

WSU/WFSE Union Management Committee Meeting – March 2025

03/25/2025, 9:00 am

Location: Zoom

For WSU: Kendra Hsieh, Labor Relations Officer; Christina Read, Consultant – Labor Relations; Ryan Gehring, Director of Trades and Shops Services; Todd Murray, Chair – Puyallup; Sean Greene, Associate Vice Chancellor – Student Affairs

For WFSE: Linda Emin, WFSE Negotiator; Nathan Smith, Engineering Technician 3; Grant Stormo, Engineering Technician 3

Agenda items:

- Position Descriptions, responsibilities, supervision/management (WFSE)
- Performance reviews (WFSE)
- Dining Services updates to absenteeism guidelines (WSU)

1. Introductions of all committee members

2. Position descriptions/responsibilities/supervision/management

WFSE initiated a discussion regarding position descriptions, and the process for a position reallocation (audit), particularly in the situation where there may be an extended period without a supervisor due to a position vacancy. WFSE called the recent vacancy in Tech Services to the group's attention, indicating the employees had been performing a number of the duties the supervisor previously performed. Nate identified the duties were not in his position description and different from the OFM job specification.

Kendra provided an overview of the position reallocation process, verified employees may at any time initiate a reallocation request, and discussed the last conversation the WFSE (a different representative) and the employees spoke about the reallocation process in 2024. Kendra discussed the OFM requirement of supervising at least one full-time equivalent (FTE) employee to meet the supervision classification requirements. Kendra discussed OFM's Engineering Tech 3 job specification and that many of the duties the WFSE described were listed in those duties.

As a follow up, WFSE requested, and WSU will provide the following:

- An update on the current recruitment status of the vacant supervisory role
- A copy of the supervisor position description
- Weblink to information and process for employee request for a job reclassification

3. Performance Reviews

Linda raised a concern regarding supervisor-initiated performance reviews in light of [Article 9](#) of the WSU/WFSE contract. The concern was raised based on a fall 2024 discussion Nate had with his supervisor.

Kendra indicated the supervisor in question had recently contacted her asking about

WSU/WFSE Union Management Committee Meeting – March 2025

performance evaluations for Tech Services and was provided with information that a supervisor may coach employees, hold general conversations regarding the work, and give feedback and discuss expectations and goals, but no formal documented performance evaluations will be performed. She also noted such conversations do not meet the threshold for the need for union representation as an employee had indicated he told his supervisor. Kendra clarified that all other employees at WSU with the exception of WFSE bargaining unit employees go through an annual performance review process therefore it was likely the periodic reminders sent from the University about the requirements for evaluations that prompted the supervisor's actions. She asked, and Nate confirmed the supervisor had not raised the performance evaluation topic since their contact with Kendra.

WSU and WFSE agreed should a supervisor have a question about performance reviews of WFSE employees, they may contact Labor Relations.

4. Dining Services updates to absenteeism guidelines

Kendra shared draft updates to the Dining Services absenteeism guidelines. This document assists supervisors in handling absenteeism consistently. The guidelines are being updated to reflect the requirements of the WA State Sick Leave law such that absences for three or more consecutive days do not require an employee to apply for FMLA/medical leave but do require an offer be sent to the employee to apply for such leave.

Linda asked if the process was for all units? Kendra clarified the process was a Dining specific document. WFSE indicated no concerns with the information.

Labor Relations will send a copy of the guidelines to WFSE when finalized.

5. Parking Rates

WFSE asked about the status of parking rate increases.

Christina confirmed emails showed WSU forwarded information to WFSE on February 2, 2025, regarding the comment period for the proposed rates and that a decision had not been made to WSU's knowledge. Kendra identified perhaps WFSE's Transportation Taskforce representative may have had more information than WSU Labor Relations did at the moment.

The WFSE requested a notice to mandatory subjects when the decision was being considered versus once decided, as it would allow a more timely review and response by the WFSE and WSU.

Kendra indicated she would look in to matter but confirmed WSU normally provides notice to the WFSE mandatory notice email and copies the WFSE Labor Advocate once rates are finalized.

Meeting adjourned at 10:10 am.