

Meeting Notes

REVENUE DIVISION LABOR-MANAGEMENT COMMITTEE May 26, 2015

Attendance:	Adrienne Brown-Dunn, Rachel Cleveland, Karla Frahler, Josh Gregor, Scott Karter, Karen Obana, Mary Pinero, Julie Shervey, Terri Williams
Facilitator:	Joe Hertzberg
Note Taker:	Meghann Fertal
Handouts Distributed:	LMC Meeting Notes 03-24-15 version 2, Citywide Memo Average Sick Leave Usage 05/08/2015, Onboarding Peer Guide

1. Review of Meeting Notes
 - a. March 24, 2015
2. New Employee Orientation / Onboarding (F & E)
 - a. Review of www.portlandoregon.gov/bhr/onboardingtoolkit
 - b. Review of www.portlandoregon.gov/bhr/newhire
 - c. There can be two directions
 - i. Give feedback to BHR regarding:
 - a) The onboarding peer should be a resource to the new employee on work rules, workplace culture and norms, and etiquette.
 - ii. Re-write and give expectations for Revenue
 - d. Responsibilities of Onboarding Peer – questions from Labor:
 - i. What is an “unwritten policy or procedure” (from “The onboarding peer should be a resource to the new employee on work rules, workplace culture and norms, and unwritten policies and procedures”)
 - a) Example: not going through the lobby when customers are in the lobby
 - ii. Report any serious issues/concerns to the manager/supervisor or [Human Resources Business Partner](#)
 - a) This may not be included in the expectations for Revenue
 - iii. Managers and supervisors are responsible for identifying onboarding peer candidates and facilitating a match.
 - a) Make less formal, less expectations, all voluntary
 - (a) If no one volunteers, than it would be with the Administrative Assistant
 - e. No feedback will be given to BHR from the LMC
 - f. Terri to come up with an brief outline of expectations
3. Citywide Average Sick Leave Usage (C)
 - a. Labor - What are the ramifications of this memo?:
 - i. Management: Ramifications are unknown; until BHR decides how to come up with an average we can continue to use the #s from last year.
 - ii. Meghann to put 2014’s number in the average for 2015
4. Updates
 - a. Budget process (F)

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- i. Council meets this week and they will discuss our requests
- b. New labor members
 - i. Mary Pinero – COPPEA
 - ii. Jayden Dotson – DCTU AFSCME
- 5. Did we fully address issues and was our time well spent?
 - a. Yes