

SEIU 1199/ OOD APC Agenda
Microsoft TEAMS
March 17, 2022, from 1-3 PM

Attendees: Karen Grafton, Vicki Grozier, Shannon Komisarek, Allie Smith, Katy Robson, David Scott, Marc Manheim, Angela Bishop, Megan Fagan, David Lundberg, Tyler DiDonato and Michele Shockey

1. Telework Policy

- a. Any updates as to when to expect this? There must have been revisions made since the original draft was sent to 1199 for approval. What changes have been made since the initial review, and when can we expect to see the updated policy prior to rollout? Has there been a training scheduled on the new policy and changes to travel? Oct-draft for work and attendance policy sent to union but not acknowledged by staff
Commuter offset is not part of new policy and procedure.

Response from management: Telework policy impacts many policies and procedures so reviewing it now for discrepancies and to make sure it is clear for VRS and other staff. It will be sent out soon since feedback was sent in from VRSs. New developments have also occurred recently. All directors were given a timeline by DAS to provide information about where staff are with working in the community, the office and with the people they serve then DAS will provide recommendations. Union has 30 days to review policies and provide feedback prior to it being sent to employees. Portal to portal for transportation is still in effect. If employees have any questions about travel, they should contact their VRS who will check in with their Area Manager and HR if necessary. Any questions about whether to use a state vehicle or your own personal vehicle and request mileage reimbursement is also a question for the employee's VRS to answer.

2. Flexibility in schedules

- a. Several members have concern about the lack of flexibility in our schedules. We are not permitted to start prior to 7am or work past 5pm, which makes sense when the concern is office coverage. However, we are all on a permanent telework schedule for the time being and there is not a business related need to have schedules be so rigid. Is there any plan to go back to being able to flex throughout the day as needed as we continue working from home?

Response from management: 7:00 AM to 5:00 PM are going to remain the business working hours. It provides a wide range of hours for flexibility to manage schedules. The need for office coverage and to meet participants needs is still the priority. Recruitment and retention are a concern so they are talking about how they can be more flexible. The ability to flex is in

policy. Conversations with supervisor should occur but employees can't expect to always have it approved due to business reasons/operational needs. Office in person coverage need can make it difficult especially in small offices but if it is possible, it will be approved for job satisfaction, recruitment and retention. If denial from a VRS is a consistent issue or doesn't seem right, then you can tell your VRS that you are going to reach out to the AM b/c it feels like a bigger issue than you and the VRS can solve together. It's supported in policy so VRS shouldn't be concerned about getting into trouble, management will communicate that with the VRSs.

3. KRONOS Lunch Time Stamps

- a. Currently, we are the only state agency that requires employees to punch in and out for lunch on KRONOS. The other state agencies, all of which use KRONOS time keeping, have 30 minutes automatically deducted. Why are we requiring employees to do this manually? This is causing staff to take less than their scheduled times to log back in and punch the time stamp at the right time.

Response from management: There is a 3-minute window allowed for clocking in and out on Kronos so VRS should not be asking for a comment or additional documentation if it is just a minute or two. Waiting, if possible, to use six-minute increments to punch in and out works better for Kronos. Direct entry can be done if it rounds up or down then just put a note in. Department of Health timestamps everything including lunch. Director Miller mandated that we do it for accountability. It is also assisting with safety in the telework environment b/c if someone doesn't clock back in from lunch they can do a wellness check on them.

4. Vacant Positions

- a. When a candidate passes the interview process for a VRC or CA position, but there are others who scored higher and are offered the positions initially, are those other candidates contacted and being used to fill vacant positions? Are those passing candidates on file for a period of time and use to backfill open positions?

Response from management: HR does hold passing scores for a while, currently for a year unless interview questions have changed. Applicants do need to reapply though. In the past HR has encouraged applicants to reapply by sending notifications. Filled some openings with those that passed the test already. The list of people should increase now that the hiring freeze has been lifted. Shannon and Liz meet to discuss and make sure they are on the same page. Communication has increased with HR and management now that there is such a big need. They discuss information about how many positions and where they will be placed to meet VR needs. There are times on a case-by-case basis that HR may

reach each out to previous applicants. Pool of candidates applying is extremely low right now which is shocking compared to the number of candidates that have applied in the past. Recruitment strategies are being discussed with private and other public agencies. It is not just OOD but all agencies are experiencing it. Ideas are welcome.

5. Call Off Procedures

- a. There is a lack in consistency with call off procedures statewide. Per policy, it is only sick time that is required to be called in every day an employee is using it to take off. Why then, in some areas, it is expected that employees call in every day they are taking other types of leave (example: bereavement), even though the requested time off spans three days? Call in for sick leave everyday but not for personal, bereavement
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Response from Management: there is no requirement to call of daily on bereavement leave. Please give us the names of those whom this scenario is attributed too and we will address.

6. RUMOR MILL

- KRONOS App on state cell phones. Is this going to be available and required for everyone to use (including central office employees, not just field employees?)
- When can we expect training on marking tax location changes in Kronos? Job Aids?

Response from management: Questions are being asked about who should have or need the Kronos app then communication with HR and IT will occur. It is only needed for those that are out of the office and traveling. It may change if travel expectations change for any staff member. Do those that need it have it? It is meant to be a tool to make it easier. AE2s are the only ones who don't have it. It does need to be added to the checklist for new employees.

Suggestion from union: Job aid updates/training or videos would be nice to be able to refer to when needed for Kronos app.

Training on marking tax location in Kronos was provided the same day that agenda went to management. Refer to DAS website for job aids. HR is working on sending them out to staff. Recording of training is on the HR site. HR can't give out tax advice. Frequently asked questions also contains information about where to find it.

7. NEXT APC

- June 16, 2022