5/16/18 MAPE-DOR Meet and Confer  
Present –  
MAPE - Nic Frey (MAPE Staff), Carolyn Murphy, Eva Peterson, Nikki Engen, Laurie Johnson, Brian Fischer, Kristine Moody, Gretchen Scharmer, Joseph Sullivan  
DOR Management – Lee Ho, Kathy Zaminski, Allyssa Haugen

* Conference Room Reservations – Presented by Kristine
  + Kristine - During MAPE week Local 401 worked a lot on outreach to membership. For one of the outreach events Local 401 invited an MSRS representative to speak about retirement benefits in room 1500 however, the event was called off due to the reservation being cancelled by management. Due to the cancellation there is some confusion on what constituted proper use of conference rooms. Facilities classifies room 1500 as an internal room, management confirmed this.
    - Asks –have a documented agreement between management and Local 401 for room usage, use RSpace for announcements of events, use of public rooms up to two times per month. o Lee – Kathy has been working with facilities to determine what the process for approving use of conference rooms is for external organizations. Management would like to take time to take the asks into consideration to evaluate because they typically receive a lot of requests for room usage during the course of the business day, especially during prime meeting hours.
  + Kristine – All we ask for is equitable treatment to other organizations, for example, Toastmasters and ClubRev use rooms more than twice a month. In practice using meeting rooms twice a month instead of once would really only occur a few months a year.
  + Kathy – There is a difference between MAPE and the other orgs, any Revenue employee can join Toastmasters, only MAPE represented employees are technically allowed to attend a MAPE event. One of the concerns about the event was that non-MAPE employees wouldn’t be able to participate.
  + Kristine – We would allow anyone to come, including nonmembers. Is there a caveat to opening up participation by all?
  + Lee – Concerns with, for example, liability. A process was developed to deal with health and wellness liability concerns by the health and wellness committee.
  + Lee – We will look at Kristine’s proposed policy and check with facilities to see if there are parts they are willing to adopt to theirs. Timeframe will probably take about two weeks, will send communication to both Eva and Nic.
  + Kristine – Will check with other officers to see if policy presented by Kathy and management would be acceptable.
* Travel Policy – travel time for flights (Presented by Gretchen)
  + Gretchen – Question on page 14 of travel policy. The policy states we have 1.5 hours to reach a flight. She has heard different things from different supervisors on how the policy is applied. MAPE feels that this amount of time is inadequate. Asked HR who defines the policy and she was told it was up to the supervisor. Is the policy department wide?
  + Kathy – Yes, the policy is department wide. The policy applies to travel outside of normal work hours. That hour and a half doesn’t count if travel is during part of the normal workday. The policy also applies during “normal work hours” on a Sunday. We consider normal work hours to apply during weekend travel as well. FLSA doesn’t require Revenue to pay for hours spent on a plane or waiting at the airport. Revenue decided to pay employees for that time anyways. Also under FLSA if two auditors are traveling by car only the driver should get paid. Department believes that they are being more generous than the law requires. Will check to verify and provide clearer guidance of policy. Will send clarification to Eva and Nic in about two weeks.
* Unpaid leave/unpaid union leave usage (Presented by Eva)
  + Eva – Who qualifies to take unpaid leave and under what circumstances? We had a contract rally, some individuals from Ely weren’t allowed to travel down to rally on unpaid leave. UNL – Unpaid union leave without accruals
  + Kathy – Information that came from MMB says that individuals should be allowed to go per normal vacation policies.
  + Eva – example of person in Ely only had 7 hours of vacation and needed 9 hours, would she be allowed to use 2 hours of unpaid leave?
  + Kathy – Will look into Eva’s example and let Eva know in about two weeks.
* RCO Reallocations – (Presented by Brian)
  + Brian - Concerns about reallocation from RCO 2 to RCO 3. Collectors want more transparency in the process so they can better see how it works. They want more straightforward answers on why they are denied. They worry that factors they aren’t aware of holding them back, decisions being made on these factors behind closed doors. We would like to see that the process be documented from beginning to end so RCOs know how it works. Also asks that RCOs can sit in on reallocation panel discussions so they know why they were rejected.
  + Kathy – Gives example of the RTS panel, has been in place for about 8 years. Has two reps from each division that has RTSs and individuals from HR. When a reallocation request comes through they go before the panel and the employees do have an option to make a presentation before the panel, the panel asks questions (RTS Int to RTS Sr). RTS to RTS Int is handled by HR after approval of division director.
  + Brian – Looking for something similar to RTS reallocation process, to be involved in the meeting and the discussion.
* Kathy – Will arrange a meeting to discuss the process of reallocation. Brian will be included.
* Private sector vacation accrual and phased retirement (Nic)
  + Since the new contract language is in place we have a lot of questions about it.
  + Are there forms to fill out? What constitutes relevant experience?
* Kathy – No forms, we ask for an email from the employee with documentation from previous employer. Job description from former job, doc showing they came from a vacation eligible position. Etc. Have received about a half dozen requests already, all approved. Allowed to bump up to 5 years of experience.