



# Labor & Employee Relations Committee

## Purpose

The purpose of the **Coalition of Greater Minnesota Cities Labor & Employee Relations Committee** (Labor Committee) is (1) to develop a coordinated effort among greater Minnesota cities on managing labor and employee relations and negotiating labor contracts through researching and developing databases, advocating positive changes to labor processes, and by providing a forum for networking, discussing, and implementing uniform labor policies and negotiating strategies; and (2) to make available expert and coordinated advice—at a significantly reduced rate—on employment and labor relations issues facing greater Minnesota cities.

## Labor Committee Services

*The Labor Committee provides the services listed below to CGMC cities as part of its joint action program:*

### Publications

Quarterly newsletter on relevant labor relations and public employment issues, and Labor Process Reference Manual.

### Wages and Insurance Database

Database tracking greater Minnesota labor contract settlements and interest arbitration awards on wages and health insurance contributions.

### Cluster Analysis

Computer Cluster Analysis for cities identifying comparable cities for purposes of labor contract negotiations and interest arbitrations. Cluster Analysis is a statistical data analysis tool, which sorts cities into groups where the degree of socio-economic association is strong based on input criteria commonly considered by arbitrators. It is a more accurate and scientific process than side-by-side comparisons and is common for statistical models that describe populations to use Cluster Analysis.

### Arbitrator Database

Maintain and further develop an arbitrator selection database. This database allows cities, on a reduced fee-for-service basis (see Individual Consultation Services), to request an analysis of those lists of seven arbitrators received from the Bureau of Mediation Services, whereby the listed arbitrators are analyzed and ranked for purposes of selecting arbitrators in grievance and interest arbitrations.

### Legislative Services

Analyze and summarize labor relations and public employment law changes made during the 2009 Legislative Session and report to cities.

### Labor Seminar

Prepare and present a Labor and Employee Relations Seminar, based on topics selected by the Committee, one time each in the northern and southern parts of state.

### Committee Meeting

Prepare materials and present information at Labor Committee meetings (CGMC 2008 fall and 2009 summer conferences).

### Strategy

Develop joint labor contract negotiation strategy and policy positions/guidelines for member cities to use as benchmarks in their labor contract negotiations.

### Coordination

Coordinate efforts with the LMC and other labor and management organizations and governmental agencies.

## Contact Us

For more information, call Flaherty & Hood, P.A., CGMC's representative, at 651-225-8840, or contact:

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## Individual Consultation Services

Through the Labor Committee program, CGMC cities have access to consultation services on labor relations and public employment issues impacting their individual city on a reduced fee-for-service basis. Examples of services available to CGMC cities are listed below.

### Labor Relations Services

#### Labor Contract Negotiations

Represent cities in labor contract negotiations and mediations with employee unions; develop strategies and proposals; review labor contracts and recommend changes; and collect, compile, and summarize data from comparable cities on wages, health insurance, contract settlements, and other data.

#### Grievances

Investigate employee and union grievances, draft responses and settlement proposals for cities, and attend and represent cities at grievance meetings.

#### Arbitrations

Represent cities in grievance and interest arbitration hearings, and compile and analyze relevant information and data for use at arbitration, including ability to pay and comparable cities analyses.

#### Arbitrator Selection

Research state provided lists of arbitrators for grievance and interest arbitrations and provide ranking order for purposes of striking and selection.

#### Bureau of Mediation Services (BMS) Proceedings

Prepare responses to and filings with the Bureau of Mediation Services (BMS) and represent cities at meetings, settlements negotiations, mediations, and hearings related to strikes; petitions for exclusive representative certification, decertification, and determination of affiliation; unit determinations and clarifications; fair share fee challenges; and independent review.

### Employment Law Services

#### Representation

Represent cities in negotiations, mediation, arbitration, administrative proceedings, litigation, and appeals.

#### Advice

Advise cities on selecting and hiring employees; investigating misconduct, harassment and discrimination; and proceeding with discipline and discharge actions. Conduct seminars for management and employees.

#### Policy and Job Audits

Draft, revise, and interpret policies, employee handbooks, administrative manuals, performance evaluations, and job descriptions.

#### Legal Compliance

Review, interpret, and advise cities on compliance with employment laws including, but not limited to, the following: public labor relations laws (PELRA), discrimination laws (Title VII, ADEA, ADA, MHRA), wage and hour laws (FLSA), health and benefits laws (FMLA, PERA), Minnesota Government Data Practices Act, Open Meeting Law, Veterans' Preference Act, and Pay Equity Act.

### Fee Schedule

*The fees for a city requesting individual consultation services for 2008-2009 are as follows:*

#### First 25 Hours of Consultation Services

The first 25 hours of services provided will be billed to the city at a flat rate of **\$95 per hour**.

#### Consultation Services Over 25 Hours

Services provided to a city exceeding 25 hours will be billed to the city at the following rates:

Principal Attorney .....	\$120/hour
Senior Attorney .....	\$110/hour
Law Clerks and Paralegals .....	\$75/hour

Travel time will be billed at 50% of these rates.