

1520.09 Secondary Negotiations and Agreements

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PURPOSE

To ensure that departments conducting secondary negotiations negotiate over approved topics, and to inform them of the steps necessary to obtain approval for the negotiated agreements.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

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SUMMARY

This section specifies the procedures to ensure that departments engaged in secondary negotiations negotiate over approved subjects and obtain approval for the tentative secondary agreement.

APPLICABLE FORMS

None.

PROCEDURES

Department

- Notifies the OSE of a request from a union to enter into secondary negotiations, or when the department desires to enter into secondary negotiations. Contacts the contract administrator responsible for labor agreement.

OSE

- Contract administrator provides the department with a list of topics delegated to secondary negotiations from primary negotiations. Only topics which have been properly delegated may be negotiated at the secondary level.

Department

- Keeps the OSE contract administrator informed of progress in the negotiations. The OSE should be notified if issues of statewide significance

are raised or if any question arises regarding appropriate subjects for secondary negotiations.

- When a tentative secondary agreement is reached, submits the agreement to the OSE for approval.
- If agreement cannot be reached, contacts the OSE for assistance with Impasse proceedings.

OSE

- On receipt of a completed tentative secondary agreement from a department, the contract administrator reviews it. If approved by the OSE, and when proof of union membership ratification is provided by the union, forwards the agreement to the Civil Service Commission for its approval.
- If agreement is not reached, consults with the department regarding Impasse proceedings.
