

BWSR Meet & Confer Meeting Notes

Friday, June 17, 2022 11:00 AM – 12 PM

Virtual (Teams) Meeting

BWSR Meet and Confer (M&C) Committee Chair Melissa King began the meeting at 11:00 am

Introductions & Agenda

Melissa started the meeting and welcomed everyone. Completed a round of introductions. Participants present included: Melissa King, Jason Weinerman, John Jaschke, Gwen Steel, Annie Felix-Gerth, Dave Weirens, and Justin Hanson.

Draft Workload Agreement Form

Melissa shared the Draft Workload Agreement Form and reviewed the form revisions completed in response to feedback received at the prior meeting. Additional context was provided for how the form was envisioned to be used (a conversation starter between employees and supervisors) with the committee emphasizing a need to document workload adjustments and agreements. The committee clarified that if needed, the Part 2 section of the form was intended to provide more understanding of overtime and comp time options available via the MAPE contract.

John asked for clarification on the trigger(s) to invoke the use of the form, what are the needs, and discuss workload fluctuations or other trigger events.

The committee clarified that the intent was where a service area is modified or expanded to provide interim coverage during vacant positions and to provide a mechanism to document verbal agreements.

John asked for clarification of the chronology for how the form would be used if staff were assigned additional work area or increased work volume, as well as additional workload due to existing program changes that may lead to an increased workload.

The group discussed the form use in response to staff vacancies, other assignment of special projects or when staffing coverage is needed for other staff going on extending leave. There were further questions regarding the potential scope of the forms use: such as decrease in workload or a change in skill-set, when workload changes may trigger a review of the position description versus and interim change in workload, etc. The committee clarified that the form was intended to cover a temporary increase in volume of work, change in work area, or assignment of new responsibilities. The group agreed to further explore the contractual bounds of temporary work reassignment to review incorporation of those parameters to the form, if needed.

Dave expressed concerns about how use of the form may effect the flexibility of dialogue between an employee and supervisor and if the form would formalize these discussions resulting in unanticipated consequences. Dave asked for clarification on use of the form to address incremental change in workload that occurs through the evolution of a position. The committee clarified that the intent of the form was to address short-term workload adjustments that would focus on short-term changes rather than organizational structural items, and document the current practice of verbal arrangements.

John requested further clarification and guidance on, and the group discussed, what types of adjustments would trigger the use of the form, when in the process the form is used (at initiation, during the process, when a conflict occurs, etc.), and guidance to understand how this form would be used. The committee clarified that the form was designed as a MAPE form to be used between MAPE members and their staff, but that it may be appropriate and have more substantial meaning as a BWSR form. The group discussed scoping a process with a

mock scenario and Dave raised the idea of having a SMT discussion to bring section managers up to speed, work through how form could work, and develop expectations. The committee clarified that addition of the different sections was meant to include and differentiate between overtime and other additional workload aspects. The overtime section in Part 2 would be used for documenting the conversations as to what were included in the employee and manager conversation.

Exec team suggested renaming the special work assignment to something else. The committee expressed a need for clarity on what qualifies for a special work assignment – working extra hours versus working within existing hours, replacing existing duties or supplementing into existing duties. The group confirmed that the term is defined by the agency (BWSR Overtime Procedures), not the MAPE contract. Annie shared an example of a past special work assignment, overtime or comp time was not provided, with the BWSR website overhaul project and how the process worked for this situation. Annie identified a gap between what is defined in contract as “Special Work Assignment” – where you work more hours than currently, and her situation, where the project was outside of her position description and but staying within current work hour total. The group discussed adding a flow chart to the document that would help identify when/what situations are within/out of scope.

Next Steps, August Meeting Agenda

- Committee will take comments back and revise form and develop a process flowchart
- Melissa will work with Rachel to schedule an ad-hoc meeting with John, Dave and Justin prior to the next committee meeting, to review form revisions and discuss the next steps
- The revised form will be reviewed at the August meeting to confirm changes and readiness for SMT
- Pending Exec Team approval, the form will be introduced to SMT
- August meeting agenda – revised draft workload form, continued discussion on possible organizational solutions to workload (staffing strategy)