

Program #72018 - Central HR Labor Relations 7/21/2015

Department: County Management **Program Contact:** Travis Graves
Program Offer Type: Existing Operating Program **Program Offer Stage:** As Adopted
Related Programs:
Program Characteristics:

Executive Summary

Labor Relations provides leadership to ensure effective labor-management relationships, appropriate work conditions and legal compliance that balance the rights of employees with the business needs of the County. This program manages 11 labor contracts, representing 85% of the County workforce.

Program Summary

Contract negotiations present one of the most significant opportunities to forge partnerships with labor unions that serve the needs of both the County and its employees. Labor Relations was successful during previous negotiations to achieve staggered dates for contract renewals, which provides the County a better opportunity to strategically plan and time proposals for contract changes. While this approach means contract negotiations have become a year round workload, it does better support Labor Relations and department management staff to focus and prepare for each labor agreement.

Forums such as Employee Relations Committee and Employee Benefits Advisory Team along with tools such as negotiated memorandum create the foundation of open communication, clear and accessible decision making and collaborative problem solving needed to achieve uniform labor/management practices throughout the County.

Labor Relations:

- Leads collective bargaining activities, including contract negotiations, interim negotiations, labor contract administration and interpretation.
- Guides development of employee relations programs to create and promote a positive organizational culture, and advocate for fair, respectful treatment of employees.
- Ensures consistent application and enforcement of collective bargaining agreements, work rules, grievance and discipline policies.
- Provides internal expertise for dispute resolution, grievance handling, and cooperative problem-solving.
- Maintains and develops personnel rules and administers the county’s drug and alcohol testing process.
- Coordinates countywide layoff activities and the merit council appeals process.
- Manages the Unemployment Claims process; and
- Ensures compliance with federal, state, local laws, rules, regulations and labor agreements, and communicates, trains and coaches supervisors, managers and department human resources units on these requirements

Performance Measures

| Measure Type | Primary Measure | FY14 Actual | FY15 Purchased | FY15 Estimate | FY16 Offer |
|--------------|-------------------------------------------------------|-------------|----------------|---------------|------------|
| Output | Number of Labor disputes. | 80 | 120 | 75 | 100 |
| Outcome | Percentage of labor disputes settled collaboratively. | 95% | 93% | 89% | 95% |

Performance Measures Descriptions

Output and Outcome: Disputes include formal and informal disagreements about the interpretation or application of labor contracts, Personnel Rules, practices or policies. Resolving labor disputes collaboratively means all involved parties have agreed to the resolution without going to arbitration. Arbitration can be costly and result in a binding decision that is not in the County’s best interest. Purchase for FY 2014 was high compared to estimate, as disputes fluctuate on a number of factors both within and outside the County’s control.

Legal / Contractual Obligation

Eleven labor agreements necessitate contract compliance regarding rates of pay, hours of work, fringe benefits, and other matters pertaining to employment. Federal, State, local laws, rules, and regulations covering wage and hour, discrimination, harassment, labor relations, privacy, employment at will, hiring, defamation, Uniformed Service Employment and Reemployment Rights Act, Health Insurance Portability & Accountability Act and other employment related issues.

Revenue/Expense Detail

| | Proposed General Fund | Proposed Other Funds | Proposed General Fund | Proposed Other Funds |
|------------------------|-----------------------|----------------------|-----------------------|----------------------|
| Program Expenses | 2015 | 2015 | 2016 | 2016 |
| Personnel | \$711,389 | \$44,838 | \$738,468 | \$46,657 |
| Contractual Services | \$17,540 | \$0 | \$7,000 | \$0 |
| Materials & Supplies | \$18,350 | \$0 | \$15,850 | \$0 |
| Internal Services | \$0 | \$56,882 | \$42,485 | \$9,143 |
| Total GF/non-GF | \$747,279 | \$101,720 | \$803,803 | \$55,800 |
| Program Total: | \$848,999 | | \$859,603 | |
| Program FTE | 4.60 | 0.25 | 4.60 | 0.25 |

| Program Revenues | | | | |
|-----------------------|------------|------------------|------------|-----------------|
| Other / Miscellaneous | \$0 | \$101,720 | \$0 | \$55,800 |
| Total Revenue | \$0 | \$101,720 | \$0 | \$55,800 |

Explanation of Revenues

This offer is supported primarily by General Fund with 0.25 FTE Labor Relations Manager supported by the Risk Fund.

Significant Program Changes

Last Year this program was: FY 2015: 72018 Central HR Labor Relations

Internal Service charges shifted from the Risk Fund to the General Fund for FY 2016.