ADMINISTRATIVE PROCEDURES

Procedure Number: 23-32

Effective Date: 03/18/2008
Revision Date: 03/06/2019

C. Dahlberg
County Administrator

SUBJECT: **MEET AND CONFER PROCESS**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. PURPOSE

To establish a policy that outlines the process whereby Pima County will engage in the meet and confer discussions with the authorized representative of Pima County employees, as set forth in Section 2.20.050 of Pima County Ordinance 2007-1.

II. STATEMENT OF POLICY

The purpose of this policy is to establish a meet and confer process (within the parameters of Arizona Attorney General Opinion No. I06-004 (R06-008)) to develop mutual recommendations in the form of a meet and confer agreement for submittal to the Board of Supervisors. The goals of the meet and confer process shall include the provision of high quality services, the facilitation of harmonious relations between employees and County management, enhancing employee performance, maximizing efficiency, and reducing costs, and, therefore, the tax burden on County residents.

III. POLICY IMPLEMENTATION

A. SUBJECTS WHICH MAY BE DISCUSSED IN THE MEET AND CONFER PROCESS

The meet and confer process may include discussions of work issues including wages, benefits, merit system rules, personnel policies, or other terms and conditions of employment.

B. MEET AND CONFER COMMITTEE

The meet and confer discussions shall be undertaken by a committee consisting of equal number of voting members appointed by the authorized representative and by the County Administrator. The members appointed by the authorized representative shall be known as the authorized representative team and the members appointed by the County Administrator shall be known as the management team, and these members must be employees of Pima County. The voting members of the Committee shall consist of a maximum of five (5) voting on behalf of the authorized

representative team and a maximum of five (5) voting on behalf of the management team. The group as a whole shall be known as the "Meet and Confer Committee." The committee may select two of its members to alternate as secretary. One of the alternate secretaries will be a member of the union team and one a member of the management team. The County Administrator shall serve as a non-voting ad hoc member of the Meet and Confer Committee. Each team may add no more than four (4) other non-voting ad hoc members.

C. TERMS OF SERVICE FOR MEMBERS OF THE MEET AND CONFER COMMITTEE.

By July 1 of each year, the authorized representative shall notify the County Administrator who the members of the authorized representative team will be for the ensuing year, which year shall begin on July 1 and end on June 30, concurrent with Pima County's budget year. By July 1 of each year, the County Administrator shall notify the authorized representative of the members of the management team for the ensuing year. For the first year of the Meet and Confer Committee, appointments will be made no later than thirty (30) days after the establishment of the committee, and appointments shall end on June 30 of the current fiscal year. The authorized representative and the County Administrator shall promptly notify the other party upon any changes in their appointments to the Meet and Confer Committee.

D. TIME FOR MEETINGS

The Meet and Confer Committee shall meet no more than twice a month in each succeeding twelve (12) month period between July 1 and June 30. The Meet and Confer Committee may meet more frequently, upon majority vote of the Committee, within the period February 1 to May 31, but no more frequently than three (3) times in any month. The duration of each meeting will be no longer than three (3) hours.

E. ACCESS TO INFORMATION

The members of the Meet and Confer Committee may request information from the County which they deem necessary or appropriate to the subjects to be discussed in the Meet and Confer process. Any request for information shall be made by one or both chairs of the committee on behalf of the committee as a whole. Such information, data, or materials shall be supplied to the committee, via the chair of the management team, in a timely manner, with appropriate recognition given to the workloads of the department from which the information is requested, and the priority of ongoing work priorities and projects of the department. Any request for information, data or materials is subject to the requirements of section 2.12.090 of the Pima County Code relating to noninterference and Board of Supervisors policy number C2.1 relating to Code of Ethics. Confidential personnel and employee information is excluded.

F. MEETING AGENDAS

Each meeting of the meet and Confer Committee shall have an agenda, which shall include matters proposed by either co-chair. Agendas will be drafted by the chair of the management team and distributed to team members three (3) business days prior to the scheduled meeting.

G. APPROVAL OF RECOMMENDATIONS

1. All recommendations of the Meet and Confer Committee shall be adopted by the Committee by majority vote of the voting members of the Committee.

2. All recommendations must be submitted to the County Attorney for review and legal approval prior to submission to the County Administrator and to the Board of Supervisors. The purpose of the legal review shall be to assure that all provisions of any such recommendations are legal and within the authority of the Board of Supervisors. Any opinions offered at the conclusion of the legal review of Committee recommendations shall be presented to all members of the committee.

H. MEET AND CONFER RECOMMENDATIONS

1. All recommendations of the Meet and Confer Committee shall be reduced to writing and signed by each member voting in the affirmative for such recommendation.

2. All recommendations must be approved by the County Administrator and ratified by members of the recognized employee representative prior to submission to the Board of Supervisors. In the event that either the County Administrator or the members of the recognized employee representative reject a recommendation of the Meet and Confer Committee, the Committee shall reconvene to consider alternatives to the recommendation(s).

3. The recommendations of the Meet and Confer Committee shall be submitted to the Board of Supervisors for potential Board action in accordance with the procedures of the Board of Supervisors for putting matters before the Board. The County Administrator shall give a copy of his transmittal memorandum to the Board of Supervisors and to the co- chairs of the Meet and Confer Committee at the same time the transmittal memorandum is submitted to the Board of Supervisors.

I. LEAVE TIME FOR PARTICIPATIION IN MEET AND CONFER COMMITTEE MEETINGS

The Meet and Confer Committee may meet and conduct its business during the County work day, and County employees who are members of the Meet and Confer Committee may participate as members of the committee on County work time, and be paid for the time spent as members of the Meet and Confer Committee in the meetings or discussions of the Committee. If any member of the Committee is not scheduled to work during the Committee meetings, the time in Committee will be paid, however the member is not to incur overtime, absent authorization by their Appointing Authority or designee.

J. AMENDMENT OF MEET AND CONFER PROCESS

This administrative procedure may be amended or revised by the mutual agreement of the authorized representative and the County. Following July 1, 2019, upon request by either party, the parties shall review and reconsider this process.