



HECCP Joint Labor-Management Team

Roles and Responsibilities

DRAFT 7/18/08

Team Member Responsibilities and Operating Guidelines

- ◆ Provide input to consultant and Project Team
- ◆ Help shape project goals and directions
- ◆ Participate in discussion about all major aspects of the project: market analysis, factors, PDQ, how to collect data, statistical analysis, communications, etc.
- ◆ Review and comment on all major project materials: PFI, PDQ, market data, generic classification descriptions
- ◆ No collective bargaining occurs in this group; bargaining will occur prior to implementation
- ◆ Group operates as much as possible through consensus, in an advisory capacity to the project staff and consultant
- ◆ Convened and facilitated by Sponsor, Project Leader and Consultant

HECCP Joint Labor-Management Team (JLMT) Proposed Team Norms

- ◆ Members of the JLMT are encouraged to express their personal views and to actively participate. Individuals will not be assumed to be speaking for the group that nominated them to the Team.
- ◆ Discussions will be conducted as an exploration of ideas that will evolve with our work. Members should feel free to express ideas in a brainstorming mode without worrying that an idea may sound “dumb” or that they may not even support the idea in the long run.
- ◆ When members have different viewpoints we will be “hard on ideas” and “easy on people.”
- ◆ The convener will recognize people in order to avoid individuals from dominating the discussion or not getting a chance to talk.
- ◆ While collective bargaining may be required to implement some JLMT recommendations, no negotiation will take place in the JLMT.
- ◆ Meetings will be attended by JLMT members, staff, consultant and invited guests.
- ◆ Classification and compensation are issues of great importance to employees and UMS. We can best deliberate and reach recommendations if the discussion is held within the group during our work.

Ground Rules

- ✓ Start on time, stay on time
- ✓ Arrive on time and stay until the end. Notify chair in advance if this will not be possible
- ✓ One at a time, no interruptions
- ✓ Share the floor
- ✓ No side-bar conversations
- ✓ Stay on topic, be constructive
- ✓ Listen actively instead of “re-loading” for your response
- ✓ Try to attend all meetings. Members may not send substitutes in their place. If it is necessary to replace a member, the appointment will be made by the Executive Sponsor
- ✓ Decisions will be made by consensus whenever possible
- ✓ Project communication via e-mail
- ✓ Project information posted on HECCP website

We recognize that the administration and bargaining agents must keep constituents informed about the progress of the project. Joint communications from the JLMT will be used to communicate with employees whenever possible.

Collective Bargaining

- ◆ Negotiate impact of new program
- ◆ Negotiate any change in unit members' wage rates
- ◆ Negotiate appeals process for assigning classification
- ◆ Negotiate policies for promotion, demotion, reclassification

Time Commitment

- ◆ Anticipated meeting frequency: monthly for first few months during design and start up phases; then every 2 – 3 months during data collection, analysis, and development of classifications and policies and procedures
- ◆ Meeting preparation material to be distributed 1+ week in advance if possible