Minnesota Revenue Meet and Confer – 8/29/18

MAPE – Lori Johnson, Eva Peterson, Nikki Engen, Brian Fischer, Gretchen Scharmer, Joseph Sullivan, Emily Moen, Ann Adkisson, Nic Frey (MAPE Staff)

Management – Alyssa Haugen, Lee Ho, Kathy Zieminski

Follow up on drinking water at outstate offices from previous meeting (Presented by MAPE) – Will other outstate offices have filtered-drinking water dispensers made available to them?

* Management- We’re looking at including language in future lease renewals to allow for drinking water dispensers to be added to Revenue-rented offices at these outstate sites.
* MAPE- Is it possible to get water for outstate sites before the lease renewal?
* Management – Not at this time, Admin usually doesn’t renegotiate lease terms between lease renewals.

Follow-up on St. Cloud office Seasonal Affective Disorder (SAD) lighting from previous meeting (Presented by MAPE)

* Will there be SAD lighting installed at the St. Cloud offices?
* Management – Not aware of this issue, it would be another discussion with the landlord to install overhead SAD lighting.
* Management – Feels at this point it could be an accommodation issue, encourages individual employees affected by SAD to contact management with regards to medical accommodation requests such as personal SAD lights.
* Management – Office of Sustainability is looking at including LED lighting language in future leases.

Follow-up on unpaid union leave from previous meeting (Presented by MAPE)

* Management – On July 9th they received an email from MMB stating the leave policy grid had been updated, MMB just got back to her last night stating it was OK to share the updated grid with MAPE. MMB grid shows accruals and classifies who is allowed to use unpaid union leave, Management will send copies to Eva, Nic, and Lori for their review.

Follow-up on Air-Travel policy clarification from previous meeting (Presented by MAPE)

* MAPE – Do we have an update regarding the air-travel policy clarification?
* Management – We sent the policy to the MMB, still waiting to hear back, not sure when they will get back to us.

Follow-up on RCO Reallocations from previous meeting (Presented by MAPE)

* MAPE – Had meeting with Collections Division management earlier in the week regarding making sure the reallocation process in collections is uniform and transparent, good progress has been made so far.

Follow-up on union room reservations for internal conference rooms from previous meeting (Presented by MAPE)

* MAPE – Feels that clarification is needed on a few items in the new policy
	+ MAPE gets one meeting per month in Room 2000, requests for additional meetings in this room go through Kathy Z.
	+ We want to make sure that smaller group meetings held in the internal conference rooms don’t need to go through HR
		- Management says this is correct
	+ MAPE asks for clarification that MAPE business agents are allowed into these rooms as well, points out that contract language already protects this
		- Management agrees that business agents are allowed into these rooms

Follow up on proposed Student loan repayment program (Presented by MAPE)

* What research would Revenue like to see to determine the feasibility of a department student loan reimbursement program
	+ Management – How would such a program be structured?
		- Page 150 of MAPE contract shows a good example of how a current program implemented at another agency is structured
	+ Management – It would be helpful to get information from DHS to see how many people use this program as well as to get a poll on how many MAPE employees have student loans at Revenue.
* Management – There is an interest in looking at implementing such a program though at this time we’re unsure of where it sits on the list of our priorities

Private sector vacation accrual request denials (Presented by MAPE)

* MAPE - Why are people being denied, is there specific criteria used to determine eligibility, and what criteria are we using?
	+ Management - We have had 55 requests (public and private)
		- We use the criteria as defined by the MAPE contract
		- Current policy is to grant up to 5 years of credit
* ♣ At least 3 HR employees review each application and make sure there is a consensus amongst themselves before denying an application
* ♣ Out of the 55 requests 16 were denied

• 1 AFSCME employee applied for it but it isn’t in the AFSCME contract
• 4 weren’t vacation eligible at their old jobs
• 4 people had away from their eligible job more than 4 years
• 7 were rejected because job has to be directly related and wasn’t. “Auditing” was used as an example of a job duty that can be used too generally. Management stated that “related” is not limited to taxes or to a specific tax type. Increase in demotions (Presented by MAPE)
- MAPE - We’ve seen 3 demotions in recent months and we feel this appears to be more than usual, has there been a change in policy used to determine when a demotion is to be used as punishment?
- Management – There hasn’t been a change in policy recently, Management says that they discuss this punishment with supervisors beforehand to determine whether a demotion is appropriate within the framework of the contract.
- Management - Demotions occur in performance related situations, demotion occurs when it is felt an individual is not capable of performing at their current level, not aware of any demotions made that haven’t followed this.

An employee presented a personal story of harassment by a contractor and ask for better procedures for dealing with such matters, as well as training, auditing prior claims, and check and balances in this process.

Steps to ensure that all complaints (past, present, and future) are handled promptly, thoroughly, and effectively.

* Audit all prior sexual harassment claims (2012 – present) to ensure they have been handled correctly and resolved to the satisfaction of all parties involved.
* Implement monthly audits on the status of all sexual harassment claims and the individual(s) who handle said claims
* Create a communication plan between the Department of Administration and all other state agencies, including outstate offices, concerning complaints made against vendors or contractors.
* Ensure the Director of the Office of Equity, Access, and Inclusion, the agency affirmative action and human resource officers and staff, all supervisors, managers, and senior management receive specialized training on recognizing, preventing, and their duties and instructions on handling sexual harassment claims
* Provide prompt and appropriate action in response to all complaints of sexual harassment agency wide
* Provide a procedure document outlining Revenue’s duties and responsibilities to the victim (complainant)
	+ Communicate the agency’s complaint and investigation procedures with the complainant
	+ Discuss next steps
	+ Provide resources
	+ Provide routine updates
	+ Complete review/investigation timely

We ask:

* Remedies shall be completed within 90 of days of today August 29, 2018
* Progress updates shall be supplied to the union monthly during the 90 days and if needed beyond