

**Wastewater Treatment Division**

**And**

**SEIU 925**

**Labor Management Committee**

**Charter**

**March 15, 2011**

## APPENDIX C

**Contract language**

See Article 1 of the collective bargaining agreement

**Purpose**

The Labor Management Committee was created as a forum to provide ongoing changes and continuous improvements in the workplace. Issues are to be discussed in an interest based, collaborative manner.

The Employer and the Union have established an ongoing process to identify each party's issues which may result in revisions to the current labor agreement and can address other matters mutually agreed upon between the parties. This will not include unresolved grievances.

To accommodate this process, the role of the Labor/Management Committee (LMC) is to deal jointly with areas of mutual interest to all parties, to move all parties toward a shared vision of a productive work place, and to oversee the tasks and/or committees called for in the labor agreement.

### Representation

**Union –**

The union chapter president and the SEIU organizer representative; any 2 of the SEIU representatives from East and West plants.

**Employer –**

Assistant Division Director, Division HR Manager, Employee Labor Relations Representative, 1 Wastewater Treatment Division Section manager; 1 member Office of Labor Relations and a representative from maintenance and operations.

**Alternates :**

Are acceptable if they are briefed in advance by their team.

**Quorum requirements –**

**Union:** Chapter president or SEIU organizer representative and 2 members

**Management:** 1 person from Human Resources, 1 person from Operations, and if a contract matter 1 person from Office of Labor Relations.

In the event that a quorum is not achieved the LMC meeting will proceed with members sharing information and conducting administrative activities. All due effort shall be made by each member of the LMC to attend each meeting.

**Frequency and length of meetings**

Establish a yearly meeting schedule which will be meeting the third Tuesday of every month from 9:15 – 11:15 and rotating between West Point and the Renton Plants.

**Guests or subject matter experts**

May attend but LMC members need to be informed when the agenda is set in advance of the meeting.

**Agendas**

## APPENDIX C

### **Scope**

#### Responsibilities of the LMC

- To identify issues of mutual interest.
- Maintain and improve labor/management relations.
- Identify and solve problems.
- Provide a forum to exchange information.
- Maintain a work program and schedule.
- Post minutes on intranet.
- Perform other duties as mutually agreed.
- Identify members of subcommittees to address issues as assigned by the LMC

#### Authority for Contract Amendments

- Decisions resulting in amendments to the Agreement involving wages, hours, and working conditions will require participation by representatives of Local 925 and Office of LR.
- On the issues involving wages, hours and working conditions, the Local 925 representatives on the LMC will go to its membership for a vote.
- On matters which are more routine where the contract is silent, the LMC will make the decisions.

#### The role of the Labor Negotiator for the Office of Labor Relations

- The LR representative will measure impacts of proposed changes being considered by the LMC on other contracts within King County.
- The LR representative speaks on behalf of the King County Executive regarding labor relations issues and will share with the LMC whether issues it proposes to take up will need review from other levels of management and/or Council adoption.

### **Establishing agendas**

- Proposed items for the agenda will be submitted to any LMC member.
- The agenda will identify whether the item is for decision, discussion, or education/information. Issues may not be discussed at the first meeting except to determine when and where the matter should be discussed.
- Parties to the LMC will manage issues which are brought to their representatives. A standing agenda item will allow for the possible introduction of last minute and/or new agenda items; however, LMC members agree not to abuse this.
- The person submitting an issue will be urged to read the meeting notes and stay updated regarding the progress of their issue. A response will be given concerning the issue within 90 days of being scheduled as an agenda item.
- A draft agenda will be sent out a week in advance.
- The agenda will be reviewed at the beginning of the meeting in case there are additions.

## APPENDIX C

### **Facilitation**

#### **Responsibilities**

- Serves in an impartial manner as to outcome of issues.
- Promotes the interest-based process.
- Prepares and distributes DRAFT meeting agendas.
- Keeps committee on track to the issues and discussion points.
- Promotes appropriate and full participation by all members.
- Sends out requests for agenda items

### **Who – King County Alternative Dispute Resolution Program**

#### **Minute-taking**

- Management will provide a minute taker
- The minutes shall not reflect the names of committee members when presenting discussion on an item.
- Create meeting summary which will include (a) Standing Agenda Items; (b) To Do's; (c) Decisions Made; (d) Items Deferred to Bargaining.
- Circulate summary to all committee members.
- Gather comments.
- Post approved minutes on the LMC intranet site.

#### **Minute approval**

- The LMC note taker will send out a draft of the minutes within one week after a meeting.
- LMC representatives will have one week to review the draft minutes after receiving them, and make proposed changes, if any. At the next LMC meeting the minutes will be reviewed, amended and approved.

#### **Minute distribution**

- Approved meeting minutes will be sent out for distribution by the note taker and posted in the WTD HR folder on the Intranet within one week.

### **Communication with Others**

#### **Receiving input from constituency groups**

- Subcommittees and ad hoc task forces may be formed and will be given written charter and guidelines, including copies of LMC ground rules and procedures, and briefing on these rules and procedures as needed.
- Subcommittees and ad hoc task forces must include at least one LMC member as one method of creating linkages with the LMC.
- Subcommittees and ad hoc task forces shall use consensus decision-making.

### **Ground rules**

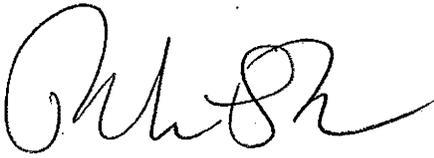
#### **Shared behavioral expectations**

## APPENDIX C

- The committee members shall abide by internal ground rules.
  - Show respect to fellow committee members inside and outside the meeting.
  - Either party may call a caucus.
  - Minimize side conversations.
  - Be ready to start on time.
  - Show up. Plan to attend the entire meeting or inform others in advance of your schedule conflicts. Notify a team member if you are unable to attend.
  - Be honest; inform another member of a concern privately when necessary for tact.
  - Support the group's decisions outside the meeting.
  - Avoid reopening previous decisions; however, decisions may be reopened by written request with an explanation and a consensus decision to do so.
  - Agenda identifies anticipated decisions; if a member needs to be present, they may request prior to the meeting that the item be deferred.
  - Verify that there is consensus.
  - It is a responsibility of all committee members to make the collaborative, interest-based process work and be held accountable for doing so.
  - Lighten up; have fun!
  - LMC members agree not to circumvent the LMC collaborative, interest-based decision making process.
- Decision-making**
- Consensus**
    - Decisions will be made by consensus. Consensus is achieved when everyone in the group reaches a decision with which they can live and which they are willing to support.
    - If a decision is not reached after discussion at 3 meetings the mediator will evaluate the situation.
    - If the issue cannot be resolved it will be added to the agenda for the next collective bargaining negotiations, or raised through other appropriate channels.
  - Definition and testing mechanism for decision making**
    - Recognizes impacts to existing programs. *(No unforeseen negative impacts or at least an attempt to identify impacts)*
    - Legal
    - Benefits outweigh the negative impacts.
    - To the extent possible, the proposal is cost-effective.
    - Improvement over existing practices.
    - Supports business and employee needs.
    - Feasible.
    - Improves the labor-management relationship.
    - Ratifiable. *(But, not required to go out for a vote)*
    - Understandable *(Requires communication with the membership)*
    - It's the right thing to do.
  - Other**

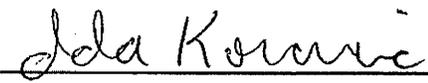
# APPENDIX C

## Signature Page



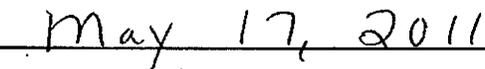
---

King County Labor Representative



---

SEIU Organizer Representative



---

Date