**MINNESOTA SEX OFFENDER PROGRAM**

**AFSCME LABOR/MANAGEMENT MEETING**

**St. Peter – HR Conference Room – Microsoft Teams**

**March 14th, 2024**

**12:00 p.m. – 2:00 p.m.**

Present: Jamie Schwartz; Nick Weerts; Lea Plonty; Matt Stenger; Tim Lokensgard; Bonnie Wold; Nikki Boder; Suzanne Kocurek; Eric Hesse; Ryan Cates; Eric Christensen; Steaed Doehring; Marie Hartman; Michelle Sexe; Eric Manriquez

**FOLLOW-UP ITEMS**

1. **Inverse Numbers – Operations & Health Services:**

Operations Total – 370.25 Hours

* 1st Watch Staff Inversed to 2nd Watch (43 Staff) For 208.5 Hours
* 2nd Watch Staff Inversed to 3rd Watch (25 Staff) For 118.75 Hours
* 3rd Watch Staff Inversed to 1st Watch (7 Staff) For 43 Hours
* Health Services SP – 0 Hours
* Health Services CPS – 0 Hours

1. **Overtime Numbers – Operations & Health Services:**

* Operations – 2476.75 Hours
* Health Services SP - 0 Hours
* Health Services CPS – 11.25 Hours

1. **Vacancy Rates:**
   * AFSCME Overall: 17.9% **↑**
   * Overall: 14.4% **↓**
   * Security Counselor: 15.0% **↓**
   * Security Counselor Lead: 10.3% Unchanged

**Security Counselor Vacancy Rates by Watch:**

* + - * 1st Watch: 12%
      * 2nd Watch: 15%
      * 3rd Watch: 10%

1. **Job Coaches*:***

MH – There is a meeting scheduled for April 4th to assess the Job Coach Program.

MS – We have received positive feedback from staff regarding the added CPS modules.

If there are perimeter modules that need to be updated, let Eric Christensen know.

1. **SCL Positions:**

MS - A 3rd Watch GAW Lead Position has been posted; this was moved from the CPS utility pool. We have requested 3 additional Lead Positions for FY25. (1st Watch CPS, 2nd Watch GAE, and a Utility Pool Lead)

Can we streamline the process for Lead interest bids?

TL – We look at each case individually and try to be thoughtful with interest bids, such as familiarity with the work area. Interest bids lengthen the bid process. We will try to be more thoughtful and will talk to NW or EH about interest bids in the future.

Ideally staff should have the opportunity to work in their preferred work area.

**AFSCME AGENDA ITEMS**

1. **Intermittent SC Postings:**

TL -1 FTE was reallocated to (5) .2 Positions, there was one internal bid that accepted a .2 position. We have been working with MSU Mankato on internships with students in their last year of college, the plan would be to train them and keep them at a .2 in the hopes that they would want to work here full time eventually.

How about retirees?

TL – We can reach out to retirees if we don’t have any luck with the students.

How about probation and evaluating work performance?

Intermittent and Less Than 50% Time Employees. All probationary periods shall be one thousand forty-four (1,044) working hours or a maximum of one (1) year. Working hours shall include hours actually worked. The probationary period under this Section shall be no less than six (6) months. Working hours shall also include paid holidays, compensatory time off taken, and paid leave taken in increments of less than the employee's normal workday.

1. **Bumping to 1st Watch:**

Labor would like to point out that 1st Watch staff are being inversed far more than other Watches, and that they are a smaller work group. There were 19 staff on OT for 2nd Watch recently and the next day there were 18. 1st Watch staff are getting inversed multiple times per pay period. There are plenty of staff that sign-up for 1st Watch OT.

TL – 1st Watch currently has 3 vacancies.

BW – We can take a closer look at 1st Watch numbers/bumping.

1. **Seniority Rosters:**

Contractually: On the first business day every two months, the Appointing Authorities shall prepare and post the

rosters electronically for each seniority unit.

LP – Will check in with the operations team.

1. **Update on Perimeter Construction and Unit Moves:**

Unit moves will start at the end of the month.

MH – The affected staff were asked about their preference of work areas and Leads were consulted regarding the moves.

EC – The project is expected to last 9 months total. 4mos/break/4mos. The Pexton unit stations will have a sliding window installed and new counter tops. Met with infection control regarding isolation/quarantine.

MH – AP clients will be moved back to Pexton when the project is completed.

1. **Additional Vacation Availability for Day on the Hill:**

April 2nd is the annual AFSCME Day on the Hill. Can we have additional vacation slots added for staff that want to attend?

TL – Yes, I will let Katie know.

1. **Breaks Between OT Shifts:**

It is nice for employees that are sacrificing their time away from their families etc., voluntarily working 16 hours to fill a program need, to be able to take 15 minutes between the shifts to get some fresh air/be in a different environment/get a coffee/energy drink/etc... What is the rationale behind taking this 15-minute break away from those staff?

BW - Staff working double shifts need to work with the OD to arrange when they can take their break – in addition, a refrigerator will be added to the back room of the lobby for staff to store cans/bottles that are prohibited inside the perimeter.

**MANAGEMENT AGENDA ITEMS**

1. **Vape Found in the Bathroom Trash on P2N:**

Reminder to staff - Tobacco, or tobacco devices, including electronic cigarettes are Contraband.

<https://workplace/dct/DCT_Policy/DCT%20Policies/Contraband%20415-5030.pdf#search=contraband>

1. **CPS-Wide Search Last Week:**

**MS –** Thank you to all the staff that helped with the search, it was a big undertaking.