

OSEA CHAPTER 34 Minutes

Regular Union Meeting

4:00 PM DHS

November 1, 2022

1. Call to order: 4:02 PM

1.1 Officer roll call Kelli McGuire President, Danielle Landis VP, Jennie White Treasurer, April Chapman Secretary

2. Minutes of previous meeting

2.1 Minutes were approved Shelley Parker motioned to approve and Tracy Swartzendruber seconded the motion

3. Treasurer Report

3.1 In the bank as of November 1, 2022: \$9030.25

3.2 Total membership is now at 123

3.3 Report was approved April Chapman motioned to approve and Shelley Parker seconded the motion.

4. Member New Business

4.1 Overtime: Reminder to take your 30 minute lunch break and 15 minute breaks. Any time worked over your contracted time needs to be put on a green sheet.

Contract states: Rest Period Employees shall receive a fifteen (15) minute rest period as close to the middle of each four (4) hour work period as possible. Such breaks shall be scheduled by the employee's building administrator or designee.

H. Meal Period

1. Employees working six (6) or more hours per day shall take a minimum one half (½) hour non-paid duty-free meal period as close to the middle of the workday as possible.

2. Employees working less than six (6) hours per day may schedule a non-paid duty-free meal period by mutual consent with their building administrator or designee.

3. As per BOLI wage and hour law, ordinarily employees are required to be relieved of all duties during the meal period. Under exceptional circumstances, however, the law allows an employee to perform duties during a meal period. When that happens, the employer must pay the employee for the whole meal period. The District and the employee, in this situation, will mutually agree to this condition on an annual basis

4.2 Medication: Please remember that you need to be med trained to administer medications, and there needs to be a parent signature on file too. Staff may share medications like advil, tums, tylenol etc with other staff but may not share prescription medications. Please refer to the attach Drug Free Workplace Policy.

4.3. Vacation leave: Discussion about how/when vacation leave may be used. Need to make sure that vacation leave is approved BEFORE it is taken. Need to follow building policies.

4.4 Discussion about substitutes in the district...sick leave, how short the district is and how to block them if they continually drop assignments.

5 Member Old business

5.1 Posting of minutes: We will continue to send Minutes out via email to current members after the meetings.

6. Next Meeting January 3, 2023 in person at 4:00 PM at DHS Library

Signed

April Chapman

Attachment:

[Drug free workplace.pdf](#)