

(Union/Agency) Labor/Management Committee

Mission Statement: To continuously improve (Agency) labor/management relationships, the (Agency) Labor/Management Team jointly utilizes problem-solving techniques to creatively resolve issues, provide direction, and promote a high quality work environment for all employees.

Ground rules:

- Be on time, end on time (unless agreed)
- No sidebar discussions, pay attention to person speaking
- Confidentiality where applicable
- Have a note-taker
- Discuss agenda for next meeting by consensus
- No personal agendas or attacks
- Distribute minutes and tentative agenda no more than 2 weeks after meetings
- One week's notice of cancellation or shift in meeting dates (co-chairs responsible)
- Have a facilitator for meetings
- The statewide committee will not discuss local issues until there has been an attempt at the local resolution of problems

Operational Guidelines:

- Follow the agenda with flexibility
- Be prepared to discuss subject or agenda matters
- Attend meetings; have assignment completed or notify your co-chair prior to meeting if it will not be completed
- Seek timely resolution of issues
- Review committee progress quarterly
- Discuss agenda for the next meeting by consensus
- Encourage participation of visitors or those with special expertise
- Don't dwell on a subject when there's no solution at hand
- Maintain a regular cycle of meetings

Boundaries:

Inside	Outside
Discussion of proposed legislation	Change contract, policy, or law
Training for the committee	Individual grievances
Work with other committees	ULP's
Impact of policy implementation	Political issues
Contractual issues	Contract negotiations
Development of policy	Division/office funding (budgets)
Recommendations for committee appointment	Staffing decisions
Non-grievance worksite issues	Discipline (individual)
Impact of reorganizations/staffing	Layoff decisions
	Administrative decisions
	Ethics
	Policy changes
	Union rights
	Management rights

