

Committee of the Whole

Agenda Cover Memorandum

Meeting Date: March 12, 2012

Item Title: Labor Negotiation Policy

Action Requested:

- Approval
 For discussion
 Feedback requested
 For your information

Staff Contact: Jim Hock, City Manager
Mike Suppan, HR consultant

Phone Number: 847-318-5205

Email Address: jhock@parkridge.us

Background:

Staff presented some guidelines for contract negotiations with the City's unions. On February 27, 2012 there was discussion and some suggested changes along with the desire to make this a Council Policy Statement.

Attached is the draft Council Policy Statement 8 on the subject with changes per your prior feedback. Staff recommends you adopt a policy before we begin negotiations with unions that have new or expiring contracts on May 1, 2012.

Recommendation:

Recommend that the City Council adopt the proposed Council Policy Statement 8 on Labor Negotiations

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost:

If Yes, is this a Budgeted Item: Yes No

Attachments:

- Draft Council Policy Statement 8

COUNCIL POLICY STATEMENT

Policy No. 8

General Subject: Labor Negotiations

Specific Subject: Council Policy regarding the negotiations with City unions

Date Approved:

PURPOSE

The purpose of this policy is to set guidelines for the City Council, and Council staff to ensure labor negotiations are conducted in good faith, to avoid actions that would circumvent the negotiating process City's designated bargaining team, and to provide timely and accurate information about the negotiations to the City Council, and the public.

RATIONALE

The Mayor and City Council recognize that the City workforce is the foundation of the services that we provide our residents. As such, the City is committed to a fair and financially consistent responsible labor relations policy that provides wages and benefits in a manner consistent with that philosophy.

POLICY STATEMENT

Before the start of any negotiation process, the City Manager shall seek and receive consensus approval for the financial parameters of any proposed agreement. ~~The Human Resources Manager and at times, any labor attorney approved by City Council will represent the City at the negotiation table.~~

The City's negotiating team will generally include the Human Resource Manager, the City's labor attorney, Finance Director and Department Director(s) of the bargaining unit represented in negotiations. Others may be invited to participate as needed.

~~The Human Resource Manager in preparation of negotiations will:~~

- ~~• Provide research and consultation on current trends, practices, and community standards of other public employers on a variety of labor related issues;~~
- ~~• Meet with designated staff to assist in formulating the management proposals for negotiations;~~
- ~~• Participate in drafting proposals for negotiations;~~
- ~~• Perform necessary fact research for negotiations;~~
- ~~• Formulate and prepare cost analysis of management and union proposals;~~
- ~~• Provide progress reports, make recommendations, and receive direction;~~
- ~~• Oversee and direct response to employee organization(s) request for information; and meet and confer with the unions in good faith.~~

Before any negotiations begin, the City will clarify with union representatives, the rules that we will conduct ourselves will be used during the negotiation process. ~~These are:~~ As part of these rules it will be made clear that the final agreement is not final, until the union membership has first ratified the written contract language and the City Council has then formally approved the agreement. Negotiations are confidential. ~~Employees~~ During the negotiation process, members of the bargaining unit in negotiations will ~~will~~ should not directly contact the Mayor and/or Aldermen or publicly discuss any contract issues and vice versa unless a formal declaration of impasse has been made. If either party does, then the other has the right to respond in like manner.

~~In an effort to promote transparency with the unions, the City shall provide any financial information the union requests during the negotiation process.~~

Authorization and direction to the City Manager is shall be provided in closed or open session. ~~In done in closed session,~~ in order to maintain the integrity of the negotiation process, closed session discussions must ~~must~~ should remain confidential. Members of the City Council shall ~~shall~~ should not knowingly respond to or discuss any proposals from a closed session discussion.

~~Prior to conducting a closed session on labor negotiations the City Manager make an oral report on the current status of negotiations with the particular employee or bargaining unit or units that will be the subject of the closed session.~~

~~Bargaining unit representatives or persons acting on their behalf may comment at public meetings of the City Council. This shall be done during open session to ensure all of the Council receives the same information. The City Council may listen to these statements made in the public forum and may ask questions for clarification purposes, but shall not respond to the comments, or engage in dialogue or any other form of bargaining with the representatives.~~

The City Council shall approve all labor agreements ~~collective bargaining contracts~~ in open session with the opportunity for public comment. Said final vote shall take place at a duly scheduled regular or special meeting with the appropriate legal notice as required by law in order for the public to become informed and to be able to express itself. ~~There must be a staff report accompanying a resolution to adopt the agreement.~~ Before City Council considers approval of any labor agreement, ~~collective bargaining contract,~~ they will be provided with a detailed estimate of the cost of the proposed labor agreement contract.