

## **Appendix to the General Municipal Employee Handbook City of Madison Annual “Meet and Confer” Process**

The City of Madison (Human Resources Office of Labor Relations) shall meet with employee compensation group representatives on an annual basis for the purpose of addressing any issues, concerns or ideas related to wages, benefits and the Employee Benefits Handbook for Municipal Employees. Initial presentations of matters to be addressed shall be held each spring. From there, the Office of Labor Relations and Employee Representatives will establish a schedule to “meet and confer” in the months of May, June, July and August to discuss the merits of matters of concern with the expectation that matters will be reduced to writing, and presented for the City’s consideration, and possible action, for the upcoming budget year no later than June 15. All “meet and confer” discussions shall be conducted through the Office of Labor Relations, which by Madison General Ordinance represents the Mayor. In situations in which there is not an initial agreement among the parties, both parties will continue to “meet and confer” using interest based problem solving, and may utilize the Federal Mediation and Conciliation Service (FMCS), or another acceptable mediation service, with the hope of reaching a mutually agreeable resolution to be presented to the Mayor by August 15.

If mutual agreement cannot be reached by August 15, Employee Representatives may request that any unresolved matters, which are within the jurisdiction of the CER to hear under §33.10 MGO, be placed on the September agenda of the Committee on Employee Relations (CER) for discussion and possible resolution. During such time, the Office of Labor Relation and the Employee Representatives shall be allowed to present position papers with relevant information/evidence to support their respective stances on unresolved matters. The Office of Labor Relations and the Employee Representative groups will exchange their position papers one week prior to meeting with the CER. Subsequently, the CER will issue a decision on all unresolved matters within its jurisdiction prior to the publication of the Mayor’s final operating budget.

### **Tentative Timeline**

#### **Where both parties are in agreement:**

- May 1: Initial Meet and Confer Discussions – Identification of Topics for consideration
- June 15: All matters of concern are to be reduced to writing and presented by either the Office of Labor Relations or Employee Representatives
- August 15: Mutually agreed upon items are presented to the Mayor

#### **Where there is disagreement:**

- Late June: Meet and Confer sessions continue with the assistance FMCS or another acceptable mediation service.
- September: Position papers are exchanged between the Office of Labor Relations and the Employee Representatives and forwarded to members of the CER.
- September: CER meeting to address unresolved issues within its jurisdiction.

September: CER to issue decisions on unresolved matters within its jurisdiction.