

Labor Management Committee Meeting Update



On September 27, 2018 the Labor Management Committee (LMC) Team met with Management's Team to discuss various agenda items.

Our Union LMC Team: Co-chair **Kerriann Egan**, **Michelle Bailey-Wise**, **Brenda Paiz**, **John Zimmerman** and Union Representative, **Diane Arnold**. **Sakai Kears** is the alternate LMC Team member.

Management's LMC Team: Co-chair Tammie Schacher, Trina Thompson, Katharine Revello, and Michael Quinn.

Meeting Summary:

Our first order of business was to approve the minutes from our May 15, 2018 LMC meeting. The minutes were approved after a typo was corrected.

Old Business

Inclement Weather Pay: At our last LMC meeting the Union requested that live-in staff also receive the inclement weather pay and Management agreed to include live-in staff. Management will amend the Inclement Weather policy to include live-ins.

Sexual Harassment Training: At our May 2018 meeting the Union requested that Plymouth provide its employees with sexual harassment training. Management reported that they are in the planning process and will be scheduling sexual harassment trainings in 2019 to ensure that all staff are able to participate.

New Business

Better Training and Support for Newly Hired Employees: Management discussed the onboarding process, orientation, and trainings provided to new hires. The Union expressed concern that new hires often have a need for more computer training in Agency, Outlook and SharePoint and refreshers on the boundaries policy. Management explained that for property management and housing case management staff there are checklists of topics discussed and evaluated at two (2) week, 30-day, 60-day and 90-day intervals.

Housing Case Managers discussed the need for refreshers/additional trainings on Boston Post. The Union encourages new employees to reach out via email to their supervisors if they need additional training on any aspect of their duties and responsibilities. Also, a good time to discuss the need for more training is near the end of the probationary period performance review.

Performance Reviews: Employee performance reviews are conducted near the end of the probationary period. Annual reviews are typically done in January of each year although they happened in July of 2018 because Management implemented Trackstar. For employees hired in 2018 who received a performance review around the end of your probationary period, they will not receive another review until 2019.

Union Staff Securing Union Rep/Stewards in the Five (5) Day Timeframe: Management stated that it is often difficult for Union employees to find representation in the 5-day timeframe per Section 5.4 of the Union contract. Management agreed to put our Union Representative's name and contact information on the Weingarten form.

If employees need representation, please contact our Union Representative or reach out to one of the following Union Stewards. They are also listed on the Union page on SharePoint:

Kerriann Egan at Plymouth on Steward: kegan@plymouthhousing.org

Brenda Paiz at Plymouth Place: bpaiz@plymouthhousing.org

Michelle Wise-Bailey at Plymouth on First Hill: mwisebailey@plymouthhousing.org

John Zimmerman at Humphreys Apts: skearse@plymouthhousing.org

If you are a Union Employee who has passed your probationary period and are interested in becoming a Union Steward, please contact one of the above Stewards or your Union Representative.

Shift Differential for Building Coordinators: There are several buildings where the Building Coordinators do not have Building Assistants and they manage all aspects of the front desk and perform their duties and responsibilities. Also, the Building Manager is located away from the front desk and is not readily available to provide support. The Union Team brought forward the proposal of a differential for BCs under these circumstances. The current Union Contract will expire in October of 2019 so the Union will work to provide a differential proposal for BCs in the next round of negotiations.

Combined Classifications- Building Coordinators Covering for Building Managers: Section 15.7 of the Union Contract states that employees who do any combination of job duties in other classifications should have their pay prorated based on the amount of time allocated to each classification. The Union Team discussed with Management that when Building Managers are on vacation or out for short periods of time, the Building Coordinators do their work without any additional compensation. The Union Team requested the Building Manager job description and will prepare to discuss this topic further with Management at our next LMC meeting on November 13, 2018. Management agreed to look into the issue as well.

Finding Coverage When Staff Call Out Sick: Our Union Team discussed with Management what the protocol is when a staff member must find coverage to relieve them at the end of their shift. Staff must first call the staff listed on the coverage list by seniority. If no one responds, then call the after-hours Building Manager who will then seek coverage from another building or approve the use of overtime. If all these avenues are exhausted, then the Building Manager must cover the shift.

Traumatic Event Leave and Grief and Loss Training: Employees who experience a traumatic event at work and feel they need to be excused must first talk with their supervisor. Management and the Union Team discussed the most recent Grief and Loss training and Management asked the Union for any suggestions on trainings. It was suggested that Plymouth provide "Self Care" trainings. Management discussed the need for an infrastructure within Plymouth to connect employees and build community.

Our next Labor Management Committee meeting is Tuesday, November 13th. To submit an agenda item, please contact a Union Steward or Union Representative.

***Questions? Please contact one of our LMC Team members
or our Union Representative, Diane Arnold at
diane@opeiu8.org or 206) 441-8880 ext. 115.***