

APSS Meeting
June 9, 2016
LOH 167
12:00 p.m.

Agenda

- I. Call meeting to order 12:02
- II. Roll Call – Cheryl Anderson, Becky Bakale, Erica Baker-Bringedahl, Lindsey Burns, Autumn DeRoo, Barb Ellis, Cheryl Fischer, Bill Grimaldi, Michelle Holstege, Tami John, Rhonda LeMieux, Patti McCarthy, Patrick Perry, Janet Potgeter, Hollie Rago, Mark Saint Amour, Carol Talsma
- III. Approval of May meeting minutes – correction to Communications and under the New Business section.
 - a. Question raised on Confidential Clerical – they have their own set of guidelines
 - b. Motion to accept May meeting minutes – RL, seconded and carried
- IV. Presidents Report – we received a thank you letter from Allen Sietsema who has received a portion of the PSS Scholarship – it could be used as a way to promote donation to the PSS Scholarship fund. We did have a student request the entire award – due to the fact he was graduating in December – we did not change guidelines and he was awarded a partial award.
- V. Treasurers Report – Written report given –
 - a. The insurance liability premium is due, there is also a Cyber package if we deem it necessary. Autumn will look at the specs to see what they are offering in regards to what we currently have as the APSS.
 - b. If there are any reimbursement requests Hollie would need them by the week of 6/20.
 - c. Motion to accept the treasurers report as given – motion seconded and carried
- VI. Membership Report – written report given
 - a. Confidential clerical is not listed.
 - b. Two new members have been moved to the RTW as we do not have forms returned from them after probation.
 - c. Joyce will begin her role as Membership Director in July.
 - d. Thank you to Janet for all her work for the past few years.
 - e. There is an employee that will start her probation over again as she is returning from an accident – they may resume probation from the point she left due to medical. Becky will confirm with HRO
 - f. The new IT person is not in JHZ but in Kindschi

- g. Dues report – there are a few out on medical.
 - h. Motion to accept May’s report – seconded and approved
- VII. Communications Report – Erica would like to use Dropbox to file share online. She uses it currently for the newsletter – so she has all the information on any computer she is at. It would allow us to communicate with the most up to date information. Erica will send an invite to Dropbox. Hopefully by the next meeting we will be able to use this by the next meeting.
- VIII. Member Relations Report – Still have not closed the association grievance because Dev in HRO has not given a resolution as of yet. If he does not respond – then we will have to have the attorney contact him. He is still learning and not quite organized in the processes with organized labor. She is hoping the grievance can be closed – currently without it being closed it is an unfair labor practice. We also just completed a step 3 grievance - it was agreeable by all parties and the member chose to go ahead with the resolution – our attorney has written up the resolution, it will have to go through the university legal counsel since it has come from an attorney. It has been a very busy few months, it has been a great opportunity for members to contact us with questions. We did have a member on medical that HRO charged the holiday for as salary continuation, Cheryl will be checking the status of this with HRO. Cheryl read section 12.1.3 Eligibility for Holiday pay - For the use of holiday time must have worked all of the hours of their last scheduled work day unless absent for a contractually accepted excuse. We have to make sure our members let us know of those items – Payroll is making the decisions to change items that contractually should not be changed.
- IX. Building Representative Reports – Question regarding salary continuation for AP staff. They have no process in place to track AP or Faculty salary continuation. As an AP – for the paternity portion – they only receive the day of the birth, and the day the baby comes home. PSS members get the same paternity leave.
- a. A question regarding salaried employees and the new OT requirements
 - b. A question regarding flexible work arrangement has arisen – the staff member had a flexible work arrangement with a prior supervisor, she has 1 additional year to obtain the volunteer work for her degree. It was undocumented prior, that form should be renewed every year, that form does state it can be canceled at any time and there is a 90 day trial period. Contractually there is nothing that prevents the supervisor from doing this. Because there was a precedent set – we may have an ability to pursue that aspect of the flexible arrangement. The staff member has made this work for 3 years, the evaluation have reflected that until this year. She feels that she may be targeted as others are flexing their work as well. She has also taken lost and vacation time to make up for the missed hours. Cheryl can attempt to work something out however, there is no guarantee.
 - c. So you have to be 30 hours to be full time – if you have a shared time employee – then they would become a job share position, and with that they would have to split the benefits. There are currently only 3 job share positions that are available.

Next bargaining they will argue part time benefits. That is why they are hiring new part time employees at .45. The members are 2 different classifications and units – so it would not be allowed because of the difference in classification.

X. Old Business

XI. New Business –

- a. In the recent newsletter was a “when to contact your building rep” every month we have good discussion regarding contractual issues. Discussed a few of the bullets we listed in the newsletter. For new people since we are academic year, now is a good time to introduce the union to new employees. Most frequent question Becky gets is on the exercise policy, maternity leave and anti-harassment policy – GVSU has a website of all our policies, sometimes the issue is not contractual – but policy. The other piece is to call your building rep if a meeting is becoming disciplinary in nature.
- b. We finally have it figured out in Payroll with our 19 pays that we will have dues removed. We will have to address annually as there is a month usually that falls with 3 pays.
- c. We had question if salary continuation for a marriage counseling appointment – Salary Continuation is for mental health as well.
- d. Development Pay – the PSS training committee has been really valuable to the members that have not met their SDP requirements.
- e. Will receive a new email regarding the shared folders as that will turn over to Joyce, follow the instructions provided in Outlook as she will now be maintaining the email list in outlook.
- f. Coreen is hoping to attend the July meeting – many members may not be available during that month due to vacations – we are currently not postponing the meeting.

Meeting adjourned at 12:59