

Meet and Confer 9/23/20

MAPE Present: Lori Johnson, Emily Moen, Brian Fischer, Nikki Engen, Kristine Moody, Joseph Sullivan, Sally Wakefield, Nic Frey (MAPE Staff)

Revenue Management Present: Alyssa Haugen, Sarah Westley, Yia Her, Margaret Klein, Elizabeth Blomberg

Sexual Harassment Complaint Procedures – Emily

- Margaret: Since I joined agency last May there has been some work done on these procedures. An information packet was created in mid-February and tested with revenue management, however COVID has thrown this process off schedule. We are currently working on fine tuning a training rollout. Looking at training being done first or second week of November for management, all employees January/February. This training will consist of summary of training given to supervisors and management, introducing people to FAQs and what is defined as sexual harassment under the policy, process flowchart included.
- Kristine: Did the individuals with the complaints have the opportunity to review the packets?
 - o Margaret: yes, they were very involved and did view the packets and flow chart.
- Moen: Have the individuals with complaints been communicated with since February?
 - o Margaret: unsure, she would have to check
- Moen: Did all the managers and supervisors see this packet?
 - o Margaret: Only a pilot group of 40, still needs to roll out
- Moen: Is the union a part of the process?
 - o Margaret: They are a part of the communications process per the flow chart, management will notify the union that a complaint was received and also they will receive the closing letter, also will be notified if management can't complete investigation within 30 days.
- Kristine: When a complaint is filed can the individual work with their union?
 - o Margaret: Yes, an individual can bring a union steward with them when they come forward to speak about a complaint. Also if they come alone equity and inclusion office will let them know they can have somebody with them as well.
- Emily: Is the flowchart final and can we get a copy for review?
 - o Alyssa: We would like to send out an agency message first, then we can get that copy to you.

GI Bill apprenticeship program – Joe

- Alyssa: Revenue has chosen not to move forward given the resources that would be required to complete the application and approval process. Can't commit HR resources to setting up the program at this time as we don't feel we would be able to administer it successfully. We are interested in this and will review once the hiring freeze is lifted.

Student Loan Debt Reimbursement – Joe

- Alyssa: At this point discussions with our management working group have been put on hold, there are recommendations that have been made but evaluating those has been put on hold until we can plan for the next budget.

Three examples of cases of accidental browsing – Kristine

- Management will provide examples of this by next time.

Process for reallocation from RCO2 to RCO3 with COVID related limitations – Brian

- Brian: Will COVID restrictions be factored in when taking reallocation into account?
- Sara Westley – At this point we haven't implemented any changes in the reallocation process, we aren't currently aware of any instances where people haven't been able to meet expectations. Not anticipating any changes, if you have specific scenarios let me know but not aware of any instances where anyone was held back. Default right now is meet expectations. Actual numbers being looked at, not aware of an instance where a collector wasn't meeting their numbers due to COVID restrictions since March.
- Lori: How many employees have been reallocated?
 - o Sara: Don't have those numbers on me
- Nic: Are you tracking the numbers pre and post pandemic?
 - o Sara: Employees can see performance metrics in rspace, also management tracks other information as well, such as bankruptcies being filed, etc.

Salary Savings Leave: Are employees expected to maintain normal workload?

- Elizabeth: Salary Savings leave is only intended to be approved if business needs of the Department/Division can still be met. For example, before approval for vacation is given management needs to be sure that business needs will be met in employee's absence.
- Lori: how is that communicated to the employee?
 - o Elizabeth: This would come as a conversation with the supervisor when discussing approving leave.
- Lori: Are all divisions having employees do a writeup to get approved?
 - o Elizabeth: Unsure
- Nikki: Took a week off every month, unrealistic to expect I'm going to work 100% when I'm gone a week a month. Also Unit P had to do a writeup to be approved for leave. Emily also had someone approach her to ask if there was a requirement overall. Supervisor asked them how they were going to manage their workload.
- Sara – Departmental and Divisional business needs must be met before salary savings leave is granted. Individual expectations may be prorated however business needs of the division must be met before leave is granted.

Dissolution of Collections units N and E, is Collections Division going to continue reassignment practices based on seniority? – Nikki

- Nikki: A member wanted to know why seniority reassignments process was not offered during the suspension and or dissolution of Collections units N and E? Was this because the supervisor(s) were temporarily on leave due to health condition as opposed to the positions being vacant?

- Sarah: Yes, exactly.
- Nikki: If a supervisor was to leave the department as oppose to temporarily being gone (i.e. for health condition or FMLA leave) the Division would offer the same reassignment practices it has used in the past.
- Sarah: Yes it would use the seniority reassignment.