



MINUTES
August 13, 2008
8:30 a.m. – 10:30 a.m.
Missouri Department of Higher Education

The meeting was called to order at 8:30 a.m. by Janelle Jaegers and Bridget White.

Mediation – Maria Schulte

Handouts:

- Confidentiality Agreement
- Agreement to Mediate
- Settlement Agreement
- Request for Withdrawal of Charge of Discrimination
- Universal Agreement to Mediate
- Mediation Chart
- Ten Reasons to Mediate

Maria covered several handouts (listed above). Mediation is free, confidential and neutral. Typically, 75% of cases are settled through mediation. Each individual has the right to file a charge against his/her employer. Around 65 – 70% of employees are interested in mediation because it is fast and free.

Maria stated that mediation typically lasts four to five hours, but could also take up to a day to settle. Once mediation is final and agreed upon, then it is binding and cannot be changed.

Mediation is....

- Fair and Neutral – parties have an equal say in the process and the parties decide the settlement terms. There is not determination of guilt or innocence in the process.
- Saves Time and Money – Many mediated settlements are completed in one meeting and legal or other representation is permitted in all cases, but not required.
- Confidential – all parties sign an agreement of confidentiality at the beginning of the process.

How does mediation work at the EEOC?

- The decision to mediate is completely voluntary for the charging party and the employer.
- When a complaint is filed, the parties may be offered mediation.
- If both the charging party and employer agree, mediation will be scheduled by an experienced mediator.

- During mediation, both sides will be able to exchange information and express expectations for reaching resolution.
- The parties work to reach common ground and resolve their differences. An agreement reached in mediation is as binding as any settlement reached through the EEOC.
- If an agreement is not reached, the case will be referred to EEOC'S investigative process to be handled like any other case.
- Information disclosed during mediation will not be revealed to anyone, including other EEOC employees.

Care Giver – Sylvia Smith

Sylvia touched base on a program called "Care Giver." There are a greater proportion of women in the workforce today and women are still the primary caregivers among most households.

Sylvia talked about the disadvantage women may be given in relation to their job because they may be pregnant or have small children at home. Individuals may not receive promotions or a shot at a larger project because they are the primary care giver.

This program is trying to spread the word about what employers should not ask and what they should not do. Most agencies have a policy in place, and they are not trying to deviate from those current policies.

OA Personnel – Guy Krause

Guy mentioned that agencies should have received their pages from the Personnel FY08 report to check over their numbers and send back as soon as possible. They are looking at a short turn around so they can put the finishing touches on the report as a whole and send out by late September or early October.

Christy has been looking at gender/ethnicity in SAM II and individuals are being counted more than once. Please be aware of this as they work towards finding the best way to keep the most accurate record.

Guy touched on the Certified Public Manager Program. It is moving along and there should be more information on the website in mid-September. Also, STAC is in the early stages of the management training rule.

A question arose of how many people look at turnover reports? They are looking at a point of being able to roll older information off the website. The majority stated they don't usually look at anything past five years, but would like to keep the older fiscal year ends available for referencing.

The Missouri Mentor Initiative is looking to expand from 200 to 300 state employees. They are looking at a community based approach, which would allow individuals to schedule outside of school time, although, this is a large concern. There have been numerous volunteers, and Guy mentioned there would be a memo going out this week to State employees with the changes.

Pay Plan recommendations were approved yesterday by the Personnel Advisory Board. Good data was presented on some recommendations, but others struggled with accurate

data. Guy mentioned that he would like to talk earlier with all agencies and receive their input.

So far the recommendations were:

- Within grade salary increase (1-step successful or higher)
- Within grade salary increase (1-step outstanding/exceptional)
- General structure adjustment of 4%
- They are comparing pay ranges with other states – so far it looks okay but looking at the average pay, other states have a significantly greater amount
- There is an inclusion of 14 classes of within grade salary increases; these are mainly DNR & Public Service Commission
- There are several classes for repositioning: academic teachers, youth specialist, etc.

OA Accounting – Libbie Farrell

Libbie reminded the group of commuter benefits. They are working with ASI and there will be training around the end of August. Also, a notice will be sent out to all state employees regarding this change.

Libbie talked about a situation involving an employee and an agency. An employee was expecting compensatory time payouts, they did not receive these payouts, and the agency loaned money to the employee. She reminded the group not to loan money to any employee, no matter the circumstances.

If an employee has been overpaid, the employee must be earning at least minimum wage (\$6.65) before the agency can take out the overpaid amount. If this occurs, please send to OA-Accounting.

Libbie also touched base on deferred compensation. It will be a per pay period amount and has a tiered structure. An individual must contribute \$25.00 to get the \$25.00 match.

The next meeting will be September 10th, at 8:30 a.m. at the Missouri Department of Higher Education.

The meeting was adjourned.