

ITS Labor/Management Meeting

Wednesday, September 14, 2022

Attending:

PEF

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

ITS Management:

- Richard Mohrmann, Associate Director Labor-Relations, **Co-Chair**
- Amanda Hoffman, Chief Human Resources Officer
- Nicholas Martinelli, Associate Director HR3
- 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) Leave Donation-Mr. Chris Ford (b) Local Labor Management Committee-Mr. Chris Ford (c) Training-Mr. Prakash Lal (d) Joint Labor Management Training-Mr. Prakash Lal</p>	<p>Review Of Agenda items from the previous meetings</p> <p>1. Leave Donation</p> <p>PEF: A guideline for requesting leave donations for sick staff has been prepared in consultation with HR, which needs to be publicized. As agreed in the previous meeting, leave donation appeals can be posted on the intranet site also.</p> <p>Management: It is appropriate for stewards to distribute the new PEF guide to staff while the process to post this guide and leave donation appeal on InsideEdge is determined.</p> <p>Action Item: - Management will work on refining the language. Once complete, the guides will be announced to the agency through approved channels for all OITS staff.</p> <p>2. Local Labor Management Committee</p> <p>PEF: In pursuant to the contract provision, a proposal for establishing the local labor-management committee comprising the sites where these committees will be formed, its composition, and the frequency of these local LM committee meetings.</p> <p>Management: Met with PEF in a preliminary meeting to discuss a regional model for local L-M procedures. This will be presented to ITS executives at their leadership meeting this week.</p> <p>Action Item:</p>
---	--	---

- Management will discuss the local L-M information with higher executives and then report back in next L-M meeting.

3. Training

PEF: What is the status of the training issues discussed in earlier LM meetings like

(a) license for Empire Knowledge bank (EKB)

(b) training of state staff to obtain certification as the budget has the provision of \$2M for the purpose.

(c) it was agreed that OITS will try to negotiate that there should be a training component in any large-scale procurement of hardware and software.

(d) As informed earlier through email PSWP request for Python Training was submitted

Management: (a) 1000 EKB licenses have been obtained and they will be available to ITS staff within a week. We are discussing how to make it easier to log in.

(b) It is being worked on and OITS is surveying the training needs

(c) No information on the procurement process. Mr. Stuart Poole, as Chief Financial Officer, can shed light on that

(d) follow up with Jillian in OGS training

Action Item:

- Management will take up the issue with the relevant person regarding the procurement process and the PSWP request and report back in the next L-M meeting

4. Joint Labor-Management Training

PEF: We are still waiting for a sign-off from OITS on the joint Management training application.

		<p>Management: Checking with Sarah Bogdan on the form for the Joint Labor Management training.</p>
<p>Chain of Command approval</p>	<p>Mr. Chris Ford</p>	<p>PEF: Members have complained that paperwork for AWS, CWS, VRWS, Telecommuting, performance evaluations, and Outside Employment applications is getting lost or extremely delayed.</p> <p>Management: Functionaries at every level are reminded to expedite the process and OITS will also try for automating many such administrative approval processes like the automation for the telecommuting forms was done recently.</p> <p>Action Item: Report status at the next meeting.</p>
<p>Agreement On Electronic Bulletin Board</p>	<p>Mr. Prakash Lal</p>	<p>PEF: As per the contract, Union is allowed to access and manage the bulletin board to communicate with its members and it also encourages having an LM agreement on the electronic bulletin board, accordingly a draft agreement for consideration is forwarded. PEF clarified that the process proposed for dialoguing about the appropriateness of items for the virtual bulletin board is a preliminary step before the use of the grievance procedure. It is not intended to replace or waive our right under Article 4 of the contract to grieve it when management refuses to allow certain items on the bulletin board.</p> <p>Management: We will research further as to how, where, and who will manage the electronic bulletin board, etc.</p>

		<p>Action Item: Management will hold further discussions with Ms. Caitlin Janiszewski, PEF Field Rep on the LM agreement on the electronic bulletin board.</p>
<p>consolidated vacancy posting</p>	<p>Mr. Prakash Lal</p>	<p>PEF: Members have complained about the single consolidated job posting for multiple vacancies, as it is felt that it violates the PEF LM agreement on the job posting, which requires that "Each vacancy announcement should have specific details like Division/Department, detailed duties of the position, location, minimum qualifications, title, salary grade, negotiating unit." Besides In this consolidated posting, only those who are already in that Title or eligible for transfer under section 52.6 are eligible.</p> <p>Members have also complained that in many instances hiring managers are getting only a consolidated posting list not the civil service list for the title. We brought up this issue earlier through email also and need clarification to assuage members' feelings.</p> <p>Management: Each posting has a link to the survey, where all the details of job vacancies are listed.</p> <p>Action Item: Such instances where the civil service list for the title is not provided to the hiring manager- should be brought to the knowledge of HR.</p>
<p>New Employee Orientation (NEO)</p>	<p>Mr. Jim Desso</p>	<p>PEF: Union used to participate in new employee orientation earlier, but due to the pandemic, this process has been discontinued. We would like Union should be given access to new employees during orientation or otherwise.</p> <p>Management: OITS is working on having a Foundation New Employee Orientation process like the one OGS has and this will roll out soon. All the employees on PEF list have already been onboarded and PEF may reach out to those employees.</p>

		<p>Action Item: Management will follow up and get back to PEF with</p> <ol style="list-style-type: none"> 1) Timing for the start of the Foundation NEO 2) Process to reach out to new members who have not been contacted by Union.
Other Topics	CL/Co-Chairs/others Follow up on Information Request	<p>PEF: Earlier a request has been submitted for information on current FTE counts, fill level, number of Retirements in different Titles in the last few years, AND Overtime work done by OT ineligible PEF staff by name, title, unit, and total numbers over their standard hours in each pay period.</p> <p>Management: We will further research how to get these figures, and let PEF know.</p>

Next meeting date: