

**Glendale City Employees' Association
Board Meeting Minutes
March 18, 2008**

The regular meeting of the Board of Directors was held on Tuesday March 18, 2008, in the Perkins Community Room.

A motion was made by Joe Wilke to approve February's minutes. Jim Moore 2nd the motion. All in favor.

Finance Report

Craig mentioned that the Finance Committee did not meet this month and we approved the Treasurer's report via-email.

President Report

Craig and Cindy Edison a Director from the Police department attended a Legislative Conference in Sacramento. Since Cindy was not present Craig would like to talk about the Conference at the next Board meeting. Craig also mentioned that he's working on several Grievances.

Vice President Report

Myrna addressed the Board about GCEA release time. Myrna and Craig have had a couple of complains about Director's how have did not attend the meeting but there vehicles have been parked in the aria. We don't want to abuse that release time. Also Myrna wanted to inform the Directors about employee's that are on probation are at will and can be let go any time during the probation period.

NEW BUSINESS

Legislative Conference

Craig mentioned that he and Cindy Edison had attending a Legislative Conference in Sacramento on the first weekend in March. Craig thinks that there will be a great benefit back to the Association from being a part of the Independent Public Employee's Coalition and will share the information with the Directors at the next Board meeting.

Skelly Training

Matt Doyle, Director of Human Resources, came to train the Directors about how to go through a Skelly and what to look for when an employee receives one.

Matt mentioned that if you receive a verbal or written reprimand that would not fall under the Skelly process. A Skelly process is when an employee gets disciplined with the City. It's only a proposal and nothing takes effect until the process is completed. Only salary employees will receive a Skelly letter. This does not apply for hourly employees or if an employee is on probation.

Matt talked about five (5) important things to look for when dealing with a Skelly letter.

- 1) Make sure to look for the effective date.
- 2) The process has to be spelled out.
- 3) The ground of the Skelly (what they employee did).
- 4) Has to have sufficient information and dates.
- 5) Management needs to be clear about what they are disciplining the employee with.

The employee has the right to review and make copies of the Skelly information. As a Director you should make sure all dates are accurate. The employee has the right to look at pictures, video or any evidence. As a Director you are entitled to request copies.

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The employee has five (5) days to appeal either orally or in writing after he/she receives the Skelly letter and sign for it. If the employee is going to lose his/her job or lose his/her M step then they have the right to have his/her case be reviewed by the department head and then take it to the City Assistant Manager (Mr. Bob McFall) or the Deputy Assistant Manager (Mrs. Yasmin Beers). The department head or the City Manager has the authority to remove or modify the Skelly.

Nothing goes into effect until the employee receives his/her Final Notice. The final notice determines what the discipline will be. If the employee is still not satisfied with the final decision then he/she could take the case to Civil Service Commission.

A Civil Service hearing is a legal type process that the employee will be required to retain an attorney or other representation.

If Civil Service modifies the case then the employee would end up with that decision being final at the City level.

If Civil Service agrees with management's decision then the final step is for the employee to take his/her case to court.

David Twedell GCEA Labor Consultant

Mr. Twedell gave his side of the Skelly process. He explained to the Directors not to feel pressured to speed up the process. As a Director make sure to get all the facts and evidence on the case. Don't just take the side of the employee. Do your own investigation with the supervisor and the employee's co-workers. Try to look at the case from different angles as to why the employee should or should not be disciplined. Ask a lot of questions to make sure the employee's are telling the truth. Make sure that the supervisor is consistent with his/her disciplinary action with the employee's. Take the Labor Consultant or the GCEA President/Vice-President's advice. Also the main thing is not get emotionally involved with the case. Make sure to write all the information down and be prepared before meeting with the representative from City Manager's office.

Good of the Order

Perks Cards

Craig mentioned to the Directors that we have been working with Perks Card since last summer. Perks Card is an advertising group that negotiates with businesses in town and around the country to offer special savings to card members. Different businesses give out different discounts and that information is available through the Perks Card website. The cards will be sent out to the Directors to pass them out to their members.

Craig Nelson made a motion to adjourn the meeting. Kerri Zelenak 2nd the motion.
All in favor

Craig Hinckley
Craig Hinckley
GCEA President