



## MINUTES

### AFSCME Labor Management Monthly Meeting

*Thursday, December 7, 2017, 9:00 a.m.  
Executive Conference Room, City Hall South*

#### **ATTENDANCE**

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##### AFSCME

Matt Miller  
Kim Mason-Hatt  
Chris Risen  
Jodie Gunderson

##### MANAGEMENT

Rebecca Polizzotto

##### NOTE TAKER

Betsie Devenny

#### **OLD BUSINESS**

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None

#### **NEW BUSINESS**

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1. The City Manager asked for clarification regarding the Union's concern about personnel policies.
  - a. The Union expressed a desire to discuss how policies are going to be implemented and communicated. The City Manager responded that at this time, there is no set framework on how policy information would be disseminated; however, she was open to suggestions from the union. After discussion the parties agreed that multiple forms of communication regarding policy implementation is desirable. The parties discussed using ADP to have employees acknowledge new policies; putting the policies in the Monday Minute; having Directors communicate the information to staff, sending courtesy copies to the union leadership when such copies were disseminated to Council. Both parties agreed it was important to have employees acknowledge receipt of policies.
  - b. The City Manager offered to attend union membership meetings to discuss and provide background information about new policies. New policies will also be made available on the City website. The City Manager explained that from her perspective, policies are important as a means of providing structure and consistency of operations.
  - c. One of the City Manager's goals in 2018 is to develop an Employee Handbook. The union agreed this would be of benefit to the employees.
2. The Union asked about the Center for Public Safety Management evaluation.
  - a. The Union noted that one member of the uniformed department is an AFSCME member. There was a recommendation from CPSM that the Police Support Officer not conduct transports, as she is doing them alone and unarmed, and that she may be mistakenly identified as a police officer based on her current uniform.

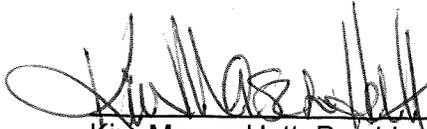
This represents a safety and liability issue for the City. These items will be addressed as part of any changes made based on the CPSM recommendations. However, no immediate changes are planned. Management needs time to review together the LEMAP and CPSM reports and develop a work plan for implementation of the report recommendations. As this work develops, the City Manager will update the union.

3. The City Manager gave an update on Human Resources. Laura Orlando is back at work at 20 hours per week. This was actually the amount of time she was originally hired to work. Her focus will be on policy related matters. When Laura started, she had an HR assistant who was never replaced. The City has decided that staff is needed to supplement the work of Human Resources/Labor Relations. Accordingly, a new position has been developed: Human Resources/Labor Relations Specialist. The City Manager distributed a copy of the job description for this new position. This would be a confidential, non-represented position. The union reviewed the job description and concurred with the confidential status of the position. The posting would be internal first, and then posted externally. The Union suggested that the posting be external and internal. Subsequent to the meeting, the City Manager conferred with the Human Resources Director who had no objection to posting the job announcement internally and externally.
4. The Union asked if the City had any contact with Summit Law regarding the new mandate for sick time for casual/hourly employees. The Union's recommendation is to not make any changes to the contract, to wait and see how it shakes out before doing any bargaining. The City Manager concurred.
5. The Union raised a question regarding internship duties. The current Rec Intern posting appears to be bargaining work, but intern work should be instructional or special projects in nature. The Union requested that the job description be reviewed and maybe restructured.
  - a. The City Manager explained her philosophy regarding interns – the ability to encourage people to pursue careers in public service. It is not her intent to replace open positions with interns. She will talk with leadership regarding the content of intern job description postings. The City Manager agreed to review and revise as necessary the recreation intern posting.
  - b. The Union asked if there is a management structure and/or work plan for the internship program. The City Manager replied that Human Resources is working to develop a written plan governing interns.
6. The parties agreed the monthly labor/management meeting is mutually beneficial, especially in its "in person" format. The City Manager thanked Kim Mason-Hatt for stepping up for the last two Council Meetings when the Executive Assistant was out sick.

**ADJOURNMENT**

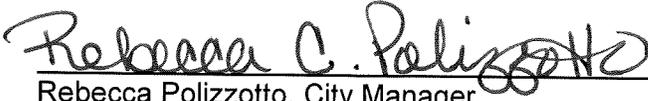
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The meeting adjourned at 10:10 a.m.



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Kim Mason-Hatt, President AFSCME



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Rebecca Polizzotto, City Manager