

Town of Mansfield Personnel Committee

**HR and Labor Relations Program
January 8, 2007**

Overview

- Labor Relations and Collective Bargaining
- Nonunion Employees
- Recruitment Procedures
- Administration of Personnel Policies
- Employee Training and Development
- Administration of Employee Benefits
- Future Projects

Labor Relations and Collective Bargaining

MERA

Municipal Employee Relations Act

- Eligibility
 - Exceptions Include: Elected Officials, Administrative Officials, Department Heads, Board and Commission Members, Certified Teachers, Part-Time/Seasonal Employees¹
- No Right to Strike
- Binding Arbitration

¹PT/Seasonal Less Than 20 hrs/wk

Labor Relations and Collective Bargaining

Bargaining Units

- CSEA/SEIU – Public Works
- CSEA/SEIU – Police
- CSEA/SEIU – Professional & Technical Employees
- IAFF - Firefighters

Labor Relations and Collective Bargaining

Negotiations

<u>Contract</u>	<u>Expiration</u>	<u>Status</u>
CSEA/SEIU Public Works	6-30-2009	Complete
CSEA/SEIU Prof/Tech	6-30-2009	Complete
CSEA/SEIU Police Officers	6-30-2007	Up-coming
IAFF Firefighters	6-30-2006	Nearing Completion

Labor Relations and Collective Bargaining

- Good Working Relationship – “Open Door Policy”
- Quarterly Labor Management Meetings
- Negotiations

Non-Union Employees

- Primarily Department Heads and Some Professional Staff
- Personnel Rules Applicable

Recruitment

Union Position



Advertise position internally first,
then externally if necessary.

Non-Union Position



Advertise position internally
and externally.

Hiring authority, followed by Town Manager's Office
screens applications and determines eligibility.



Candidates selected for interviews and/or written
or practical exams, pending applicability.



Top three applicants interview with the hiring authority.



References checked and conditional offer of employment made.



Candidate hired.

Personnel Policies

- EOE
- FMLA
- Drug Free Workplace
- Harassment
- Technology Use
- Customer Service

Training and Professional Development

- Memberships to Professional Associations
- Conferences
- Seminars
- Safety Training
- Computer Training

Employee Benefits

- Medical
- Dental
- Life
- Pension
- Worker's Comp
- Short and Long Term Disability
- Paid Holidays
- Vacation, Sick, Personal and Bereavement Leave
- Wellness Incentive
- Tuition Assistance

Future Projects

- Update Personnel Rules
- Update Personnel Policies
- Update Recruitment Policy and Procedures
- Professional Development Activities
- Update Performance Appraisal System
- Employee Recognition