

Office of Management and Finance Labor Management Committee

Operating Principles – Dec. 2011

Purpose

The purpose of the Office of Management and Finance (OMF) Labor Management Committee (LMC) is to improve employee satisfaction, productivity and efficiency by promoting trust, fairness, and open communication between Labor and Management. The ultimate goal is improved services to the public.

Scope

- The LMC will discuss:
 - Bureau policies and processes.
 - Employee and management issues.
 - Issues that have broad applicability within the bureau.
 - Legislative issues.
 - Budget issues.
 - Bargaining subjects, referring suggestions to the appropriate parties in the bargaining process.

- The LMC will not discuss:
 - Individual grievances.
 - Individual medical issues.
 - Individual disciplinary cases.

Values and Ground Rules

- Meetings will begin and end on time.
- Continuity of membership and attendance is important.
- All decisions will be reached by consensus – consensus is defined as “100 percent of the participants can live with the decision.”
- All members will accept agreed upon decisions.
- Once a decision is made, the issue will not be readdressed without new information.
- All members’ comments are valid.
- All members have the opportunity to speak uninterrupted.
- As a general rule, LMC agenda topics are not confidential. In referencing discussions outside the LMC, do not attribute opinions to individual members. Confidentiality may be agreed upon in rare, case-by-case circumstances.
- Members can invite a guest to serve as a resource for an agenda item discussion; guests or guest presenters will not be voting members.
- Members can name an alternate to attend the meeting in their place; named alternates can participate in the discussion and decision making, and ideally will be familiar with the LMC operating principles and agenda topics.
- The committee can table issues if key representatives are not present.
- Any member can suggest a change to the ground rules at any time.
- Members are encouraged to bring issues forward and actively participate in problem-solving.

Agendas

- Co-chairs will set the agenda.
- Standard agenda items:
 - Reports from other OMF LMCs.
 - Suggested agenda items for next meeting.
 - Agreement on what will be communicated out to constituents.
- Agendas will note what topics will be presented at the meeting.
- Briefings on new topics will include a summary of who is affected by the topic

Membership

- Committee membership will be limited to 18 members and include an equal number of Labor and Management representation; 9 members from Labor and 9 members from Management.
- Management representatives will be appointed by the Chief Administrative Officer and may include members from the OMF Core or Extended Leadership Teams.
- All bargaining units within OMF will be invited to participate. The Labor Co-Chair will work with the unions to appoint Labor representatives.
- Each of the OMF bureau-level LMCs will have representatives from both Labor and Management on the OMF LMC.
- At least once a year, a meeting will be held with all members of all OMF LMCs.
- Members can be requested to be replaced by the majority of the committee.