

# GENERAL ORDER

G.O. 3-241

**SUBJECT: COLLECTIVE BARGAINING**



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DATE WRITTEN: 3/22/06 DAB Amended 04/05/16
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INDEX: BARGAINING PROCESS, UNION RECOGNITION, LABOR CONTRACTS, AGREEMENTS

**I. PURPOSE AND RESPONSIBILITY:**

- A. Purpose: To set the policy and establish procedures pertaining to the collective bargaining process at the Monroe Police Department.
- B. Responsibility:
  - 1. It will be the responsibility of the Town of Monroe, as the employer and the authorized representative of its employees, including Monroe Police Department employees, to bargain collectively in good faith with respect to wages, hours, and other conditions of employment.
  - 2. It will be the responsibility of the Chief of Police to provide sufficient training and information concerning the provisions of collective bargaining agreements to command level personnel subsequent to the execution and enactment of collective bargaining agreements involving Department employees.
  - 3. It will be the responsibility of the Chief of Police and the authorized

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employee representative organizations (unions) to provide copies of collective bargaining agreements to command level personnel and represented employees respectively.

## II. DISCUSSION:

- A. This general order deals with the collective bargaining process between the Town of Monroe and the authorized representatives of the Monroe Police Department personnel. Employees of this Department have the right to bargain collectively with the Town on issues relating to wages, hours, and other terms and conditions of employment. Agreements that are derived from the bargaining process are binding upon both the Department administration and employees and create an obligation to adhere to its provisions. The purpose of this directive is to establish procedures designed to recognize the obligation of the employer and the employee to bargain collectively without adversely impacting upon the operation of this Department.

## III. DEFINITION:

- A. **COLLECTIVE BARGAINING:** A process by which an employee organization negotiates with an employer in good faith with a view towards reaching an agreement on wages, hours, and conditions of work. The process does not require either party to agree to any particular proposal nor does it require the making of a concession.

## IV. POLICY:

- A. It will be the policy of the Monroe Police Department to recognize the authorized representative organizations of the Departments employees and to confer with such organizations in matters related to labor agreements.

## V. PROCEDURES:

- A. **COLLECTIVE BARGAINING:** The Monroe Police Department assists the Town of Monroe's collective bargaining team in its negotiations with Department employee representatives in an advisory capacity only. The Chief of Police, or an employee designated by the Chief of Police, will serve on the Town's bargaining team and their function is only to inform the Town's representatives of current

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Department policies and procedures. The Chief of Police, or the employee designated by the Chief of Police, will also advise the Town's representative of the ramifications on the Department of the changes resulting from the collective bargaining process. The collective bargaining process includes:

1. **COLLECTIVE BARGAINING TEAM/TOWN OF MONROE:** The collective bargaining team for the Town of Monroe will normally consist of the First Selectman, the Human Resources Director, Labor Attorney Consultant, Chief of Police and other persons deemed necessary and appropriate by the Town. The First Selectman will normally act as principal negotiator. The Chief of Police and other such persons act in an advisory capacity to the Town's principal negotiator.
2. **COLLECTIVE BARGAINING TEAMS/MONROE POLICE DEPARTMENT:** The Town of Monroe recognizes, and will bargain collectively with the following employee representative organizations:
  - a. **Council #4, AFL-CIO:** This organization is the sole and exclusive bargaining agent for all full time permanent police officers, police sergeants, and police lieutenants.
  - b. **Local 136, I.F.P.T.E. :** This organization is the sole and exclusive bargaining agent for all full time non-sworn civilian employees, the full-time park ranger, and the full-time animal control officer of the Monroe Police Department.
3. **"GOOD FAITH" PRINCIPLE:** The Town of Monroe and the recognized representatives of employees of the Town, including employees of this Department, have a duty to bargain collectively, which, in accordance with Section 7-470(c) of the Connecticut General Statutes (CGS) is to meet at reasonable times, including meetings appropriately related to the budget making process, and confer in good faith with respect to wages, hours and other conditions of employment. The good faith obligation shall not compel either party to agree to a proposal or require the making of a concession.
4. **COLLECTIVE BARGAINING GROUND RULES:** Prior to the commencement of negotiations pertaining to wages, hours and terms and

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conditions of employment, both parties to negotiations shall establish ground rules for the process, to include, but not be limited to:

- a. Size and composition of bargaining teams;
  - b. Compensation of agency personnel serving as official members of the bargaining teams during the bargaining process;
  - c. Time schedules and agendas for meetings;
  - d. Procedures pertaining to the release of information to third parties during the bargaining process;
  - e. Methods for recording the sessions, if any;
  - f. Methods for introducing issues; and
  - g. Methods for resolving conflicts.
5. COMMITMENT TO ABIDE BY AGREEMENT: Both parties to the negotiations will abide, in both letter and spirit, by the negotiated labor agreement signed by management, labor representatives and ratified by the bargaining unit.
- B. CONTRACT MANAGEMENT: When a negotiated labor agreement is ratified by all parties, the Chief of Police, or the command level officer designated by the Chief of Police, will:
1. Obtain a written, signed copy of the labor agreement;
  2. Review and amend, if necessary, all written directives and procedures to coincide with the terms of the labor agreement; and
  3. Disseminate information relative to a new labor agreement to division commanders and supervisors, including modifications to existing agreements.

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## **HISTORICAL CHANGES TO POLICY**

April 5, 2016 – Page 3, V-A2, References to Council #15 were changed to Council #4