Policy: The Employee Labor Management Committee is established to provide employees and the agency a method to discuss work related issues and when appropriate to develop recommendations to management for improvement of operations. The committees are designed to:

- Provide for improved communications and provide a method for better understanding of needs and concerns of both the employees and the agency;
- Develop recommendations to work related concerns/issues that would improve the quality of services and the work performed; and
- Provide a method to discuss and if necessary develop recommendations regarding improving department personnel practices that affect the work group represented by the committee.

Purpose: The purpose of this policy is to define the scope and responsibilities for Employee Labor Management Committees.

Procedures:

I. Scope of Committees :

Committees will have as wide a latitude as possible in discussing work related concerns/issues and may involve it in such issues as:

A. Methods for assigning work;

B. Work duplication;

C. Methods used for promotions, performance evaluations, development of work standards, shift and overtime assignments, prioritizing leave requests and other related methods used in the management of personnel;

D. Methods to improve morale and promote understanding between employees and the agency;

E. Methods to improve quality of service and work products;

F. Job related training needs;

G. Operational procedures; and

H. Equipment needs.

II. Personal Protection and Agency Responsibility:

The committee should not involve itself in personal attacks and should be keenly aware of the personal rights of every employee. In addition the agency is legally required to carry out certain responsibilities. As such the committee should refrain from discussing:

A. The character, honesty or job performance of any individual employee;

B. Individual performance evaluations, individual work performance standards, discipline of an individual employee, resolution of formal grievances and the promotion, non-promotion or hiring of any individual employee; and

C. The responsibility or mission of the department and its responsibility to manage its operations in an efficient manner and to carry out those activities set forth by law.

III. The committee should endeavor to contain its efforts to work issues or concerns related to the committee makeup and within the scope of the agency's functions and responsibilities.

IV. Each division agency shall develop specific written procedures to implement the provision of this policy or shall incorporate this policy into the agency policy manual.

Administrator

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