 million in the budget for training ITS staff to obtain certification We would like that the budget allocation for training is used for the intended purposes of helping ITS State staff to obtain certification in technical skill sets. An excerpt of the budget provision is attached.</p> <p>Management: OITS is in support of training for certification of state staff.</p> <p>PEF: In the past, the subscription for online training of staff through LinkedIn (previously Lynda.com) expired, we have heard about restarting and we would like to know when the online training is available again?</p> <p>Management: There is the Empire Knowledge Bank training on the SLMS website provided through OER, which has 800+ courses. We are trying to get a full training plan.</p> <p>PEF: We would like to fully utilize the professional development monies available through the PEF Contract like Public Service Workshop Program (PSWP) and the Workforce Initiatives (WFI) Grant for imparting technical skills not only soft skills. In the past, these funds have been used for imparting technical skills like “Oracle Database Administration AND Performance & Tuning” etc.</p>

		<p>Management :. Funding sources for software training are based on the level of priority. Grant funding applications is submitted to OER. However, not all agencies are guaranteed funding.</p> <p>PEF:We would also like that there should be a training component in any new procurement of Hardware or Software-as it was done in past.</p> <p>Management: Yes, we try to do that depending on negotiations.</p> <p>Management: Does PEF have any specific certifications in mind or do staff just want training in general? Can PEF provide what is lacking for ITS training?</p> <p>PEF: We were told that CTO is identifying future skill sets. Therefore, the agency must have some knowledge of future skill needs. Training should be also available for those skill sets that staff need besides their principal skill set like Unix/Linux Shell Scripting, PowerShell, Python, PL/SQL, etc. Certification Training can be considered for Database, Cyber Security, Programming Languages, Networking, etc. We will also survey staff for training needs.</p> <p>Action Item- Management will let PEF know how to avail the training under Empire Knowledge Bank. PEF will also survey staff for their training needs.</p>
<p>Position Announcements</p>	<p>Mr.Christopher Ford</p>	<p>Position Announcements</p> <p>PEF: Staff is having difficulty finding the open positions and recruitment announcements, another issue- there is a 2-week window of opportunity to respond to an announcement. Can postings be sent out or posted again to InsideEdge?</p> <p>Management: Working on it now. There is a new process to send groupings of posts. It is currently being updated on Inside Edge.</p> <p>PEF: Can an announcement go out to everyone in the agency when it is ready?</p>

		<p>Management: We will verify the process and send it out.</p> <p>Action Item- Management will broadcast the information to all staff regarding places to look for position openings</p>
Clarification regarding RA denials	Mr. Prakash Lal	<p>Clarification for Reasonable Accommodation (RA) Denials</p> <p>PEF: Members have complained that several RA requests have been denied. In some cases, additional paperwork is required. Why are the requests being denied?</p> <p>Management: Legal has only seen one declination. The RA rules require an interactive process. This is why additional paperwork is required sometimes. All denials come through the counsel's office These were related to ADA and FMLA which are two different issues.</p>
Notice Regarding Suspension of the covid testing mandate	Mr.Christopher Ford	<p>Notice regarding the suspension of the COVID testing mandate.</p> <p>PEF: OER sent out a memo to discontinue testing. People are not receiving the information that weekly testing is no longer required. Is the agency continuing testing?</p> <p>Management: The memo was sent to employees that were testing, however, if someone has not received the memo, please send her/his name for follow-up.</p> <p>Action Item-PEF will send the name of the concerned person.</p>
Health & Safety at Hansen Plaza, Brooklyn Office	Mr.George Howard	<p>Health & Safety at the Brooklyn Office</p> <p>PEF: There are Health & Safety problems due to construction in the Hansen Plaza, Brooklyn Office that should be addressed by calling the ITS Health & Safety Committee meeting.</p> <p>Management: Management will discuss this further with PEF.</p>

Next meeting date:

