

# Draft P & F Policy Guidance Recommendations

*For Committee consideration on March 1, 2023, 2022 ACT-333 per Ch. 18.24(4)(a)*

## **Bulletin Boards**

- Retitle the subject to Communication and Dissemination of Information to be consistent with Ch. 18.24(8)(a)1 as added by OA 59.
- Revise paragraph to reference county-wide policies regarding use of electronic mail; something like: Reasonable use of the county electronic mail system in accordance with county policies.
- Is paragraph 3 necessary? Interested stakeholders include EGR and stewards. Parties should consider eliminating.

## **Employee Group Representation**

### Section 2

- Revise the paragraph heading, c. Second and Third Shift Workers, and the subsequent paragraph to broaden the context to include employees whose work schedule is during other non-business hours such as weekends.

## **Grievance Process**

### Section 1

#### a. Grievance

- Add:
  - 4. Revise to make consistent with Ch. 18.06(6) as amended by OA 59.
- Insert new heading for paragraph b before Process and re-letter the subsequent headings:

#### b. Arbitrability

The IHO shall have the authority to determine issues of substantive and procedural jurisdiction. If either party raises a question concerning substantive arbitrability, a separate IHO officer shall be appointed to determine the question of arbitrability unless the parties agree otherwise. Questions concerning substantive arbitrability shall be resolved on an expedited basis with an IHO officer selected within 5 business days of when a party raises the issue, and the parties agreeing to have the IHO render a decision on briefs only.

### Section 3

- In paragraph a, change 10 days to 30 days.

## Orientation of New Employees

### Section 1

- Revise paragraph a to read:

The employee groups will be given thirty minutes during new employee orientation to orient new employees to the employee group, inform new employees of the opportunity to voluntarily join employee group representative membership, and to distribute employee group-related information.

- Add paragraph b:

All new-employee orientations shall be recorded in their entirety. The Division shall keep recordings of new-employee orientations consistent with its record retention policy. The Division shall make recordings available to any stewards, officers, or interested stakeholders, upon request.