POLICY: It shall be the policy of Mental Health and Developmental Services (MHDS) that each agency shall establish a Labor/Management Committee. The Committee will provide employees and managers within each Division agency a process for balancing the requirements and expectations of the person served, staff members, and Leadership and, when appropriate, to develop recommendations to management for improvement of operations.

PURPOSE: The purpose of the Agency Labor/Management Committee is to have a process for:

- Providing for improved communications and a method for better understanding of needs and concerns of both employees and managers.
- Developing recommendations to address work related concerns/issues that would improve the quality of services and work performed.
- Providing a method to discuss and, if necessary, develop recommendations regarding improving practices that affect the work groups represented by the Committee.

PROCEDURE:

I. Each MHDS agency shall have a Labor/Management Committee with membership appointed by the Agency Director or through a process approved by the agency director. The membership of the Committee shall represent the different employees (work groups) within the Agency (Professional. Clerical, etc.) and shall be an on-going workgroup contributing to the Performance Improvement activities of the agency and MHDS.

II. Each agency shall develop a procedure by which work related concerns can be referred to the Committee by agency employees for discussion and development of improvement strategies.

III. The Labor/Management Committee will meet at least quarterly, and more often as needed through the identification of issues/concerns.

IV. The Labor/Management Committee will have as wide a latitude as possible in discussing work related concerns/issues and may discuss strategies or recommendations to (this list is not exclusive):

A. Assigning work;

B. Minimizing/eliminating work duplication;

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

D. Improving employee morale and promote understanding between employees of the Division, including ways to recognize the work of outstanding employees of MHDS agencies;

E. Improving the quality of services and work products;

F. Job related training needs;

G. Operational procedures; and

H. Equipment needs.

V. The Committee should limit its efforts to work issues or concerns related to the committee makeup and within the scope of the Agency's functions and responsibilities.

VI. The Committee should not involve itself in personal attacks and should be keenly aware of the personal rights of every employee. The Committee members should refrain from discussing:

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

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

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

VII. Bylaws for the Labor/Management Committee should be developed that will be consistent with this policy.

Administrator

Approved by Commission: 5/18/07
Effective Date: 5/18/07
Date Revised: