Labor Management Meeting Notes
March 17, 2020

Present:
Labor: Aaron Major, Paul Stasi, Anne Wolfe, Greta Petry, Zakhar Berkovich, Penny Ng, Maureen Seidel
Management: Bill Hedberg, Brian Selchick

1. <u>Alternative work arrangements for professionals</u>: We would like to discuss the status of possible alternative work arrangements, including but not limited to: telecommuting, staggered work scheduled, and alternative work assignments that take into account the resources of employees who are working from home.

   Employees should reach out to supervisors to check on people's status. Ultimate determination of an employee's essential vs. non-essential status and approval to work from home will be made at the level of the appropriate vice president or divisional head in consultation with your supervisor. Determinations may be changed as conditions require. All supervisors are asked to provide the highest level of flexibility possible while complying with the Governor's directives.

   Some unsolved issues: Open House and Working conditions of the Residential Life Staff
   Since students are on campus and some residential life staff is employed as a live-in position, there is a need for more guidance. The OHRM is working on some recommendations. It was noted that there is only a small fraction of the students that are on campus (about 200 active students) compare to what was expected originally. Under the Governor's EO dining halls a considered to be restaurants, that means that they will need to convert to carry out/delivery facilities.

   It was reiterated that while some personal can do their work remotely, there are some tasks that cannot be accomplished this way. The guideline is that employees are to do the work that is possible be done remotely. If there is an idle time, professionals should check with their supervisor. It is also critical for employees to keep in touch with supervisor in terms of Health and Safety. Since it is not predictable how the quarantine will evolve, it is at most important that staff is communicating with their supervisors. If employees are experiencing the symptoms of COVID-19 they should report that to their supervisor, specifically, coughing, fever, shortness of breath. There reports should be shared with OHRM@albany.edu.

   The essential personnel are defined specifically for this emergency situation (these two week period). The other jobs are still important, but the definition are specifically related to the two weeks period. The pilot telecommuting period is designated from

March 14 – May 14th, which can be retrieved within a week notice from the Governor's Office.

If employees need assistance with optimizing their ability to work from home such as VPN and Jabber they can reach out to ITS or review wiki links:
https://wiki.albany.edu/display/public/askit/Telephone+Services
https://wiki.albany.edu/display/public/askit/VPN+GlobalProtect+Service

2. <u>Health and Safety measures for employees who report to their main work site</u>: We would like to discuss steps that are being taken to protect the health and safety of employees who continue to report to their main work site. What is the status of restocking bathrooms with paper towels? Will the campus provide hand sanitizer and disinfectant wipes for employees?

Common areas and bathrooms are disinfected with higher frequency. Additional hand sanitizer stations are created and the containers are being filled as supplies are available. A request has been made to provide a list of location for hand sanitizer stations. Paper towels stations are well restocked and additional supply is available.

Shared top table surfaces are cleaned frequently: UAB, MSC, UNH, campus center. Individual offices are not being cleaned. Staff is asked to bring their own cleaning supplies for their offices. There is not enough staff or products to provide cleaning of individual offices and it is not clear which offices are currently being utilized.

3. <u>Workload for ITS and Library Staff</u>: We are concerned about the excessive workload that is being borne by ITS and Library Employees in this process. Are duties in nonessential areas being deprioritized to give these employees adequate time to meet these new challenges within the context of their professional obligation?

OHRM reached out to CIO and Dean of Libraries. The Dean of Libraries reported no current overload. ITS has been seeing a substantial increase in work. They are currently triaging and prioritizing the work. ETS division is specifically getting a lot of requests. There is a conversation about potentially hiring additional support staff for this division. There are few key fobs available for PeopleSoft dual authentication but they are limited and cost a lot of money. There are options to receive authentication: phone, app, email.

4. <u>Possibility of extending the spring break for another week</u>: Our understanding is that all campuses were given the direction, by SUNY, to extend the spring break by up to a full week. Given the amount of work that is needed to turn in-face courses into remote courses is significant and while we applaud the efforts by ITLAL and others in the campus community to provide assistance, having an additional week to be trained in new technology and develop new source materials would elevate workload pressure on our employees and help give students as a high a quality educational experience as they can under these circumstances.

Provost is having these discussions currently with SUNY. They are weighing in the benefits and detriments of extending the break. A request with the need for the decision to be made sooner than later has been voiced. The request also comes with the ask for clear guidance whether additional week will be added to the semester. Once the course will go online it is anticipated that the rest of the semester will remain online.

Faculty request guidance on the privacy concerns as lectures are being asked to be recorded. Additional guidance is needed on how to keep online classroom ADA compliant.

5. <u>Stopping the tenure clock for assistance professors.</u> We are requesting that the campus grant all assistant professors a one-semester extension to their tenure clocks should they request one. The disruption caused by the COVID-19 global pandemic will impact their ability to conduct and complete research and develop a strong teaching portfolio.

    There are implications (salary steps) in holding tenure clocks. Recommendation that it would be made clear that faculty may request this if wanted. The language should be focused as an option rather a special dispensation.

6. <u>Moratorium on teaching evaluations.</u> We are requesting that the campus suspend the general distribution of the SIRF. Faculty who wish to have their course evaluated for formative purpose may still request to do so.

    There was a conversation about on opt in rather than opt out. The Provost and Deans are in favorable to this decision. There is a recommendation to exclude this semester from overall averages.

7. <u>Monitoring impact on the evaluations of professionals?</u> We are asking for VPs, Director and other heads of professional units be given guidance on how to incorporate

    Professionals are encouraged to follow up with their supervisor regarding their evaluation/permanent appointment file. Since university is on the annual, January 1 – December 31, evaluation period, these two weeks of telecommuting should not impact the permanent appointment from OHRM position.

    Additional points:

    - Members who are not on direct deposit are strongly encouraged to move this directly. Next paycheck will still be distributed through HR office; the remaining paychecks will be mailed from the state. Direct deposit saves on paper and time to receive payment.

- Can equipment be borrowed from campus? Yes, there is a form to request equipment to borrowed and the staff is responsible for the equipment.

- Constant Updates:

  - President and Provost on phone call at 5 PM daily with Chancellor.
  - Deans & VP's meeting at 9:30 AM MWF
  - Recommendation for more frequent Labor Management Meetings has been made