

# RAMSEY COUNTY LABOR MANAGEMENT COMMITTEE

OCTOBER 17, 2023 – 1500 hours

*The LMC is intended to be a collaborative effort for open discussion and idea sharing. It is not a policy making committee, although through these sessions changes may be initiated and/or considered.*

## **Attendance:**

ECC Leadership: Nancie Pass, Tianna May, Lindsay O'Donnell, Erin Quinn  
LELS #349: Cindy Barnes, Nicole Diamond, Amber Guettler, Bao Moua, Kelly Skalsky, Jay Sliwinski  
St. Paul Federation: Chris Kurr, Michelle Tousignant  
RC Labor Relations: Cassy Fogale  
Scribe: Shar Whebbe

## **REVIEW OF AGENDA and PREVIOUS MEETING ACTION ITEMS (09.07.23)**

Agenda and meeting notes were accepted without edits.

- Action Item: Mandates – The four union members who are sitting alongside supervisors during the mandate process will meet together to compare notes once they have each completed one mandate cycle. S. Whebbe will keep this on the agenda. [In process.](#)
- Action Item: Voluntary Overtime – N. Pass will send out an email notifying all employees that the stipend process for VOT will be sunsetting. [Completed.](#)
- Action Item: Mandate Credit – N. Pass will include in her email that going forward a mandate will only be credited if a supervisor assigns a shift to you, or if it's within 24 hours. [Completed.](#)
- Action Item: Mandates/Bid Vacations – S. Whebbe will keep this on the agenda. [Completed.](#)
- Action Item: Refrigerator Cleaning – N. Pass will communicate with the Clean Environment pillar on some suggestions regarding bigger signs on the refrigerators and putting a clean-out date on the freezer. [In process.](#)
- Action Item: Crisis Flowcharts - A. Guettler will follow up with N. Diamond on some specifics and will bring forth the questions to T. May. [T. May will follow up on questions.](#)

## **FMLA and SICK SLIPS (LELS 349)**

There is a question about sick slips being required for persons on FMLA during times when the center is requiring sick slips from all employees (i.e., holidays). This will be the center policy going forward. Per C. Fogale, this is within FMLA and ADA guidelines and does not violate an employee's rights. Communication should go out to the floor with enough advance notice so everyone is on the same page with an email and possibly in the Here's The Story weekly newsletter.

- Action Item - Communication will be sent to the floor via these minutes, an email, and an article in the Here's The Story.

## **PSD WAGE ISSUE UPDATE (LELS 349)**

This issue was assigned to the HR compensation specialist who is still reviewing the situation.

## **NEW EMPLOYEES STARTING HIGHER THAN STEP 1 (LELS 349)**

There are questions as to why this would happen or if LELS 349 could be notified. Per C. Fogale, the contract speaks to following personnel rules and starting people within the pay scale. As employees talk on the floor about their wages, it can cause turmoil among staff. Setting wages is part of the HR pre-employment process, and the message should be that there has to be a justification for deviating from hiring at Step 1. This includes supporting documentation outlining experience/education beyond the minimum qualifications. In those instances, HR reviews the request and may approve a higher starting step. An employee can appeal via a request for a salary adjustment if they believe they were not hired at the proper step.

## **UNION RESPONSIBILITY and DISCIPLINARY ISSUES (LELS 349)**

Recently, supervisors have requested for union representation on behalf of employees during disciplinary meetings. As a reminder: It is the employee's decision if they want a union representative at a meeting. Supervisors should not be disclosing any information on behalf of an employee. Supervisors will be going through a mandatory training on this in November.

### **CARRY-OVER ITEMS FROM 09.07.23 MEETING (S. Whebbe)**

Union Members/Supervisors going through the mandate process has been covered on this agenda. Mandates/Bid vacations has been covered on this agenda.

### **MANDATES (LELS 349 and FEDERATION)**

T. May is working with the supervisors on the Staffing Levels SOP and the Mandate SOP. They are working on changing the wording on the staffing levels to reword the minimums to reduce the amount of overtime signups that happen when they might not be necessary and to begin allowing some additional incidental time off requests. A proposed revision was distributed and reviewed. This would be in effect from Labor Day to Memorial Day with consideration for the summer to be discussed at a later date. We would still fill overtime on a rolling 30 days as we do now. The proposed order of cancelling overtime is as follows: mandates then overtime then comp time. The policy also will cover mandates preceding or post vacation bids. There are still details that need to be finalized. The target date to have this implemented is November 1<sup>st</sup>.

- Action Item – T. May will work on finalizing the SOPs and will include verbiage regarding the 9<sup>th</sup> spot requesting incidental time off and that needing to be done every 4 hours in case there is a sick call and RDO mandates in and out of title.
- Action Item – Once the wording is finalized, T. May will send the document to LELS 349 and the Federation for review.
- Action Item – There will be collaborative messaging to staff surrounding this and follow up in December on how this new process is working.

LELS 349 is asking that if a supervisor has to work outside of the scope outlined above they make a note in Kronos or track why that decision was made so it's easier to answer specific employee questions.

- Action Item – This practice will be added to the above SOP.

There have been numerous recent examples of people being mandated outside of their regular shift hours. This should be a last resort practice. There was also discussion about the distribution of mandates between employees.

- Action Item – Leadership will have further conversation on this and follow up.
- Action Item – Leadership will review the mandate buckets.

There was discussion regarding voluntary overtime being counted as a mandate. It was agreed on at the last meeting this process would sunset along with the stiped for picking up voluntary overtime. At this time, the process will remain that the only time counted as a mandate will be actual mandates, nothing an employee signs up for.

### **CTOs (Leadership)**

There is a struggle to get TC CTOs. Leadership is evaluating how to address this issue, and there is recognition that training others is part of the TC job description. We may get to a point where we have to require every non-probationary TC to be in the CTO rotation, but leadership would like feedback from current and previous CTOs before decisions are made. There is also potential to allow PSDs to volunteer to train a new TC if staffing level allows.

- Action Item – T. May will schedule a meeting for current and previous CTOs to have an open discussion on the training process.

Low staffing levels are an industry hardship right now, and many of our surrounding counties have lowered their typing requirement and changed their vetting process.

### **INFORMATION SESSIONS FOR NEW INSURANCE (C. Fogale, LELS 349)**

For RC employees, there are going to be 3 medical insurance plans: Preferred Plan (aka High Value Network), Broad Plan (aka Aware Network), and High Deductible Plan. If employees are wondering if their physician/care team is in the new network, they should look on the BlueCross/BlueShield website. Also, single and family premiums will be split between two pay periods now. The insurance information on RamseyNet has a lot of links/resources.

- Action Item – C. Fogale will send her PowerPoint to this committee.

### **NEW BUSINESS/OPEN DISCUSSION**

There are legislative changes coming in 2024 regarding sick slips and medical leaves. There will be a county-wide policy, and leaders are being trained by the 1<sup>st</sup> of the year. There is a request to have some of the training for employees be scheduled in the late afternoon or evening for 24-hour staff.

→ Action Item – This will remain on the agenda for December.

### **NEXT MEETING(S):**

Wednesday, December 20, 2023

1500 hrs – 1700 hrs

- Leadership will be running the agenda.
- Shar Whebbe will send a calendar invite to all members and reserve the room.
- The December agenda will be sent out on 12.13.23 – all agenda items due by that date.

Meeting adjourned at 1705 hrs.

Respectfully submitted,  
Shar Whebbe