

## **WCU HR LABOR RELATIONS TELESEMINARS**

**In the Spring of 2010 we provided a four-part 45 minute teleseminar series for managers and supervisors of AFSCME employees to get answers to their labor relations questions. HR-Labor Relations Specialists, Trish Seningen and Lauren Hilferty, covered the following topics and questions below. E-mail us for a recording.**

### **Preservation of Bargaining Unit Work (Wednesday, May 5; 10-10:45 am)**

- Am I responsible to pay an employee for extra or higher level work regardless of whether the work is assigned to or assumed by the employee?
- Can you clarify when a manager or supervisor can help or guide a bargaining unit employee with the work? (When can they do bargaining unit work?)
- If an employee is given a higher level classification, can I still have them do the lower level duties too?
- Can you please clarify what duties work student workers or interns cannot do to avoid the claim they are doing BU work?
- If I have someone who wants to volunteer their time, can I use them?
- How is it determined if an employee is deemed essential?
- What rights does a temporary employee have?
- What is out of class pay and when can it be offered? Can it be turned down?

### **Performance Improvement through the CBA (Wednesday, May 12; 10-10:45 am)**

- Does the CBA describe the process for establishing and changing job descriptions and standards?
- Where does the contract address the performance evaluation rules and the importance of the process?
- When it come to treating my employee regarding their performance, should I be trying to achieve “fairness” or “equality” for them?
- What is the probationary period, and what are my rights and the employee’s rights during this period?
- What options do you recommend when I have tried to work with an employee to improve performance but it is not getting better?
- What does the term “due process” really mean?
- What is my role in the PDC (decision maker, fact finder, witness, etc.)

### **Leave, Overtime and Comp Time (Wednesday, May 19; 10-10:45 am)**

- How much lead time does an employee need to provide me when requesting leave?
- Can I have employees be required to call in directly to me to get their leave approved?
- Does calling into an answering machine automatically mean the leave is approved or do I have some discretion to approve or disapprove?
- Under what circumstances I can disapprove leave? Do I have to approve a request for anticipated leave?
- Can I establish my own callout procedures for my department?
- What data is available and what recourse do I have if I think an employee is abusing time?
- Do I have to provide overtime pay or comp time when someone comes in early or stays late without my approval?
- When can I offer comp time in lieu of overtime pay?
- Can you please clarify when I have to equalize overtime and how to do it?

#### **Grievances and CBA (Wednesday, May 26; 10-10:45 am)**

- What is my responsibility when I receive a grievance from the union or employee?
- What recourse do I have if I don't agree with the outcome of a grievance?
- When should I be concerned if my department is generating too many grievances?
- What is the shelf life of a grievance?
- What are the top 3 misunderstood or misinterpreted sections of the AFSCME CBA?
- What sections of the CBA should be read together to best understand the total intent and meaning of the sections?