



Professional View

2nd Quarter

April – June 2014

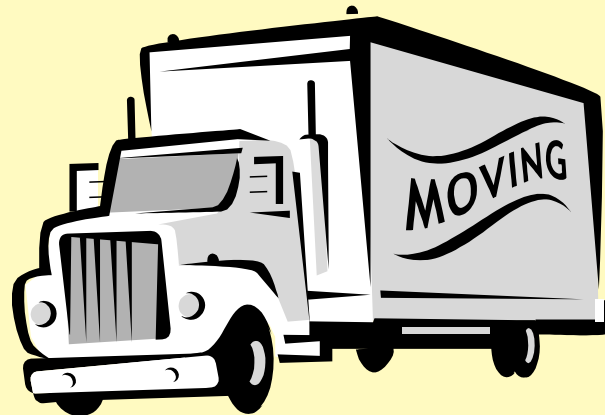
Mission Statement

The Professional Employees Association is dedicated to bargain, administer, and enforce labor agreements in a responsible, prudent, and lawful manner for the overall improvement of members' working conditions, with emphasis on general advocacy, education, and communication.

The PEA office is moving!

As of June 1, 2014,
PEA's new office space
will be located at:

**411 Main Street
Suite 312
Saint Paul, MN
55102**



Wellness Plan Reminder for City PEA Members

In order to be eligible for the wellness plan incentive for 2015, if you've completed your health assessment, you must also complete your wellness activity and/or health coaching calls **by July 31, 2014**. For additional information and other wellness plan deadlines, view the Healthy Saint Paul website at <http://healthy.stpaul.gov>

Professional Employees Association

CITY OF SAINT PAUL & INDEPENDENT SCHOOL DISTRICT NO. 625

www.peaonline.org

The Corner: Preparing for Contract Negotiations

by Tammy Wilde, Legal Counsel

Very soon, PEA will begin contract negotiations with the St. Paul Public School District to reach a new agreement for its school district members for the period of January 1, 2014 through December 31, 2015. PEA has a strong negotiations team in place, but that's just a start. PEA's team must be fully prepared when it sits down with the school district representatives.

There is no substitute for thorough preparation when it comes to contract negotiations, not experience, not skill, not even persuasive facts. The most successful negotiators are generally the best prepared. Preparation for any negotiation should start with a number of steps designed to develop your position on important issues and your negotiating plan.

Review of Previous Negotiations

Start the process by reviewing union agendas, minutes and notes from previous negotiations. The process of reviewing the written materials from previous negotiations will allow the union negotiations team to study the arguments made by both sides and review the answers given in respect to the arguments. This is especially useful if the negotiations team has all or mostly new members who were not present at the last contract negotiations. It is very helpful at this point to begin developing an indexed contract review and negotiating strategy list.

Reviewing the successes and possible shortfalls of past negotiations, including the tactics, timing, concessions and gains often provides the best learning experience and predictor of future behavior on the part of management. Any settlement agreements, new developments and memoranda of agreement or understanding should also be reviewed along with any oral or written commitments made during the prior negotiations and since the last contract.

One of the priorities for the union negotiations team should be to follow up on all of the agree-

ments and commitments to determine whether or not they were honored by management and what real world impact they had on the union and its members. Sometimes, new agreements or settlements can be included into the next contract rather than becoming heated issues in the negotiation process.

A review of the key issues in the last negotiations is critical. Included in the strategy development should be an assessment of those issues and whether or not they will surface again. It is far easier to develop strategies to deal with each of these issues prior to the negotiations than it is to deal with them at the table.

A review of the personalities that were involved in the last negotiations is important. Who were the dominant personalities and will they be involved in the next negotiations? A review of those personalities with the negotiating team and the development of strategies to deal with their absence or presence can make a big difference in dealing with their influence at the table. This can often times lead to a negotiation strategy that opens doors that were closed in the last negotiation cycle.

Review of Operating Experience During the Life of the Last Contract

The manner in which the current contract impacted the union operations and the work life of its members is a measurement that is critical to the negotiating team. Asking union members the right questions provides the negotiations team with information and input critical to the creation of scenarios and outcomes that will enhance the value of the contract for the union and its members going forward. A mistake often made by the negotiations team is to assume that the changes made in the last contract have been seamlessly incorporated into the relationships between its members and management. This may not be the case and, so, further tweaking may be advisable or even required.

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Collecting Input from Members

PEA has made use of a member survey in both the City and the School District many times to gather information from its members in preparation for contract negotiations and is designed to help the team start developing priorities for the upcoming contract negotiations. This union member survey is a chance for each union member to give his or her views on the most concerning workplace issues at a point in time. But that's all it is. It is important for members to know the members of their negotiations team and raise concerns to these negotiators at any time during the negotiations process, and even during the times when negotiations are not underway.

The relationship between management and its unionized workforce is an on-going relationship that faces many changes and challenges. The negotiations process is usually the best opportunity to reach mutual satisfaction for a productive and beneficial working environment. PEA has relied on past negotiations many times to correct mistakes, advance persistent interests of its members and clarify the prior intentions of the parties.

But it never stops there. Preparation for successful negotiations starts the day after signing the last contract. It's a never ending process to communicate for everyone's benefit.

School District Negotiations Update

by David Peterson

The School District negotiations team consists of School District Negotiations Chair David Peterson, Legal Counsel Mike Wilde, Annette Evans, George Simon, Jim Langevin, Maia Sierra, Kristin Johnson, and Todd Larson.

The team is negotiating a PEA and School District bargaining agreement for the 2014 and 2015 calendar years. Terms of the previous bargaining agreement continue until a new bargaining agreement is agreed to by PEA and the School District.

The negotiations team had a meeting on March 25th, to discuss and prepare the PEA initial offer to the School District.

Discussion topics included:

1. Cost of Living Adjustment (COLA) and maintaining the scheduled steps
2. Health Insurance – School District Contribution
3. Vacation days year-end carry over
4. Professional growth amount
5. Severance pay amount
6. Longevity pay effective date

Legal Counsel Mike Wilde is drafting the formal initial PEA offer.

David Peterson, Mike Wilde, and Todd Larson will subsequently meet and bargain with the School District. The School District PEA members would ratify any PEA and School District bargaining agreement before the agreement would go into effect. PEA members will hear more from us as the negotiations process progresses.

If you have any questions or comments, feel free to contact me.

David Peterson • david.peterson@spps.org
office phone: 651-744-8112 • cell phone: 651-447-0216



December 10, 2013 Meeting Minutes – PEA General Membership Meeting

Attendees: Mark Kile, Andrew McGlory, Mike Michaud, Issac Alwerke, Jim Skelly, Brain Belfanz, Cuong Ngyen, Doug Hempel, Regina Etoll, Karin Anderson, Terry Giinther, Jim Jeffery, Brian Karschnia, Greg Kelley, Elizabeth Stiffler, Maricella Miranda, Mark Moody, Barb McMonigal-St. Dennis, Tammy Wilde, Annette Evans, Casey Walters, Doris Wahl, Mike Wilde, Kelly Herven, Jodi Wallin, Bill Vos, Shawn Hogendorf, Dennis Peterson, Susan Henry, Karl Mueller, Craig O'Brien, Sara Nurmela, Kathleen Conger, Chin-Ming Yin, Todd Larson, Julie Kraus, George Simon, Lyla Griffin, Amy Schwartz, Bill Dermody, Jerry Skelly, Kelly Moch, Paul Mordorski, Toya Stewart Downey, Syreeta Wilkins, David Peterson, Justine Roe, Brandi Cavaletti, Pepe Barton, Karen Edmond and Brian Krawiecki.

President's Update: Karin Anderson, PEA President, introduced the department stewards. She gave an update on the proposed TASS reporting choices that will likely be available to PEA members grade 12 and above pending City Counsel approval.

Legal Report: Mike Wilde provided a legal update focusing on some of the concerns PEA has currently in dealing with the School District and the high turnover in HR and for PEA members within the district over the past few years.

Tammy Wilde provided a brief update and answered PEA member questions regarding the LMCHI groups, the VEBA/HRAs and health benefits.

Treasurer's Report: Annette Evans gave a brief update including current fund balances.

Personnel Chair Update: Julie Kraus reported that there are currently 300 PEA members, 68 in the School District and 232 in the City. She reported that Luke Vang is the new PEA steward in OTC.

School District Negotiations Update: David Peterson reported that a survey will be distributed soon to PEA members. He said that they are not in a hurry to get negotiations started because they want to see what happens with the teachers' contract this year. David announced that he will schedule a lunch for School District PEA members to discuss their concerns & the option of making a presentation to the School Board soon.

Officer Elections: PEA Business Representative and Legal Counsel Mike Wilde presided over the elections. The following PEA officers were duly nominated and approved by white ballot:

Vice President – Regina Etoll
City Negotiations Chair – Justine Rowe
Secretary – Sara Nurmela

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President - Karin Anderson (incumbent)
School District Negotiations Chair - David Peterson (incumbent)
Personnel Chair – Julie Kraus (incumbent)
Treasurer – Annette Evens (incumbent)
PEA now has a 7-member executive board. The next PEA Executive Board meeting will be held on January 7, 2014 at 5:30 pm at the PEA office.

John Blackstone PEA Member of the Year Award Recognition: Brian Krawiecki was recognized as the recipient of this award for 2013 for his dedication and long-term service to PEA. His individual plaque will be presented to him at a later date and his name will be added to the plaque in the PEA office.

Meeting adjourned at 7:48 pm.

Information for School District Employees Regarding Professional Growth Tuition Reimbursement

Tuition Reimbursement Instructions When Using Professional Growth Funds

Reimbursement Coverage

The dollar amount provided for professional growth per fiscal year for each employee is based on the terms of the employee's labor agreement.

How to Receive Reimbursement After Completion of Professional Growth Activity

The following conditions must be met to receive professional growth reimbursement:

1. Provide documentation indicating pre-approval by supervisor of professional growth activity, date of supervisor approval, description of activity, date of activity, and dollar amount approved.
2. Provide a copy of the syllabus for the course.
3. Provide proof of successful completion of course. Employee must receive a grade of "C" or higher for a course taken that offers a grade upon completion. If no grade is given, the employee must provide proof of successful completion of the course.
4. Provide proof of expenses paid. Must be original receipt(s). Examples of payment proof include, but are not limited to, fee statement showing a \$0.00 balance, both sides of a cancelled check, or credit card receipt and credit card statement.
5. Submit reimbursement request within 45 days of completion of professional growth activity.

Failure to comply with the above conditions may result in non approval of the reimbursement to the employee.

Submit required reimbursement documentation to:

St. Paul Public Schools – Business Office
Attention: Sun Wisneski
360 Colborne Street
St. Paul, MN 55102





Please join the PEA Executive Committee and your fellow members on Wednesday, June 4, 2014 for PEA's General Membership Meeting

Where & When:

June 4th @ Joseph's Grill - Wabasha & Plato in Saint Paul

5:30 p.m. Check in and Social Time

6:00 p.m. Dinner

6:45 p.m. Meeting

RSVP your menu selection by Friday, May 30, 2014
to regina.etoll@ci.stpaul.mn.us

Grilled New York Strip Steak

Broiled Walleye

Roasted Chicken

Vegetarian Fettuccine Alfredo

All dinners include salad and non-alcoholic beverage of your choice.

Please let Regina know of any dietary needs when making your reservation.

Agenda:

1. Introduction of Stewards and Executive Committee in attendance
2. Adoption of minutes from the Dec. 10, 2013 General Membership meeting
3. Update from Mike Wilde, Legal Counsel
4. Executive Committee Reports
 - a. Treasurer - Annette Evans
 - b. Personnel - Julie Kraus
 - c. School District Negotiations - David Peterson
 - d. City Negotiations - Justine Roe
5. Old Business
6. New Business
7. Adjourn

Only Full Members may vote and participate in the Association.

If you are a Fair Share Member, please consider becoming a Full Member.

Executive Committee

President	Karin Anderson <i>karin.anderson@ci.stpaul.mn.us</i>	CAO – 750 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8765
Vice President	Regina Etoll <i>regina.etoll@ci.stpaul.mn.us</i>	CAO – 500 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8726
Treasurer	Annette Evans <i>annette.evans@spps.org</i>	SCHOOLS – 360 Colborne, 55102	651-767-8265
Secretary	Sara Nurmela <i>peanewsletter@gmail.com</i>	HREEO – 280 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8974
Personnel	Julie Kraus <i>julie.kraus@ci.stpaul.mn.us</i>	CAO – 400 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8776
School Negotiations	David Peterson <i>david.peterson@spps.org</i>	SCHOOLS – 360 Colborne, 55102	651-744-8112
City Negotiations	Justine Roe <i>justine.roe@ci.stpaul.mn.us</i>	WATER – 1900 Rice St., 55113	651-266-1628

Staff & Others

Legal Counsel	Mike Wilde, Esq. <i>mwilde8860@comcast.net & mike.wilde24@gmail.com</i>	411 Main Street, Suite 312 Saint Paul, MN 55102	612-227-8425
Legal Counsel	Tammy Wilde, Esq. <i>tammy.wilde@gmail.com</i>	411 Main Street, Suite 312 Saint Paul, MN 55102	
Newsletter	Sara Nurmela <i>peanewsletter@gmail.com</i>	HREEO – 280 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8974
Webpage <i>www.peaonline.org</i>	John Larson <i>john.larson@ci.stpaul.mn.us</i>	Libraries (SPPL) – 90 W 4th St., 55102	651-266-7044
Office Address	Professional Employees Association	411 Main Street, Suite 312 Saint Paul, MN 55102	

PEA Calendar of Events 2014

Wednesday, September 3, 2014 Board & Stewards Meeting, Joseph's
Tuesday, December 9, 2014 General Membership Meeting, Mancini's

Stewards

CAO / OFS / HREEO / Mayor's Office / Council Res / HR	Amanda Rice <i>amanda.rice@ci.stpaul.mn.us</i>	500 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8737
DSI	Connie Sandberg <i>connie.sandberg@ci.stpaul.mn.us</i>	375 Jackson St., Suite 220, 55101	651-266-1935
Fire	Jill LaCasse <i>jill.lacasse@ci.stpaul.mn.us</i>	645 Randolph Ave., 55102	651-228-6257
Libraries Full-Time (Central /MMC)	Susan Henry <i>susan.henry@ci.stpaul.mn.us</i>	Saint Anthony Park Branch, 2245 Como Ave., 55108	651-642-0411
Libraries Full-Time (Branches)	Kathleen Conger <i>kathleen.conger@ci.stpaul.mn.us</i>	Rondo Community Outreach Library, 461 Dale St., 55103	651-266-7431
Libraries Part-Time	Charlene McKenzie <i>charlene.mckenzie@ci.stpaul.mn.us</i>	Rondo Community Outreach Library, 461 Dale St., 55103	651-266-7419
OTC	Luke Vang <i>luke.vang@ci.stpaul.mn.us</i>	600 City Hall Annex, 25 W. 4th St., 55102	651-266-6789
Parks & Recreation	Rachel Coyle <i>rachel.coyle@ci.stpaul.mn.us</i>	1100 North Hamline Avenue 55108	651-632-2431
PED	Craig O'Brien <i>craig.obrien@ci.stpaul.mn.us</i>	1300 City Hall Annex, 25 W. 4th St., 55102	651-266-6695
Police	Kelly Hervin <i>kelly.hervin@ci.stpaul.mn.us</i>	367 Grove St., 55101	651-266-5606
Public Health	Sue Butler <i>sue.butler@co.ramsey.mn.us</i>	555 Cedar St., 55101	651-266-1321
Public Works	Bill Vos <i>bill.vos@ci.stpaul.mn.us</i>	900 City Hall Annex, 25 W. 4th St., 55102	651-266-6113
School District	Lyla Griffin <i>lyla.griffin@spps.org</i>	Purchasing & Contract Services, 360 Colborne St., 55102	651-767-8288
School District	George Simon <i>george.simon@spps.org</i>	360 Colborne St., 55102	651-767-8328
School District	Jim Langevin <i>jim.langevin@spps.org</i>	360 Colborne St., 55102	651-744-1818
Water	Sarah Brown <i>sarah.brown@ci.stpaul.mn.us</i>	1900 Rice St., 55113	651-266-1635