

<b>POLICY TITLE: AGENCY POLICY FOR EMPLOYEE MANAGEMENT RELATIONS</b>		<b>PAGE <u>1</u> OF <u>4</u></b>
<b>POLICY NUMBER: 3. 1</b>		
<b>CHAPTER 3: PERSONNEL</b>		
	<b>STATE of MAINE DEPARTMENT OF CORRECTIONS</b>	<b>PROFESSIONAL STANDARDS:</b>
	Approved by: <u><i>Martin Magnusson</i></u> <b>Signature of Commissioner</b>	<b>See Section VII</b>
<b>EFFECTIVE DATE:</b> July 15, 2003	<b>LATEST REVISION:</b> October 2, 2008	<b>CHECK ONLY IF          APA [ <input type="checkbox"/> ]</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

The Commissioner, to encourage open positive communications, close working relationships between correctional administrators and union representatives and informal resolution of disputes, has established a system of labor management meetings.

**IV. CONTENTS**

Procedure A: Monthly Labor Management Communication Meetings

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: Monthly Labor Management Communications Meetings**

1. Scheduled meetings

Each Departmental facility, community corrections region, and Central Office is encouraged to hold labor management communications meetings monthly or more

often as needed. Emergency meetings and temporary schedule changes may be initiated by or through the chairperson at the mutual convenience of those directly involved.

## 2. Labor Management Committees

Each Departmental facility, community corrections region and Central Office shall have a labor management committee normally consisting of the following individuals:

- a. The Chief Administrative Officer of the facility, the Regional Correctional Administrator of the community corrections region, or, for Central Office, the Commissioner, or designee;
  - b. The supervisor of the area or program being discussed at the labor management committee meeting;
  - c. For a Departmental facility, the head of any satellite facility coming under the jurisdiction of the Chief Administrative Officer;
  - d. The person who has been elected to serve as the chief spokesperson in residence for relevant employees under the terms of various collective bargaining agreements;
  - e. The Personnel Officer for the facility, for community corrections, or for Central Office, and the steward for the area or program being discussed at the labor management communications meeting.
3. The following persons may also attend labor management committee meetings as determined appropriate by the chairperson:
- a. The Personnel Officer of the Department of Corrections;
  - b. Representatives from the Bureau of Employee Relations;
  - c. Executive Director of the collective bargaining agent or his/her representative; and
  - d. Field Representative of the bargaining agent for the relevant employees;

Other persons (to include employees) may be requested to attend a meeting as resource persons concerning a topic that is scheduled for discussion by the committee. Requests to have such persons attend the meeting should be submitted to the appropriate supervisor at least five (5) working days prior to the meeting to allow for any necessary work rescheduling of that person.

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#### 4. Chairperson

The chairperson of all such meetings shall be the Chief Administrative Officer, Regional Correctional Administrator, or Commissioner, or designee. If this person is unable to attend a meeting, he/she shall designate another member of the committee to serve as chairperson. The person designated may render decisions and act in accordance with the same authority as that of the regular chairperson.

#### 5. Agenda

- a. All meetings shall be conducted pursuant to a predetermined agenda and shall be limited in time to no more than one (1) hour, unless the parties agree otherwise. The chairperson may have the agenda prepared by staggered priorities (a union issue, then a management issue, etc., or vice versa). Agenda items shall normally be submitted to the chairperson at least one week prior to the scheduled meeting.
  - b. Before items can be placed on the agenda, they should be brought to the attention of the supervisor of the area or program for resolution, if possible.
  - c. No items can be placed on the agenda if the issue is already in grievance, unless both parties agree to its inclusion.
6. Within one (1) week, a written summary of each meeting shall be prepared by the chairperson and distributed to all persons who were in attendance. In addition, a copy shall be forwarded to the Commissioner of Corrections. The report shall include the following information:
- a. persons present;
  - b. issues or topics discussed;
  - c. decisions or recommendations made by the committee;
  - d. a tentative agenda for the next meeting; and
  - e. other information considered appropriate.
7. The supervisor shall try to accommodate schedules whenever possible so that employees who are attending these meetings can do so on work time. However, if employees attend on their off duty time or if a meeting extends beyond the person's normal work day, no additional compensation shall be granted.
8. Decisions made and/or conclusions agreed to at one facility shall not be considered as precedent for another facility or community corrections region.

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**VII. PROFESSIONAL STANDARDS:**

None

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