
Meet and Confer

AFSCME & Management
Thursday March 16, 2017

- I. Review of Highlights
 - a. AFSCME members asked that it be noted under the proposal section that management did not have any proposals to bring forward. Following a minor edit, the highlights were approved.
 - b. AFSCME questioned management regarding any future proposals being brought forward. Management clarified that there will be no proposals brought forward and stated that they would like to work together to create an exempt and non-exempt policy book that would be applicable to all classified staff. It was also noted that there are policies in each of the policy books that should be in Common policy and this is something the College wants to work toward.
- II. Public Comment
 - a. There was no public comments.
- III. Guest Discussion – Gwen Goodman
 - a. AFSCME requested an explanation of how salaries would be affected if employees go to 10 month schedule with the College. Gwen responded that there are different options for this. She explained that there is the option of employees going onto deferred pay, which is similar to Faculty, or employees could choose to go unpaid. There is a small percentage of faculty who go unpaid during the time off. It was emphasized that these options are for the summer 2017 volunteer reduced work schedule.
 - b. It was explained that for the summer 2017 volunteer reduced work schedule option, benefits including medical and retirement would be taken out during the working period to cover the non-working period. This would allow employees to still have medical coverage during non-working periods. If decided to go unpaid, the College would continue to cover its share of the cost; however, the employee would still be responsible for covering their share.
 - c. There was further explanation that taxes are taken out on an individual basis and the decision is based on whatever tax deduction the employee chooses.
 - i. AFSCME raised a concern regarding the initial chunk taken from reductions. They asked if this would be taken out of net or gross to which it was responded that it would be taken out of gross.
 - d. There was discussion regarding FMLA accrual and holiday pay and the affect it has on employees. It was explained that employees must work 1,250 hours to qualify for FMLA. Employees who work 10 ten month schedules meet the hours

qualification. It was added that employees will not receive holiday pay if the non-working term falls within a holiday period.

- i. Management explained that currently an employee is allowed to switch to an 80% reduced work schedule. They would work 30 hours per week instead of 40 hours per week as long as it works for their department. This allowance is stated in policy.

- e. For summer 2017 volunteers there are three payout options they may choose from: 1: Going unpaid, 2: Using accrued annual leave that is available, 3: Proration of salary. For the proration of salary option, an employee would receive salary during the non-working period. For non-exempt employees, the hourly rate will decrease and employees would see a significantly lower salary. The employee would still have benefits. Any money owed to the college would be recovered following the non-working period.

IV. Reduction in Force Education Benefits

- a. The discussion of rified employees possibly having the opportunity for tuition waivers was mentioned. This issue was brought up at the last meeting. AFSCME again emphasized that this benefit could potentially boost college enrollment and help employees to get the education needed to train into another career field. Management mentioned that they will need to talk with Dave Bea, EVC for Finance and Administration in greater detail to see if this is possible since the rified employee would no longer be considered an employee of the College.

V. AFSCME Proposal

- a. E2, Section II. Conditions of Work; Flex Year Option and Reduced Schedule
 - i. AFSCME brought forward a proposal to eliminate all language in Section I. General Information. AFSCME reviewed the Exempt policy and changes are being recommended to align the two policies.
 - ii. AFSCME expressed that they are not opposed to having the same verbiage as in the Exempt policy, but they are focused on what is in the best interest for non-exempt employees by including the language for the voluntary option.
 - iii. Tabled discussion. Management will review this and will provide feedback at the next meeting.

VI. Interest in Reduced Work Schedules

- a. Management asked if there has been any feedback from non-exempt employees regarding the summer reduced work schedules. AFSCME responded that the concern employees are having is that the College may decide that it will be required to work a reduced schedule. Employees are wondering if they are going to “take a hit” and will the same conditions apply to administrators. Concern was expressed that getting paid less may result in losing employees. Management agreed and stated that whenever a reduction in work hours occurs, there is always the risk of losing employees.

- b. AFSCME asked if it would be possible for employees to work elsewhere (outside employment) during the non-working periods. Management explained that an employee would need complete the appropriate paperwork if there were interested in doing this. It was noted that employees during the non-working periods, employees should not work for competing institutions. It was added that a conflict of interest form would need to be completed and submitted to the College.
- VII. Salary Break Down Request
 - a. AFSCME requested a breakdown of annual averages and current average salaries by employee groups, ie., administrators, faculty, exempt, non-exempt. The information will be sent as requested.
- VIII. Agenda – April 14, 2017
 - a. AFSCME will bring forward proposal E1 to the next meeting.