

1520.01 Departmental Responsibilities during Primary Negotiations

Issued: January 1, 1994

Revised: April 23, 2012

SUBJECT: Departmental Responsibilities during Primary Negotiations.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide a mechanism for departments to participate in primary negotiations.

CONTACT AGENCY: Department of Technology, Management and Budget (DTMB)
Office of the State Employer (OSE)

TELEPHONE: 517-373-7400

FAX: 517-373-3771

SUMMARY: This section specifies the procedure to follow in order to have a representative participate on the primary negotiation team and indicates what responsibilities the representative will have.

APPLICABLE FORMS: None.

PROCEDURES:

OSE:

- Sends memo to all departments with employees in the bargaining unit(s) at issue and requests that the department nominate a representative to serve on the primary team if the department is interested in participating in negotiations. This memo will be sent to allow time for response and creation of a team prior to negotiations.

Department Director (or designee):

- Determines if the department has an interest in nominating a representative for primary negotiations on any agreement open for negotiations. If so, sends response to the OSE indicating the negotiation(s) in which the department would like to participate and the name of the staff person nominated. It is important that the individual attend all sessions and have the authority to make binding decisions on behalf of the department. Negotiations may entail long hours and weekend work.

OSE:

- Determines if proposed department representation on negotiation team is appropriate, and if individual proposed is acceptable. The criteria for this decision include:
 - Issues expected to be raised in negotiations and department involvement in those issues.
 - Anticipated size of negotiation team.
 - Number of bargaining unit employees in department.
 - Experience of proposed team members.
- Responds to department in 1 of 3 ways:
 - Approves department participation on negotiation team, as well as the individual proposed.

- Approves department participation on negotiation team, but a different representative is requested.
- Denies department participation on negotiation team.

Department Director (or designee):

- May request reconsideration if participation or specific representative is not approved by the OSE. Contacts the OSE and provides reasons for reconsideration.
