

 Corrections and Community Supervision DIRECTIVE	TITLE Local Labor/Management Committees		NO. 2104
			DATE 3/10/2015
SUPERSEDES DIR #2104 Dtd. 7/1/2014	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. **SCOPE:** This procedure outlines the purpose, functions, and responsibilities of local labor/management committees.
- II. **POLICY:** The purpose of labor/management committee meetings is to facilitate communication between the parties, to promote a climate conducive to constructive employee relations, and to discuss the implementation of the various agreements and other matters of mutual interest. These discussions represent an attempt to informally resolve problems by mutually acceptable means and to foster good communication and maintain positive contact.
 - A. Meetings: Meetings should normally be scheduled during regular business hours, and occur at least once a month, however, are required at least quarterly. Every effort should be made to meet, even if there are no specific agenda items. If any local bargaining unit refuses to meet with management, notice is required to be sent to the Director of Labor Relations.
 The “Labor/Management Meeting Minutes or Declination Form,” [Form #2104LM](#), will be completed and submitted each month as follows:
 1. When labor and management agree that the monthly meeting is not necessary the “Labor/Management Meeting Minutes or Declination Form” must be marked and signed accordingly and forwarded to the Bureau of Labor Relations (doocs.sm.laborrelations), with copies to their Assistant Commissioner (Facility Operations or Community Supervision) and the Supervising Superintendent or Regional Director.
 2. When labor and management agree to meet, the “Labor/Management Meeting Minutes or Declination Form” must be marked and signed accordingly and forwarded, along with the written minutes or memoranda, to the Bureau of Labor Relations (doocs.sm.laborrelations), with copies to their Assistant Commissioner (Facility Operations or Community Supervision) and Supervising Superintendent or Regional Director. Written minutes or memoranda are required to avoid potential misunderstanding and confusion at a later date. All minutes are subject to review and approval by the Bureau of Labor Relations and appropriate Central Office units.

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- B. Agenda: Agendas should be submitted by both management and labor at least a week in advance of a meeting. An exception is made for “special” or emergency meetings. Agenda items should be clear and detailed in order to allow for adequate preparation by all parties involved in the discussion. It is especially important that management use these meetings as opportunities to present actual and potential problems, as well as to communicate plans or other developments to employees.
- C. Local Labor/Management Agreements: All local labor/management agreements require a sunset clause and are subject to review and approval by the Bureau of Labor Relations and appropriate Central Office units. Agreements are to be submitted separately and apart from the labor/management meeting minutes.
- D. Status of Agreements: Any agreements reached at meetings of local labor/management committees may be later terminated or modified as conditions warrant. However, it is Department policy that labor/management committee agreements are the result of discussions made in good faith, with every intention to carry them to fruition.

Should changes be necessary in local labor/management agreements, contact the Bureau of Labor Relations, attaching a copy of the proposed change(s), for assistance prior to implementing any of these changes.