

**96 TW/AFGE Local 1897  
Labor-Management Forum (LMF) Meeting Minutes**

**05 November 2014  
1420-1630 / Bldg 1 / Room 117**

**Members Present**

Brig Gen David Harris, 96 TW/CC (Co-Chair)  
Mr. Thaddeus Wallace, AFGE Local 1897 (Co-Chair)  
Mr. Alan Cooper, AFGE Local 1897  
Lt Col Tracy West, 96 MSG/CD  
Ms. Lee McGehee, 96 TW/DV  
Mr. Edwin Utt, 96 TW/CZ  
Ms. Andrea Kern, 96 DS/SGDDG  
Ms. Emily Jay, AFLCMC/AQ  
Mr. Donald Kelter, 20 SPCS/MAOR  
Ms. Nina Ailster, 96 FSS/FSFC  
Mr. Mark Giuliano, 96 CES/CEF

**Non-Members Present:**

Mr. Ronald Lajeunesse, 96 FSS/FSMC  
1st Lt Delisa Maybin, AFLCMC/AQ  
Ms. Charlotta Moffett, 96 FSS/FSMC

**Meeting Introduction**

Mr. Thaddeus opened the meeting by having everyone introduce themselves. He then proceeded to briefly review the last meeting minutes. Mr. Lajeunesse briefly went through the three handouts placed in front of each member. The documents were the alternate work schedule, the alternate work schedule form, and statistics. Mr. Lajeunesse introduced the first agenda item which was to discuss the review matrix.

**Topic 1: Review Matrix**

Mr. Lajeunesse briefly read over the data on the statics document.  
Mr. Cooper made the comment that he believed the data is incorrect on the sheet provided. The document did not contain ULP's that he knows should have been included. General Harris asked if anyone else believed that some ULP's were not included in the statistics.  
Mr. Hughes stated he personally knows of four that were missing.  
McGhee asked why the forum was looking at the data. She asked what the purpose of requesting the data. In response to the question posed by General Harris, Mr. Cooper stated he knows that there were 15-20 ULPs with the Air Force attorneys that were not captured in the data. Mr. Kelter asked where ULPs come from. He wanted to know how the process is initiated. Ms. Jay and Lt Col West were curious to know where the disconnect in the process is. Lt Col West volunteered to find the disconnect within MSG. Mr. Utt asked how does the process work for

ULPs. Mr. Lajeunesse answered by stating the FLRA must send the ULP to Mr. Lajeunesse in order for the process to be initiated. Ms. McGehee stated that under the new contract they must file it directly and that often times attorney's fax the ULPs; however, it is not a requirement for them to do so. Mr. Cooper stated his understanding of the process. The form is submitted by the attorney and is sent to General Harris' office. Ms. McGehee stated her understanding of the process. A copy is sent to General Harris from the attorney's office; however, 100% of the ULPs are not sent from the attorneys and the process isn't consistent. Mr. Lajeunesse wanted more clarification. He wanted to know if Mr. Cooper was looking for specific numbers. Ms. McGehee referenced the previous meeting minutes to determine what the group had in mind when they first began discussing the subject matter. Ms. Jay asked was if there was a spike due to furloughs. Mr. Cooper commented that the first year was in 2013 for the pass/fail appraisal. Ms. McGehee commented that it was 2013 and it included changes and working conditions. She did not believe it had anything to do with furloughs. Mr. Cooper made a statement that he recalled a time when annual appraisals were based on pass/fail and grievances actually decreased. Mr. Kelter asked if Mr. Lajeunesse and Ms. Moffett were willing to compile data from 2012. Lt Col West made the comment that he had seen the data previously. Ms. McGehee stated that yes the data is probably familiar because she had previously briefed the data. She also suggested that instead of going back to 2012 data the group should focus primarily on recent data from 2013 and 2014. Mr. Thaddeus asked whether we should focus only on the local charter. If so, it would like the local charter is not achieving its goal. Mr. Lajeunesse asked Mr. Cooper what type of information or response is Mr. Copper looking for. Ms. Kern and Ms. McGehee both suggested that the data be categorized by unit or types and that it remains at the group level. Mr. Lajeunesse made the statement that labor management does track NAV data.

## **2. Maxiflex**

Mr. Lajeunesse introduced the next topic on the agenda, maxiflex.

Mr. Thaddeus believed the first item to address is the AWS process and 410's. There was previous email traffic on the topic. General Harris made the comment that the other bases got things done by furlough. General Harris believed the forum has talked and vetted the topic. It appeared that both sides were content due to the document being signed off. Mr. Thaddeus referenced A.2.2 of the procedures for an AWS schedule within the 96<sup>th</sup> TW document. He specifically pointed out the statement pertaining to the 6-6 window that employees are to work. General Harris asked if that was only when maxiflex is enforced. Ms. Kern referenced A2.2.1. She went on to say maxiflex is not a compressed work schedule. She thinks both the flexible and compressed schedules are confusing. Ms. Kern stated there is nothing that says we can't have the 410s nor is there anything that states there is no 410 FWS. Ms. Moffett proceeded to discuss that CWS 5,4, 9 is considered fixed. Flexitour and maxiflex are hybrids and include days off. Individuals work less than 10 flexible days. Ms. McGehee stated that we weren't able to pay overtime or comp time during furlough. Edwards was actually the base that introduced the maxiflex concept. It allowed employees to meet the mission with no comp time or overtime if the employees agreed to maxiflex. She also commented that Commanders were not in agreement with the 410 option. She was amazed that the union was interested in 410s. From her perspective the 410s are a compressed work schedule. She posed the question of how can we be flexible and still accomplish the mission. Ms. Kern chimed in with the ability to complete the mission in less than 10 days.

Mr. Cooper stated that as long as the 80hrs are met within those 10days. He also went on to saying that he's received grievances with no explanation. Employees are just being told no. Thaddeus made the comment that maxiflex is just 410s on steroids

Ms. McGehee asked Mr. Cooper if he wanted to change to compress 410s. Mr. Cooper stated that he doesn't believe that's what employees want. Lt Col West asked why are the employees being told by their supervisors. Give examples. Mr. Cooper stated that both did not vary start or end times. They are asking for four, ten hour days and supervisors are just telling them that that work schedule will not meet the mission. He stated he had previously contacted General Harris, Ms. McGehee, and Mr. Thaddeus on the matter. He said that CE does not support the maxiflex request. The Union was only receiving one line reponses and failed to explain why. General Harris referenced 5.0 of the procedures for an AWS schedule within the 96<sup>th</sup> TW document as well as attachment 2. It specifically states the option to choose maxiflex schedule. It mentions that there is flexibility. Mr. Thaddeus commented on the 10 hour work days. General Harris thought that management brought up the 10 hour work day topic due to sequestration. Mr. Cooper stated that it was not management. Ms. McGehee reviewed previous meeting minutes that said the issue of 410s was tabled until a decision was made. Then she posed the question of whether the group wanted an alternate 410 to include a compressed schedule. General Harris stated that it has been addressed that the mission cannot effectively be met with 410 work schedules. Ms. Moffett stated that most say that it doesn't meet mission due to no supervision/no oversight. Ms. Kern pointed out that 410s can be used in unforeseen circumstances. Mr. Cooper says that he knows organizations where there is no supervision or only one supervisor on duty and it doesn't stop the mission. He feels he is being presented hearsay. Lt Col West asked about the grievances from the CDC. He wanted to know if the grievances were complete and asked if a reason was given. Mr. Cooper replied that yes the CDC did have grievances and explanations were given. He stated that it isn't classified as maxiflex for part-time. Mr. Thaddeus thinks the issue should be rectified by the forum. He doesn't want to make things harder than they have to be. He stated the forum isn't just meeting to meet. He believes the forum is effective and not just checking a box. He thinks the forum should work it. General Harris referenced A.2.2.2.1 he thinks the issue is already fixed. It clearly states the two requirements that must be met. The employees schedule must meet the mission and the employee must receive approval from supervisor. Ms. Jay reiterated that supervisors must concur with the timeframe employees suggest to their supervisors.

General Harris stated yes they must meet the two requirements of meeting the mission and receiving approval from supervisors. Ms. Jay followed with she thinks that the issue is more related to miscommunication. If the two requirements are met then there should be no issue. Ms. Kern asked if the briefings on maxiflex went well. Mr. Lajeunesse & Ms. Moffett stated that they went out to all organizations including the hospital. Mr. Lajeunesse stated that the 410s are not maxiflex. He showed copy of the electronic version and he stated that there is a difference between a compressed work schedule and maxiflex.

He stated that if the interest is 410s they are compressed work schedules not maxiflex. Ms. McGehee stated that organizations that come to mind when talking about maxiflex she thinks of the Test Range and Seek Eagle Office. Organizations that do testing may pose a need to have a flexible schedule not fixed. Lt Col West gave an example of if two individuals approach a supervisor wanting the same days off and receive approval. Then the supervisor is approached by a third employee that requests the same days but is denied due to interference with the mission.

Lt Col West commented that he thinks compressed schedules work. Mr. Cooper stated there is a percentage that won't file because they don't believe the system works. He stated the employees need to actually see that the system works. Mr. Lajeunesse made a comment about the CDC saying that they are on a 410 work schedule and they are part-time employees. They are not included in the AWS. Lt Col West stated that we are referring to those that work an 80 week schedule. Those that have a 32hr work week do not work maxiflex. Ms. McGehee commented that she thought that what was written and signed met all interests. After the discussion she does not think so. She posed the idea that the forum entertain going the 410 route. Ms. Kern gave an example of a 5,4,9 work week between the hours of 0600-1800. The hours vary when the person decides to arrive at work. Also two weeks later the individual decides he/she wants to change his/her schedule. Ms. Moffett states that the 5,4,9 is under a fixed schedule. Ms. Kern asked the difference between a 410 and a flexible schedule. Ms. Moffett states that you can do a 5, 4, 9 because it still amounts to 80 hours. It gives flexibility to change the schedule every two weeks and have only one day off instead of two. Ms. Kern stated that employees prefer a flexible schedule. She then referenced maxiflex 5.2. Ms. Moffett stated that the problem is when the decision comes down to the supervisors. Ms. McGehee stated that 5, 4, 9, amounts to 9 work days and it doesn't meet the 10 work days. There will be one day off within the pay period. Ms. Kern referenced A2.2 Attachment 2. General Harris commented that as long as the schedule is not compressed and meets the two requirements. Ms. Jay asked commented that grievances would increase if all requests are not approved by supervisors. After everyone voiced their opinions, Mr. Giuliano made a comment that he concurred with Mr. Cooper that supervisors should be required to give explanations when they deny employee requests. He also believes that failure to give an explanation is the primary problem. Mr. Kelter advised or suggested that level of supervisors also be taken into account. Mr. Cooper and Lt Col thinks that supervisors need more training on the topic. Ms. Moffett stated that the supervisors have already been briefed. Mr. Cooper stated that folks come to him and complain that they want 410s and he tells them he did better than that by getting them maxiflex. He stated that unfortunately supervisors still say that they cannot grant maxiflex schedule. Then Mr. Cooper proceeded to inform the group of frustrated employees. Lt Col West stated he would reinforce the policy. General Harris stated that he does not condone capricious supervisors. Mr. Cooper followed by stating that unfortunately employees still aren't being given explanations. General Harris does not agree with supervisors not giving explanations and he will brief it once again from the top -down. He wants to identify why supervisors are not approving maxiflex. Ms. McGehee asked Mr. Cooper what is considered a sufficient explanation. She stated the group needs to inform the installation that we have maxiflex schedules; however they must meet the two requirements. She asked the forum if the group was setting them up for disappointment. Mr. Thaddeus referenced A. 2.1 (purpose and background). General Harris made the statement that he doesn't see anything within the document that the group didn't agree upon. Mr. Cooper brought up a particular scenario pertaining to the shop. Inspections need to be conducted prior to flights; however since workers are only permitted to work between the 0600-1800 window it interferes with inspections prior to flights. General Harris mentioned he will talk with Colonel Moore about the issue. Ms. Jay asked if the forum should take an action to see if reiterating the policy to organizations changes things. Mr. Thaddeus stated we would probably need to bring in a third party to evaluate the issue from an unbiased perspective. Mr. Utt stated more training should be done on what maxiflex is and is not. Ms. McGehee asked Mr. Thaddeus if we needed to go into arbitration since the group didn't agree on compressed 410s. Mr. Thaddeus stated he did not feel the group was coming to an

agreement. General Harris stated he agrees to that having a fresh set of eyes on the matter will be beneficial. Ms. Moffett reiterated what General Harris agrees to as far as the two requirements. When she trains different organizations she will let them know they must have a valid reason when denying employees (on case by case basis). Lt Col West made the comment that supervisors can't be arbitrary. Ms. Kern suggested that employees should be educated as well. She has folks approaching her to educate them. Educating employees interferes with seeing dental patients. She has to spend time explaining what they need to do before they can get to steps one and two. Mr. Lajeunesse stated EMR provided training to supervisors. He suggested training Ms. Kern. Ms. Kern stated that she would like to decline the offer of being a trainer. Ms. McGehee asked if training could be posted through the Academy as a PowerPoint that individuals could click through. Mr. Cooper suggested it be discussed at Commander's Call. Mr. Hughes stated that the brief doesn't apply to NAV personnel. Ms. Ailster stated that giving flyers would be a good idea as well since the CDC can't check email at work. General Harris stated he would reiterate the topic at Commander's Call and ensure that he gets his point across.

### 3. Electronic Alternate Work Schedule Form

The group proceeded to the next topic. Mr. Lajeunesse asked the group for its opinion on the work schedule change form. Ms. Moffett stated it was an updated form but it needs to be tailored to fit the LMF process. She asked if all were in favor of updating the form for LMF to use. Ms. McGehee suggested that she create a template and allow the group to compare the old and new document. Mr. Lajeunesse asked if the group would like the forms sent through email. The group concurred to working the form offline. Mr. Cooper stated that the conflict between the union and labor union needs to be resolved. If an issue is worked out between LMF and then changes outside of the group then there is no point in the group meeting. General Harris asked him to clarify. He was under the impression the issues were addressed. Mr. Cooper followed by saying that the group comes to an agreement, but once out on the street things are different. Ms. Jay stated she thinks it's a communication issue. Any issues that remain after the group meets need to be readdressed by the group. The goal is to carry out what's agreed to as a group. Ms. Kern and Mr. Kelter followed by saying that employees come with a schedule and if it's denied then the supervisor should offer a counterproposal. Ms. Kern believes there should be a compromise between the employee and supervisor. Ms. Jay stated she doesn't think there is a requirement for supervisors to submit reasons. General Harris asked if a memo needed to be provided each time an employee is denied a maxiflex schedule. Mr. Cooper made a statement that one should be provided for BUEs. He went on to state that the memo was provided by labor relations handbook. Ms. Jay went on to say that if employees submit maxiflex request and supervisors are asked to answer what is asked in the memo then you probably won't get an explanation to everything requested in the memo. Mr. Cooper made a statement he did not receive what he needed to answer the employee's questions. Ms. Jay stated she doesn't view it as a disappointment. Some requests will be denied. Everyone doesn't receive what they ask for. She presented a scenario. If Bob is granted Friday off and June requests the same day off. However, June is denied and the supervisor explains that Bob already has the day off. Ms. Jay wanted to know is that a valid explanation. Mr. Cooper stated that that would be sufficient. General Harris proceeded to ask if an explanation of why the request was denied had to be written. Lt Col West stated there was a mass email disseminated stating there was no AWS. General Harris requested to see the email. The group decided to conclude the meeting and the meeting was adjourned.

**Action Items from LMF Meeting 05 Nov 14**

<b>AI #</b>	<b>ACTION</b>	<b>POC/AO</b>	<b>STATUS</b>	<b>ACTION</b>
	Find Disconnect in MSG	Lt Col West		OPEN
	Create new template for Work Schedule Change Form	Mr. Lajeunesse		