Labor-Management Council Minutes

Meeting Date: March 19, 2019

Cochran Room, Kilcawley Center

**In Attendance:** Dr. Mary Lou DiPillo, Associate Dean BCOE; Atty. Holly Jacobs, VP for Legal Affairs and HR; Atty. Kevin Kralj, Director, Labor and Employee Relations; Ms. Melanie Leonard, ACE representative; Dr. Joseph Mosca, Interim Provost and VP for Academic Affairs and Council Co-Chair; Ms. Debbie Moy, ACE representative; Dr. Jennifer Pintar, Associate Provost for Academic Administration; Dr. Steven Reale, OEA 1st Vice President; Mr. Shawn Varso, YSU Chief of Police; Mr. Ed Villone, President of APAS; and Ms. Brittany Bowyer, Office of VP for Finance and Business Operations.

**Agenda Topics:**

**Unscheduled Leave policy 3356-7-16** – Atty. Kralj wanted to discuss the new policy for *Unscheduled Leave* approved by the Board in December. He touched on important sections of the policy such as definitions in section D and the use of leave pertaining to the policy in sections E and F. (Please see attached policy and frequently asked questions sheet.) He stated that unscheduled leave is leave taken without pre-approval by an employee’s supervisor related to extreme winter weather conditions or during periods of extreme heat when the air is off. He said an employee cannot use sick leave, they would need to use any accrued vacation leave or personal leave from sick or take leave without pay. However, faculty would not need to take leave, if classes were cancelled. Dr. Reale asked about students using unscheduled leave as noted in section E, 3 of the policy. He asked for clarification on an example, if the air is off in Cushwa Hall only and a student wants to use unscheduled leave then they can do so, even if classes have not been cancelled. However, if a student in Bliss Hall wanted to use unscheduled leave, they would not be able to unless it would be due to extreme winter weather, since the air is only off in Cushwa Hall. Atty. Kralj confirmed and said it depends on the situation.

**Workplace Violence, Threats, and Disruptive Behavior policy 3356-7-04** – The other policy Atty. Kralj discussed was the revised *Workplace Violence, Threats, and Disruptive Behavior* policy also approved by the Board in December. The newest addition to the policy language is in section F. This section requires any employee that is arrested or charged with a crime either on or off campus needs to disclose information within seven days of the incident to the Chief Human Resources Officer. Another update to the policy states that any student or employee of the university who has a protection order or restraining order as a victim or perpetrator, needs to notify their supervisor. (Please see attach policy and handout regarding employee disclosure.) Chief Varso mentioned the police station has a file of both type of orders and the Mahoning County court can send a copy of the court order to YSU police if the person notified the court they work at YSU. He said Dr. Reale said OEA has an issue with the disclosure. Statistically males are arrested more frequently than females and a person may or may not be charged with a crime until proven guilty. It feels like an invasion of privacy. Atty. Jacobs understands the issue, but states that university needs to know if someone has criminally done something wrong. They need to know whether to notify certain individuals or take corrective action, especially to safeguard the campus community.

**Faculty Electronic Leave Reporting** – Atty. Jacobs announced to the council that faculty will start using electronic leave reporting in Fall 2019 and will no longer use paper leave sheets. She said HR would be offering training sessions for department chairs and faculty starting in April. The process is simple to use, the employee just needs to open the current report, insert hours of leave taken during that period and submit it for approval by their supervisor. Dr. Pintar asked if a system default could be set if someone does not submit their report. Atty. Jacobs said notifications are sent to the employee to remind them to submit their leave before the deadline. If submission takes place after the deadline, the employee will need to print out the leave on paper, have their supervisor approve and forward it to Payroll. If a paper submission is past the deadline, the employee will not be paid for the upcoming pay date, but the next one. She said there is a two week lag time between submitting leave and the pay for that period. Dr. DiPillo asked if only full-time faculty would use the leave reporting. Atty. Jacobs and Atty. Kralj said both part-time and full-time faculty would use the electronic reporting. Any employee accruing leave would need to do so. Dr. DiPillo was concerned about faculty remembering to submit the report and thought the department secretaries or assistants could send out reminders.

**Check-in and Announcements:**

**Provost Search Update –** Mr. Villone stated the ACE, APAS and OEA unions attended a luncheon with the four provost search candidates and that it was very nice and appreciated. Dr. Reale and Ms. Leonard agreed. Mr. Villone then asked if there was an update on the search. Dr. Mosca stated the search process is almost complete. Having three search committees has made the overall search process run very efficiently; out of 60 applicants, there was a good consensus on the four candidates that were selected to come to campus. The search committee is currently reading comments submitted by the campus community. Afterwards the top two rated candidates will interview with the Board and then the President will make the final selection in April. Ms. Leonard asked when the new provost would start. Dr. Mosca replied on July 1, 2019 as he will be retiring prior to.

**Union Elected Representatives** – Dr. Reale announced the results of a recent OEA election, noting he would be the next OEA president and mentioned other elected OEA officials:

* Rebecca Curnalia, 1st Vice President
* Diana Palardy, 2nd Vice President
* Loren Lease, Secretary
* Tacibaht ‘Taci’ Turel, 2nd term as Treasurer

Ms. Leonard mentioned ACE would have union representative voting in May for President, 1st Vice President, Secretary and a new negotiating team.

**Adjournment:**

The meeting adjourned at 9:41 a.m.

**Next Labor Management Council meeting: Tuesday, May 14, 2019**

**at 9:00 a.m. in KC, Cochran Room**

**Labor Management Council**

**2019 Meeting Schedule**

Updated 11/21/2018

~~Tuesday, January 22, 2019 9-11am KC, Cochran Room~~

~~Tuesday, March 19, 2019 9-11am KC, Cochran Room~~

Tuesday, May 14, 2019 9-11am KC, Cochran Room

Tuesday, July 9, 2019 9-11am KC, Cochran Room

Tuesday, September 10, 2019 9-11am KC, Cochran Room

Tuesday, November 12, 2019 9-11am KC, Cochran Room

Respectfully submitted,

Brittany Bowyer,

Recorder