
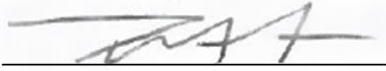


POLICY TITLE: AGENCY POLICY FOR EMPLOYEE-MANAGEMENT RELATIONS		PAGE 1 OF 3
POLICY NUMBER: 3.1		
CHAPTER 3: PERSONNEL		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VIII
EFFECTIVE DATE: July 15, 2003	LATEST REVISION: Augusta 22, 2024	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

The Commissioner, to encourage open positive communications, close working relationships between correctional administrators and union representatives, and informal resolution of disputes, has established a system of labor management meetings.

IV. DEFINITIONS

1. Servicing Human Resources Office - for the purposes of this policy, the office which prepares payroll for employees and provides other human resources services.

V. CONTENTS

- Procedure A: General
- Procedure B: Labor Management Meetings
- Procedure C: Bulletin Boards

VI. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: General

1. The purpose of this policy is to address labor management meetings between the Department and the contract bargaining units.

2. Maine Civil Service Law and the contract bargaining agreements shall be followed for all contract negotiation matters.

Procedure B: Labor Management Meetings

1. Each Departmental facility, community corrections region, and Central Office is encouraged to hold labor management communications meetings on an ad hoc basis as needed.
2. Meetings may be initiated by or through the designated representatives of the Department or the union at the mutual convenience of those directly involved.
3. Each Departmental facility, community corrections region, and Central Office shall have a labor management committee normally consisting of the following individuals:
 - a. the facility Chief Administrative Officer, the Regional Correctional Administrator of the community corrections region, or, for Central Office, the Commissioner, or their designees;
 - b. for a Departmental facility, the head of any satellite facility coming under the jurisdiction of the Chief Administrative Officer;
 - c. the supervisor of the area or program being discussed at the labor management committee meeting;
 - d. the person who has been elected to serve as the spokesperson for relevant employees under the terms of various collective bargaining agreements; and
 - e. the servicing Human Resources Manager and the steward for the area or program being discussed at the labor management communications meeting.
4. The following persons may also attend labor management committee meetings as determined appropriate by the chairperson:
 - a. the Department’s Director of Human Resources;
 - b. representatives from the Bureau of Employee Relations;
 - c. the Executive Director of the collective bargaining agent or their representative; and
 - d. a Field Representative of the bargaining agent for the relevant employees.
5. Other persons (to include employees) may be requested to attend a meeting as resource persons concerning a topic that is scheduled for discussion by the committee. Requests to have such persons attend the meeting shall be submitted to the appropriate supervisor at least five (5) working days prior to the meeting to allow for any necessary work rescheduling of that person.
6. The chairperson of all such meetings shall be the Chief Administrative Officer, Regional Correctional Administrator, or Commissioner, or their designees. If this person is unable to attend a meeting, they shall designate another member of the committee to serve as chairperson. The person designated may render decisions and act in accordance with the same authority as that of the regular chairperson.

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7. All meetings shall be conducted pursuant to a predetermined agenda and shall be limited in time to no more than one (1) hour, unless the parties agree otherwise. The chairperson may have the agenda prepared by staggered priorities (a union issue, then a management issue, etc., or vice versa). Agenda items shall normally be submitted to the chairperson at least one (1) week prior to the scheduled meeting.
 - a. before items can be placed on the agenda, they shall be brought to the attention of the supervisor of the area or program for resolution, if possible; and
 - b. no items can be placed on the agenda if the issue is already in grievance, unless both parties agree to its inclusion.
6. Within one (1) week, a written summary of each meeting shall be prepared by the chairperson and made available to all persons who were in attendance. The summary report shall be maintained in the servicing Human Resources office. The report shall include the following information:
 - a. persons present;
 - b. issues or topics discussed;
 - c. decisions or recommendations made by the committee;
 - d. a tentative agenda for the next meeting; and
 - e. other information considered appropriate.
7. The supervisor shall try to accommodate schedules whenever possible so that employees who are attending these meetings can do so on work time. However, if employees attend on their off duty time or if a meeting extends beyond the person's normal work day, no additional compensation shall be granted.
8. Decisions made and/or conclusions agreed to at one facility or community corrections region shall not be considered as precedent for another facility or community corrections region.

Procedure C: Bulletin Boards

1. Bulletin boards shall be provided at each Departmental facility, community corrections region, and Central Office for use by employee organizations. They shall only contain announcements by the organization or information regarding membership.
2. The employee organization bulletin boards shall be in an area that provides all staff ready access.
3. Requests to place information on a bulletin board shall be submitted to the applicable Human Resources Manager, or designee, for review and approval prior to posting to preclude information which may have an impact on the management, security, staff, or residents or clients.
4. Approved materials shall be retained on the bulletin board for no more than sixty (60) calendar days, unless otherwise approved by the applicable Human Resources Manager, or designee.

VIII. PROFESSIONAL STANDARDS - None

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