

## TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE: Collective Bargaining</b>		<b>Number: 420</b>
<b>Effective Date: March 26, 2019</b>		<b>Review Date: March 26, 2024</b>
New	X Amends	Rescinds
Authority: Chief Antonio DeVaul		Dated September 25, 2005  Total Pages <b>2</b>

**01 Purpose:** To describe the administrative and procedural arrangements which are part of the collective bargaining process.

**02 Policy:** It is the policy of the Department to participate in good faith bargaining and to ensure that the terms of union Agreements are met in spirit as well as through technical compliance.

**03 Administration:**

**A.** The City Manager is responsible for the composition and organization of the management bargaining team. The City Manager shall select members of police management to participate in the collective bargaining effort. The City Manager will designate a Principal Negotiator and delegate sufficient authority to bargain before entering into negotiations.

**B.** Bargaining Units: Section 4.08.070 of the City Code defines two bargaining units among employees of the City of Takoma Park:

1. The unit for all sworn police officers except for management, supervisory and confidential employees.
2. The unit for all other civilian employees except for management, supervisory and confidential employees, but including Crossing Guards and Dispatchers.

**C.** Impasse Resolution: Section 4.08.070 of the City Code provides for Mediation and Arbitration. A mediator is appointed when the City and the union are “unable to reach agreement after a reasonable period of negotiations...” A qualified arbitrator is obtained “when mediation proves unsuccessful after 30 days since the appointment of the mediator.” The authority of the arbitrator may be invoked by the union without the agreement of the employer, where the union has been denied the right to strike, as in Takoma Park.

**04 Procedures:**

**A.** Ground Rules: The City Manager will establish and distribute written ground rules prior to negotiating on substantive issues. The ground rules will establish:

- \* size and composition of bargaining teams
- \* compensation of Department employees serving as official members of the bargaining teams during the bargaining process
- \* the time schedules and agendas for meetings
- \* procedures for release of information to third parties, including the media, during the bargaining process
- \* the method of recording deliberations, if any
- \* methods for introducing issues
- \* methods for resolving conflict

**B. Good-faith Bargaining:** Section 4.08.060 of the City Code describes the duty to bargain in good faith as:

“a continuing obligation to keep the other informed on all matters within the scope of the representation and give reasonable written notice of any action proposed to be taken which would amend any ordinance governing terms and conditions of employment, or generally applicable personnel policies. The duty to bargain in good faith requires the employer to inform the employee organization about proposed changes and to negotiate them before they are implemented. These changes include any changes that have a significant impact on the terms and conditions of employment or on the employee organization”

**C. The Agreement:**

1. Union employees will receive a copy of the written Agreement from union representatives. Administrative Services will disseminate copies of the Agreement to all other employees.

**D. Amending of Procedures:** Within seven months of the signing of the initial union Agreements and within three months of the effective date of subsequent union Agreements, the Chief of Police will ensure that as appropriate, official General Orders are amended to reflect all the provisions of the new Agreement(s).

**05 Informing Personnel of the Terms of the Agreement:** On the successful conclusion of negotiations and signing of an Agreement, the Chief of Police will ensure that special training is given to supervisory and management personnel on the terms of the Agreement, and that staff meetings for the same purpose are held as appropriate.