



MCIWEST-MCB Camp Pendleton, Labor Management Forum



March 6, 2013
MEETING MINUTES

Introduction and Agenda

Ms. Judi Ramiro welcomed the Labor Management Forum members and let everyone introduce themselves. The following topics were presented:

- **Old Business**
 - Review of Labor Management Forum Charter Amendments
 - Review of Communication Working Group
- **New Business**
 - Update/information on Sequestration/Furloughs
 - PARS/IPMS schedule

Review of Labor Management Forum Charter Amendments

Mr. Terry Hoeft presented a review of the LMF Charter to the group members that was discussed in May of 2012. The group members discussed the Charter and asked questions. The following was presented:

- He explained the merging of MCIWEST and MCB CAMP PENN Civilian Human Resources. Mr. Hoeft noted the primary change of the charter being the Union presidents will hold equal chairs, rather than rotating and the Director of Civilian Human Resources will serve as Chair and facilitator of the LM forums, per the direction of the CoS.

Review of Communications Working Group

Mr. John Magnus presented a background of the Review of the Communications Working Group that was last held in May of 2012 to the group members. The group members discussed and asked questions. The following information was presented to the group:

- The Communications Working Group was developed after the survey as a system to effectively communicate Labor-Management collaborative efforts to managers, union representatives and employees of Marine Corps Base, Camp Pendleton. Mr. Terry Hoeft suggested we review the material from the May 2012 meeting and discuss at the next meeting. Mr. John Magnus agreed to

send an electronic copy of the working group presentation from May, 2012 to the group members.

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- Lieutenant Colonel Kevin Prindiville, United States Marine Corps, interjected and mentioned civilians may not know their rights as supervisors or as bargaining unit members. He also said that his supervisors receive training from the LMR group, but asked how bargaining unit members are trained on their rights. Ms. Judi Ramiro stated that at New Hire Orientations, the Unions present themselves and speak on those matters.

Update/information on Sequestration/Furloughs

Ms. Judi Ramiro presented updates and information on Sequestration and Furloughs to the group members. The group members discussed the information and asked questions. The following information was presented to the group:

- Ms. Ramiro announced two major events: The impact on sequestration to the federal government and the possibility of a furlough. The possibility of the Continuing Resolution not being extended on 27 March could lead to an emergency furlough was then discussed. If an emergency furlough occurred, essential and non-essential personnel would be deemed. If sequestration occurred, essential vice non-essential personnel may not pertain. Mr. Maurice Patrykus stated he has not seen exceptions on any personnel. Ms. Ramiro reassured him and the group members that Fire and Police personnel have been submitted for categorical exceptions to Headquarters Marine Corps and DOD will have final approval.
- Ms. Ramiro asked the group to review the notice we received from the Commandant of the Marine Corps on Sequestration impacts and possible Furloughs. She informed the group that an Administrative Furlough has never been done as we have seen an Emergency Furlough in the past.

PARS/IPMS Schedule

Mr. Jay Smith presented the PARS/IPMS Schedule to the group members. The group members discussed the topic and asked questions. The following information was presented to the group:

- Mr. Smith informed the group of the current PARS and IPMS cycles. He proposed for the next rating cycle, the two coincide into the same cycle. He and Ms. Ramiro stated that MCB Camp Pendleton is the only installation that has two different rating cycles, all other installations fall under the 01 October- 30 September cycle. Mr. Smith informed the group the changing of the dates will not change the system. He also stated he would like this to

take effect the end of the month. A memorandum will be released to the base of the change.

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- The group members discussed on how to effectively inform employees of the new rating cycle. The decision of the supervisor using the current PARS form and annotating the new cycle as well as feedback on the employee's performance will then be discussed and documented.
- Management and the three Unions present, AFGE, IAFF and NFFE all agreed on the change of the rating cycle for the PARS process to coincide with the IPMS process, beginning on October 1, 2013. The parties also agreed that the current rating period for those under the PARS process will be extended through 30 September 2013. Management and the Unions also agreed that management would provide a written progress review to all PARS employees in lieu of a rating of record for the period of November 1 - March 31 2013.
- Mr. Smith stated that time-off and monetary awards are not being given out at this time due to sequestration/furlough. The change of the cycle may allow employees to receive compensation. This is not promised but hopeful.

Conclusion

- The PARS/IPMS Schedule discussion ended the meeting. The meeting concluded and no further material was presented.

Future Meeting Date

- The next meeting for the Labor Management Forum will be 10 April 2013.
- The stated purpose of the Ad Hoc meeting is to review and finalize a Communications Plan, based on the materials presented by the communications working group.