

## **ARTICLE 25 – LABOR/MANAGEMENT MEETINGS**

### **25.1 Joint Labor-Management Committee**

#### 25.1.1 Composition

There shall be a Joint Labor-Management Committee which shall be composed of not more than seven (7) representatives of the City and seven (7) representatives of the Association. The Director of Human Resources shall appoint the Secretary in even-numbered years while the President of the Association shall appoint the Secretary in odd-numbered years.

#### 25.1.2 Purpose

The committee shall serve to study issues of mutual interest. Issues may fall within or without the collective bargaining agreement. However, any modification of the collective bargaining agreement must be mutually agreed to in writing by both the City and the Association.

#### 25.1.3 Association Representative Paid Time Off

When any meetings of the committee are held during an Association representative's straight-time hours, the employee shall not lose pay for time spent in such meetings. Should any meeting extend beyond a representative's regularly scheduled work day or should the meeting be scheduled on a non-work day of a representative, the City shall not compensate the employee/representative for such time.

To facilitate the adjustment of work assignments, the Association shall annually notify the immediate supervisors of any of its representatives regarding the scheduled dates and times of meetings of the committee.

#### 25.1.4 Agendas

All meetings of the committee shall have an agenda, which shall be issued at least three (3) days prior to the meeting. Any member of the committee may place an item on the agenda by sending written notice to the Secretary. An item shall remain on the agenda until such time as the committee decides to remove the item.

#### 25.1.5 Minutes

The Secretary shall produce drafts of the minutes for all meetings, which shall be available for review at least three (3) days prior to the next meeting of the committee. The committee shall approve the minutes from prior meetings.

### **25.2 Joint Labor-Management Committee Meetings**

#### 25.2.1 Frequency

The committee shall meet no less often than twice per month.

#### 25.2.2 Schedule

Each December, the parties shall set a schedule of meetings of the committee, which may not be changed without mutual agreement of the parties.

#### 25.2.3 Tolling of Timelines

When a grievable item is placed on the agenda, upon request, the parties may agree to toll the timelines. The minutes of the meeting shall record the agreement regarding tolling of timelines.

### **25.3 Joint Labor-Management Committee Meetings with the City Manager's Office**

#### 25.3.1 Frequency, Schedule and Location

The committee shall meet at least quarterly with the City Manager's office. The City Manager's office shall determine the date, time, and location of such meetings.

#### 25.3.2 Purpose

The agenda for the meetings shall be those items on the committee's current agenda that either party desires to discuss with the City Manager's office plus any items that the City Manager's office would like to discuss, irrespective of whether those items have been on a previous agenda of the committee.

### **25.4 Retreats**

The parties shall make reasonable efforts to have an annual retreat to discuss items of mutual interest and to further labor-management cooperation. This section is not grievable.