



## County of Santa Clara

Policy Name: Employer-Employee Relations

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**Policy Type:** Administrative

**Category:** Personnel

**Policy Name:** Employer-Employee Relations

**Policy Owner:** Employee Services Agency

### **Policy Purpose**

The purpose of this policy is to promote full communications between the County and its employees and to protect the exercise by County employees of their full freedom of association, self-organization, and designation of representatives of their own choosing in order to address wages, hours, and other terms and conditions of employment.

### **Policy Summary**

The Office of Labor Relations is responsible for the collective bargaining process between the County and County employee organizations, including negotiating, administering, and interpreting labor agreements. All interactions between the County, employee organizations, and employees represented by employee organizations must comply with all applicable County ordinances, state and federal law, and all labor agreements.

### **Responsibilities of the Office of Labor Relations**

The Office of Labor Relations shall:

- Negotiate, administer, and interpret all labor agreements
- Process grievances



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- Provide procedural guidance in matters regarding discipline resolution and dispute resolution
- Prepare and present cases before arbitrators, hearing officers, and the Personnel Board
- Provide guidance to agencies/departments in employer/employee relations

### Responsibilities of County Agencies and Departments

All County agencies and departments shall:

- Consult with the Office of Labor Relations for matters that involve employer/employee relations and labor agreements
- Comply with labor agreements and/or applicable County ordinance codes in employer/employee relations

### Responsibilities of Employees

All County employees shall:

- Become familiar with their respective labor agreement and/or applicable County ordinance codes
- Exercise their right to representation by such organizations of their choice in their employment relationship with the County



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### Procedures

None.

### Definitions

None.

### Frequently Asked Questions

None.

### Related Policies

None.

### Related Forms and Information

None.

### History

Date	Changes Made
3/21/2014	Policy uploaded. (John Myers)