

Labor Management Operational Ground Rules
Oregon Department of Fish and Wildlife
March 14, 2017

The mission of the ODFW Labor/Management Committee is to improve communications, enhance relationships and create a climate of trust within the agency.

To accomplish this mission, our goals are to:

- identify and address matters of concern;
 - seek to understand each other's key interests;
 - seek to resolve problems before they escalate;
 - achieve a more productive workplace and higher quality of life
1. Frequency of meetings: Quarterly. Additional meetings or conference calls could be scheduled on an as needed basis. The Human Resources Administrator and the current union president will coordinate the scheduling of any additional meetings.
 2. Size: Six employees from both labor and management.
 3. Term: Minimum 2 years with selection up to parties.
 4. Duration of meetings: To be determined by agenda (generally 9:30 am to 5 pm).
 5. Location: Usually Salem, but may be at another location with mutual agreement.
 6. Staging for Collaboration:
 - A. LMC members will sit in a staggered seating pattern – represented, management, represented etc., by having each member select from a deck of cards and sitting next to the person with the same card symbol.
 - B. The Chair of the meeting is responsible for finding a short “icebreaker” topic and utilizing it at the start of the meeting.
 - C. The union will recognize a manager and the agency will recognize an employee for positive contributions, twice a year (June and December)
 - D. Take time to show appreciation on what we're hearing in the field. A “for the good of the order” section will be added as part of the brainstorming section of the agenda.
 7. Attendance: Preferred face-to-face, but may use some teleconferencing in special circumstances.
 8. Expenses: Paid items
 - A. Actual meeting hours and actual travel time up to 4 hours of travel time each way for members of the committee. If more travel time is required, additional authorization must be received by the supervisor and the HR Administrator. Travel time must be scheduled in advance to fit within known work schedules. Work time managed by employee and supervisor within a 40 hour work week. If

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there is a Friday meeting, extra time worked is straight time, not overtime. The payroll code for represented staff for LMC work is UBM (paid leave to conduct miscellaneous union business).

- B. Union pays mileage for private car for Union LMC members.
 - C. Union LMC members will use their own vehicle if travel is exclusively for LMC meetings. Use of a state vehicle for L/M Meetings is appropriate when combined with other official state business and with prior authorization by their supervisor.
 - D. Incidental work outside of committee meetings will be considered work time. Human Resources (HR Administrator or Deputy) and represented LMC member will communicate to the LMC member's supervisor how much time will be needed for LMC work and discuss any workload issues and work out a plan.
9. Note taking, etc.
- A. Record at least decision items.
 - B. Responsibility for meeting Chair will alternate between teams.
 - C. Facilitated by consensus determined by issue (for use of outside or inside facilitation).
 - D. Agenda items recorded with general notes (not verbatim). Human Resources will provide the notetaker for the meeting.
 - E. Action items will be written on the meeting white board during the meeting once consensus is reached. LMC will discuss how much time is needed for outside work as part of discussing action items. If outside time is needed for a represented LMC member, the amount of time that will be needed must be identified under the action item. These action items will be printed/documented and included in the minutes.
10. Agenda/Minutes/Communication
- A. Communication out of the meeting minutes will include a topic heading, general discussion notes, and action taken for each agenda item. The draft meeting notes will be sent to the LMC Committee by the notetaker within two weeks of the meeting, and then the HR Administrator will summarize and review/edit the minutes. HR will then distribute the minutes within one (1) month of the meeting to the Committee for final approval through e-mail. The Committee has one week to respond with changes. Then, the minutes will be distributed by HR through an e-mail to all employees and may be posted on SEIU bulletin boards by SEIU Representatives. HR will post the final minutes on the ODFW Inside on the Labor Relations website.
 - B. Agendas will be jointly developed by the union president and the HR Administrator, including an agenda item for brainstorming future agenda items. The brainstorming topic will incorporate: (1) identifying how much time is needed for each topic; (2) whether the Interest Based Problem Solving Process needs to be used for the topic; and (3) whether an additional meeting needs to be scheduled based on the

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number of agenda items. Communication and supporting information regarding agenda items will be shared with committee members prior to the meeting where possible.

- C. The agenda will be published one week prior to the meeting with a provision for issues of the moment. Issues can come from members of the committee or from their constituencies. Full discussion of “issues of the moment” may require scheduling to the next meeting to allow gathering of information and preparation by parties.

11. Other attendees:

A. Invited Participants

Employees and non-members, approved to attend by agreement of the HR Administrator and President of ODFW Sublocal 109, to provide information on an agenda item may attend the meeting. Pay and travel status for agency employees will be considered on a case-by-case by the HR Administrator and President of ODFW Sublocal 109 for invited participants.

B. Observers

Other agency employees who want to attend to observe may do so on their own time and expense (not in travel status), or attend during break time. Leave for this purpose must be approved in advance by the supervisor.

12. Evaluating committee:

- A. A review every two years in December of committee’s processes, including the number of people on the committee. The next review is scheduled for December 2018.
- B. Consider Employment Relations Board (ERB) refresher training on an as needed basis when requested by labor or management. ERB refresher training will be coordinated by HR.