

Multnomah County Library
Labor Management Team Charter
2017

Case for Action:

The Labor Management Team (LMT) provides an opportunity for Local 88 employees and management to discuss meaningful issues and reach agreements that affect employees and patrons.

Team Purpose:

LMT provides an on-going venue of timely discussions and dissemination of information. LMT members work to address issues that affect all employees of MCL and reach mutually satisfactory agreements. LMT may form additional subcommittees to provide analysis and recommendations on specific issues. Meetings will be rotated throughout the MCL system to encourage greater access for employees who wish to attend.

Areas of Responsibility:

LMT members will be responsible for the following:

- Active participation.
- Upholding agreed upon ground rules.
- Dissemination of information.
- Representing the expressed positions and interests of both parties.

Human Resources is responsible for taking meeting notes, sending out for feedback in a timely manner and posting to the Commons. Human Resources will also maintain LMT's Commons page that includes this charter, LMT's ground rules and vision statement, meeting agendas, and a web form for employees to post questions, comments and agenda items to.

Agendas and Facilitation:

The Local 88 Council Representative and Library Human Resources Manager, or their designee, will serve as co-facilitators of meetings. They will solicit agenda items, offer alternative venues for discussing items if not appropriate for LMT meetings, build the agendas, and facilitate the meetings.

Agenda items should be submitted by the Friday before the meeting. Meeting agendas will be distributed on the Monday before the meeting and include the desired goal of the agenda item (information sharing, decision making, etc.).

Attendance and Quorum:

Team members should make every effort to attend scheduled meetings. To assist with team cohesion and continuity, team members may not send substitutes if they can not attend a meeting.

If two members from labor or two members from management can not attend a meeting, the meeting may be rescheduled to ensure that there is adequate representation.

Meeting Dates:

The team meets every other month and more frequently as-needed. Meeting dates will be scheduled at the beginning of each calendar year.

Parameters and Guidelines:

Parties will mutually agree upon parameters and guidelines within which LMT makes decisions and proposals. Parameters or guidelines will include, for example:

- LMT is not the appropriate forum for negotiating contract language or resolving grievances.
- Clear definition of confidential discussions.
- Topics that will be delegated to subcommittees.
- Anyone can submit an agenda topic.
- Being mindful of how issues impact employees working in all classifications.

Team Membership:

LMT membership will consist of the following:

Local 88

- Chief Steward
- Local 88 Council Representative
- Local 88 President or designee
- Librarian
- Library Assistant
- Clerk
- Access Services Assistant

Management

- Library Director
- Human Resources Manager
- Labor Relations Manager
- Library Manager (Central)
- Library Manager (Branch)
- Library Manager
- Library Manager

Note Taker

- Human Resources Staff

To the greatest extent practical, management and Local 88 membership should be representative of the gender and racial composition of the Library workforce.

Membership Terms:

The Chief Steward, Local 88 Council Representative, Local 88 President, Library Director, Human Resources Manager, and county Labor Relations Manager shall serve on the LMT in perpetuity.

The other members will serve two-year terms ending in December. The member end dates will be staggered so that two members of Local 88 and two members of management will end each calendar year and new members are appointed at the beginning of the next calendar year.

Qualifications for Team Members:

A qualified committee member:

- Has good communication skills and works well with others.
- Is well versed in how the Library operates.
- Is able to attend meetings on a regular basis.
- Has the capability to be fully engaged in discussions.
- Understands the parameters under which we work, including the contract and personnel rules.
- Has the ability to disseminate information.
- Understands the importance of maintaining confidentiality when required.

Communication:

Members will mutually agree on joint communications on behalf of LMT.

One member of Local 88 and one member of management will receive the information sent by employees using the LMT web form and will issue a joint response.

Charter Review

On annual basis, when new employees are appointed to LMT, the charter will be reviewed and updated as needed.