

PEF Labor Management Meeting  
Thursday, December 21, 2017  
3:00 PM – 5:00 PM  
Room 106, Justice Center

FINAL MINUTES

**PEF**

Meghan Keegan, L/M Chair  
Kate Richardson  
Caitlin Janiszewski, PEF Representative  
Tara Bentley, PEF Recorder

**Management**

Deb Nolin  
Lisa Cole  
Jody Signoracci

**1. Call Center Vacation Memorandum of Understanding**

- A. PEF submitted language in response to three management concerns.
- 1) The non-high peak PAL requests criteria, it will have no more than 3 blocks totaling no more than 75 hours in each round of requests. Management requested minor language changes, will submit and finalize by next week.
  - 2) PEF and Management are working on wording regarding situations when accruals are insufficient to cover a PAL. A new template for time off requests is being developed to address these issues. Language will be decided by next week.
  - 3) PEF and Management have agreed on language to lower the number of hours an employee needs to volunteer for to be moved to the bottom of the “mandated” list. VPPS 3’s will need to volunteer for 3.5 hours and VPPS 1 & 2’s will need to volunteer for 5 hours.
  - 4) For next meeting management will report back on issues of individuals backing out of OT.

**2. Flexible scheduling for non-overtime eligible PEF staff**

- A. Asking people to record their shifts instead of actual time worked which presents a problem in Medicaid billing and in terms of the PEF contract.
- B. People requesting to flex their time within a pay period and consistently being denied by supervisor without justification for operational need.
- C. An adjusted work schedule needs to have prior supervisory approval.

### **3. Travel Policy**

PEF received reports that a travel policy or manual is being developed in Individual and Family Support Unit and Advocacy Unit, Management will look into the matter and get back to PEF by the next L/M meeting.

### **4. Members reported being told not to speak to their co-workers on the call center floor.**

PEF inquired if there had been a written directive from Management stating that employees on the call center floor are not to talk to their co-workers at any time. Management denies knowledge of such a directive and will look into whether or not someone gave a written directive to their team about this issue and report back.

### **5. Next meeting – March 1, 2018 – 3pm – 5pm**