

ARTICLE 19
LABOR-MANAGEMENT MEETINGS

A. Purpose.

Labor-Management Meetings shall be for the purpose of maintaining communications in order to cooperatively discuss and resolve problems of mutual concern to the parties.

Agenda items to be discussed at such meetings are to be submitted at least seven (7) calendar days in advance of the scheduled meeting dates. The method of establishing an agenda shall be a proper subject in secondary negotiations at the request of either party. Appropriate subjects for the agenda are:

1. Administration of the Agreement.
2. General information of interest to the parties.
3. Expression of employees' views or suggestions on subjects of interest to employees of the Representation Units covered by this Agreement.
4. Recommendations of the Health and Safety Committee on matters relating to employees of Representation Units covered by this Agreement.
5. Items agreed to in other Articles of this Contract.

Department or Agency Representatives are encouraged to notify MSEA of administrative changes intended by the Employer, which may significantly affect employees in Representation Units covered by this Agreement and to meet with a MSEA Staff Representative upon MSEA's request concerning such change. Failure of the Employer to provide such information shall not prevent the Employer from making such changes, however, such changes shall be proper subjects for future Labor-Management Meetings. Such meetings shall not be considered or used for negotiations, nor shall they be considered or used for a substitute for the grievance procedure.

Employees, stewards, MSEA representatives, supervisors, managers, and department representatives shall, throughout all labor-management proceedings, treat each other with courtesy, and no effort shall be made by either party to harass or intimidate the other party.

The timeframe and manner of response to agenda items shall be a proper subject of secondary negotiations.

B. Representation.

MSEA shall designate its Representatives to such meetings in accordance with this Section. The number of MSEA Representatives to participate in such meetings at all levels shall be determined through secondary negotiations.

It is the intent of the parties to minimize time lost from work. Therefore, Labor-Management Meetings shall be established to cover the concerns of employees in the Representation Units exclusively represented by MSEA.

C. Scheduling.

Departmental-level Labor-Management Meetings shall be scheduled upon request of either party, but not more frequently than on a monthly basis or twelve (12) times per year, except as may be mutually agreed on a case-by-case basis. Where no items are placed on the agenda at least seven (7) calendar days in advance of scheduled meetings, such meetings need not be held.

The scheduling of meetings at the Agency or Facility level shall be determined in secondary negotiations.

D. Pay Status of MSEA Representatives.

Up to the limit established in secondary negotiations MSEA Representatives to Labor-Management Meetings shall be permitted time off from scheduled work without loss of pay for necessary travel and attendance at such meetings. Based on operational needs, MSEA member representatives will be authorized administrative leave for no more than the number of hours in their regularly scheduled work day for each day's session to cover travel time, caucus time, and attendance at the Labor-Management Meeting. Administrative leave for the purposes of travel will be allowed at the rate of one (1) hour for each fifty (50) miles or portion thereof to and from the meeting site. Administrative leave shall be allowed for a minimum of one half (1/2) an hour of caucus time prior to the meeting. Travel expenses and or overtime shall not be authorized for attendance at Labor-Management Meetings.

E. State Employer.

As may be mutually agreed, the State Employer may meet with representatives of MSEA. Discussions at these meetings shall include, but not be limited to, administration of this Agreement.