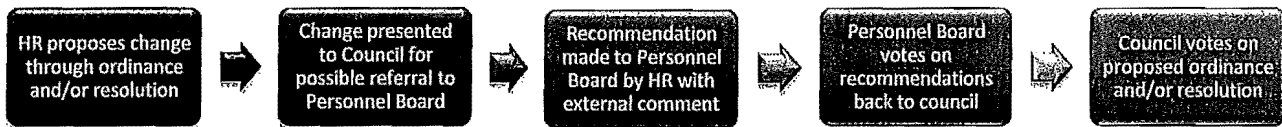


Handbook Process Outline

Committees/Boards:

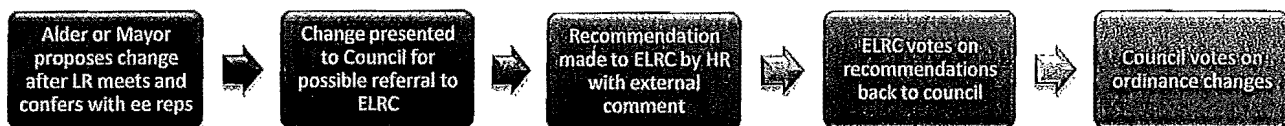
1. Personnel Board

- 5 member committee appointed by Mayor and confirmed by council. Includes 1 Union representative.
- Formulates rules and regulations for the administration of the Civil Service System; acts on personnel items referred by the Common Council; and hears appeals from the decisions of Hearing Examiners on disciplinary matters involving non-union employees.
- Matters discussed by the Personnel Board after introduction by HR or referral by Council. The Personnel Board is also tasked with approval of the rules and regulations related to the administration of the Civil Service System, and as reflected in the Personnel Rules.



2. Employee and Labor Relations Committee (ELRC)

- 9 member committee appointed by Mayor and confirmed by council. Includes HR director who only votes in ties, three Union representatives, three Department or Division Heads, and two Alders from BOE.
- Makes recommendations to common council regarding wages, hours, and working conditions, including items not covered by Personnel Rules such as seniority provisions, out of class pay, and clothing allowance.
- Matters are discussed by the ELRC after referral by CC or by introduction from ELRC members, with or without the meet and confer process.
- LR will meet and confer with ee reps and where ordinances/resolutions are agreed upon, the Mayor will introduce such items to CC for possible referral to the ELRC.



Procedural Documents:

1. Ordinances

Adopted by Council. Provide detailed information related to wages, benefits, working conditions, and appeal processes for both disciplinary and non-disciplinary grievances. For example, ordinances include definition of seniority, wages, longevity provisions, benefit structure, layoff rights.

2. Personnel Rules

Developed by the Human Resources Director or designee, reviewed and recommended by the Personnel Board and approved by the Common Council. Contains rules and regulations related to the Civil Service System, including hiring, layoff, and discipline and safety appeals.

3. City Employee Handbook

Developed by the Human Resources Director or designee, can be reviewed by the Employee and Labor Relations Committee but need not be approved by Common Council. The handbook must be consistent with the provisions of the ordinances. Examples of handbook provisions include items that mirror, clarify, or better define City ordinances. For example, while ordinance may define calculation of seniority and may include some provisions related to application, the Handbook can better define application City wide, and will provide more simplified guidelines for administrative purposes (i.e. designates seniority application to vacation selection).

4. Work Rules

Developed by the Departments/Divisions in conjunction with the Departmental Labor Management Teams. The Work Rules must be consistent with City ordinances. Work rule provisions are Department/Division specific and may clarify ordinances, but may not alter them. For example, while City ordinance may define calculation of seniority, and the Employee Handbook then defines application City-wide, the Work Rules may include provisions related to seniority shift selections.

5. APMs/Rules of Conduct

Developed by the Mayor or his designees, applied unilaterally, must be consistent with City ordinances. Rules of conduct are created to better define City processes, procedures, and other matters related to the management of City staff which is the exclusive right of management.

Appeals Processes:

1. Discipline and Safety

After discipline is issued, request for appeal is made to the Human Resources Director who files the written reply with the reason for action and notice requesting appeal to the board. An Appeal Examiner is selected by the parties if the dispute cannot be resolved by the Human Resources Director or their designee. After hearing, the Appeal Examiner submits a written response regarding the dispute. Either of the parties may then appeal to the Personnel Board who is required to give deference to the decision of the Appeal Examiner, but may reverse or modify the Appeal Examiner decision.

2. Non-rep grievances

Appeal is made to the employee's supervisor at Step 1, and is followed at Step 2 with an appeal to the Department or Division Head. If the matter is not resolved the ee may submit the issue to a Dispute Resolution Panel made up of 5 dispute resolution panel members who are appointed by the Mayor. The Dispute Resolution Panel must act in accordance with all APMs, ordinances, and Personnel Rules. The decision of the Dispute Resolution Panel is final and binding unless the City Attorney determines the dispute resolution must be approved by the Common Council.

3. Rep grievances

Appeal is made to the employee's supervisor at Step 1, and is followed at Step 2 with an appeal to the Department or Division Head. If the matter is not resolved, the parties may submit the dispute to mediation by mutual agreement. If the mediation is unsuccessful, or either party objects to mediation, the dispute can proceed directly to arbitration by appeal of either party. The parties agree to an Arbitrator and after hearing, the Arbitrator submits a written response regarding the dispute. The decision of the Arbitrator is final and binding and without recourse to further appeal.

Employee and Labor Relations Process Outline

Pre-Act 10 Process Collective Bargaining

HR/LR collects data, meets with departments, and prepares for bargaining.

LR consult with Mayor, Finance, Attorneys Office and other departments regarding bargaining objectives (Ongoing), and develops an initial proposal.

LR/bargaining team bargains with Union over wages hours and conditions of employment. Tentative agreement is reached or proceeds to mediation/arbitration.

If agreement is not reached, parties proceed to mediation and arbitration where final offers are presented, and agreement reached or imposed by arbitrator. Mayor then presents final agreement to Council.

Agreement is introduced to Council by Mayor, agreement is referred to BOE, and approved by Council.

Post-Act 10 Process Employee and Labor Relations Committee

HR/LR collects data, meets with departments, and prepares for meet and confers.

LR consult with Mayor, Finance, Attorneys Office and other departments regarding discussion items (ongoing), and develops an initial list of items to be discussed.

LR meets and confers with employee representatives over wages, hours, and conditions of employment. Recommendations are agreed upon or parties may engage in educational initiatives/other activities designed to reach consensus.

If consensus is not reached, the parties may engage in mediation. Mayor then presents final recommendations to Council for referral to ELRC with or without recommendations of the parties.

Recommendations for ordinance modifications are introduced to Council by Mayor, modifications are referred to ELRC and BOE, and approved by Council.