

**SECTION - COMMITTEES
ADMINISTRATIVE DIRECTIVE NO. 274
(Replaces AD 274 dated 12/15/2005)**

Effective Date: November 9, 2006

SUBJECT: JOINT LABOR-MANAGEMENT COMMITTEE

I. PURPOSE

The purpose of the Joint Labor Management Committee is to facilitate communications between labor and management and to promote a climate conducive to constructive employee relations.

The subjects discussed at the labor-management meeting must relate to individual contract items, hospital policies or procedures, or health and safety issues per individual Bargaining Unit Agreement. The Joint Labor-Management Meeting shall not be held for the purpose of discussing pending grievances, subject matter discussed at other agreed upon committees or for collective bargaining on any subject.

It is the obligation of employees to deal with health and safety issues in the most expeditious manner possible, which is usually accomplished through the supervisor. Health and Safety issues should be addressed at the Area Specific Health and Safety Committee meetings. The Joint Labor-Management Committee shall not be an extension or repeat of the Area Specific Health and Safety Committee.

II. AUTHORITY

Injury Illness and Prevention Program; General Industry Safety Order, California Code of Regulations, Title 8, Section 3203.

III. POLICY

It is the policy of Coalinga State Hospital (CSH) to establish the Joint Labor-Management Committee who shall meet in order to recognize and recommend solutions to health and safety issues

IV. METHOD

A. Membership

Chairperson: Labor Relations Coordinator

Members: Health and Safety Officer
Union Representation (by individual contract)
Department representation (if pertinent)

B. Meetings

Meetings shall be held in accordance with Memorandum of Understanding requirements. Notification of meetings will be via an annual calendar, and will be distributed by Labor Relations administrative support staff.

C. Agenda

The agenda(s) will be prepared and presented by each employee organization to the hospital's Labor Relations Coordinator at least three weeks prior to the meeting date.

The agenda shall include the issue to be discussed, what action has already been taken, the result of the action, and recommendations for correction or solution of the issue or topic discussed.

Items brought forward should be preliminarily investigated by the union to ascertain the appropriateness/factual standing of the stated issue.

D. Minutes

Minutes shall be taken and prepared by a designee of the Labor Relations Coordinator and forwarded to the Labor Relations Coordinator for final review. The Labor Relations Coordinator and/or the Health and Safety Officer shall meet with the Executive Director for consultation and direction for resolution of items discussed.

The minutes shall include the issue, discussion, the union's recommendation, management input, and the Executive Director's decision. Minutes shall be distributed to the Executive Director, Health and Safety Officer, and the union steward of the participating union. The original will be kept on file in the Labor Relations Office.



W. T. VOSS
Executive Director