

MEMORANDUM

TO: Biggs City Council

FROM: Gregory P. Einhorn

SUBJECT: Duties of Employee Relations Councilor and Access to Information

DATE: November 7, 2013

The incumbent Employee Relations Councilor appointee, Bo Sheppard, has asked that the Council define the duties of the position, including the scope of access to information.

At the Council's October 8, 2013 meeting, direction was given to revise. This memo sets forth the proposed duties, modifying section 3 and adding section 4, as well as the proposed scope of access to information, which includes confirmation that performance evaluations are timely completed, provided no employee confidential information is disclosed.

Duties and Responsibilities:

1. Council representative and liaison for represented and non-represented negotiations. This includes review of bargaining proposals as a member of the bargaining team and formulation of responses for council approval. This includes direct participation in negotiations.
2. Council representative and liaison for contract-based grievances, whether brought by or against the city. This includes review of grievances, and formulation of responses and proposals for council approval. However, this does not include employee grievances challenging employee discipline; the Employee Relations Councilor, as a member of the City Council, should be able to participate in any employee appeal hearing.
3. Attendance at employee relations seminars and subscription to (and/or purchase of) employee relations materials.
4. Confirm timely preparation of employee performance evaluations, provided that no confidential information is disclosed.

Access to Information:

The scope of information to be provided should include all bargaining proposals and responses, including drafts, as well as grievance-related proposals and responses, including drafts, but not including employee grievances challenging employee discipline. The Employee Relations Councilor, as a member of the City Council, should be able to participate in any employee appeal hearing.

In the absence of consent, the Employee Relations Councilor should not have access to employee personnel file information. However, the Employee Relations Councilor shall be permitted to confirm the timely preparation of employee performance evaluations, provided that no confidential information is disclosed.

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