

EMPLOYER-EMPLOYEE RELATIONS

A. Goal

District Human Resources and Organizational Development, in accordance with Board Policy 1013, shall work cooperatively with various colleges and District departments in an effort to share resources and to standardize processes in the area of employer-employee relations in order to serve employees and consequently improve student services.

B. Procedures

1.1 **COLLECTIVE BARGAINING NEGOTIATIONS:** The following procedures shall apply to the District's collective bargaining negotiations:

- 1.1.1 District Human Resources shall be in charge of negotiating any new or modified collective bargaining agreements between the District and the various unions representing its employees.
- 1.1.2 Prior to submitting any formal initial proposal to the unions, District Human Resources shall solicit input from managers at the respective colleges and the District Office. In addition, input will be sought from the Chancellor's Cabinet.
- 1.1.3 Prior to any public presentation of the District's formal initial proposals to the unions, District Human Resources shall present the draft proposals to the Governing Board in closed session for input, comment and direction.
- 1.1.4 District Human Resources shall solicit appropriate representatives from the colleges and the District Office to participate on the District's Management Negotiations Team. College representatives shall be approved by the respective president.
- 1.1.5 District Human Resources shall conduct training for managers and supervisors at the District Office and colleges on the new or revised collective bargaining agreements. The training shall include contract management techniques.

1.2 **GRIEVANCES AND COMPLAINTS:** District Human Resources shall represent the District in all grievances and complaints related to the various collective bargaining agreements, Human Resources Procedures, and Employee Manuals. When a grievance or complaint is filed with a college or District Office department, District Human Resources representatives shall assist and advise college or departmental managers on how to appropriately respond.

C. Approvals

Approval Date: August 13, 2002

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