

1520.02 Change in a Collective Bargaining Agreement, or Other Terms or Conditions of Employment

Issued: January 1, 1994
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PURPOSE

To provide a mechanism for departments to seek modifications in collective bargaining agreements.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of the State Employer (OSE)

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SUMMARY

This section specifies the procedure for seeking changes to a collective bargaining agreement either through primary negotiations or a letter of understanding.

APPLICABLE FORMS

None.

PROCEDURES

Requesting Agency

- Documents the requested change in writing, specifying:
 - Proposed change.
 - The bargaining unit involved.
 - Number of employees involved.
 - Classification(s) of employees involved.
 - Operation effects.
 - Costs (or savings) associated with change.
 - Analysis of how proposed change will enhance operation.
 - Statewide impact, if any.

Department Director (or designee)

- Reviews request and approves (with or without modifications) or denies.
- If approved, forwards to OSE.

OSE

- Receives request and determines if proposal could affect other departments. If yes, contacts those departments for comments.
- Assesses merits of request and responds to requestor in 1 of 3 ways:
 - Holds request in abeyance until the next round of negotiations.
 - Formats change as a letter of understanding in consultation with the requestor and any affected department(s) and approaches the union. The requestor is informed of the union's response.
 - Denies request.

Department Director (or designee)

- May request reconsideration if the OSE denies requests. Contacts the OSE and provides reasons for reconsideration.
- If union refuses to agree to original proposal, discussion of alternatives may be pursued with the OSE.
