



# Labor & Employee Relations Committee

## Purpose

The purpose of the Coalition of Greater Minnesota Cities Labor & Employee Relations Committee is 1) to develop a coordinated effort among Greater Minnesota cities on managing labor and employee relations and negotiating labor contracts through researching and developing databases, advocating positive changes to labor processes, and by providing a forum for networking, discussing and implementing uniform labor policies and negotiating strategies; and 2) to make available expert and coordinated advice—at a significantly reduced rate—on employment and labor relations issues facing Greater Minnesota cities.

## Labor Committee Services

The Labor Committee provides the services listed below to CGMC cities as part of its joint action program:

### Publications

Quarterly newsletter on relevant labor relations and public employment issues.

### Wages and Insurance Database

Database tracking greater Minnesota labor contract settlements and interest arbitration awards on wages, health insurance contributions and cost-saving measures.

### Cluster Analysis Database

Computer Cluster Analysis Database for cities to identify comparable cities for purposes of labor contract negotiations and interest arbitrations. Cluster Analysis is a statistical data analysis tool that sorts cities into groups where the degree of socio-economic association is strong based on input criteria commonly considered by arbitrators.

### Arbitrator Database

Maintain and further develop an arbitrator selection database. This database allows cities, on a reduced fee-for-service basis (see Individual Consultation Services on the next page), to request an analysis of those lists of seven arbitrators received from the Bureau of Mediation Services, whereby the listed arbitrators are analyzed and ranked for purposes of selecting arbitrators in grievance and interest arbitrations.

### Legislative Services

Analyze and summarize labor relations and public employment law changes made during the legislative session and report to cities.

### Labor Seminar

Prepare and present a Labor and Employee Relations Seminar, based on topics selected by the Committee, one time each in the northern and southern parts of the state.

### Committee Meetings

Prepare materials and present information at Labor Committee meetings.

### Strategy

Develop joint labor contract negotiation strategy and policy positions/guidelines for member cities to use as benchmarks in their labor contract negotiations.

### Coordination

Coordinate efforts with the League of Minnesota Cities and other labor and management organizations and governmental agencies.

## Contact Us

For more information, call Flaherty & Hood, P.A., CGMC's representative, at 651-225-8840, or contact:

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## Individual Consultation Services

Through the Labor Committee program, CGMC cities have access to consultation services on labor relations and public employment issues impacting their individual city on a reduced fee-for-service basis. Examples of services available to CGMC cities are listed below.

### Labor Relations Services

#### Labor Contract Negotiations

Represent cities in labor contract negotiations and mediations with employee unions; develop strategies and proposals; review labor contracts and recommend changes; and collect, compile and summarize data from comparable cities on wages, health insurance and other data.

#### Grievances

Investigate employee and union grievances, draft responses and settlement proposals for cities, and attend and represent cities at grievance meetings.

#### Arbitrations

Represent cities in grievance and interest arbitration hearings, and compile and analyze relevant data, including ability to pay and comparable cities analyses.

#### Arbitrator Selection

Research state-provided lists of arbitrators for grievance and interest arbitrations and provide ranking order for purposes of striking and selection.

#### Bureau of Mediation Services (BMS) Proceedings

Prepare responses to and filings with the Bureau of Mediation Services (BMS) and represent cities at meetings, negotiations, mediations and hearings related to strikes; certification, decertification and affiliation; unit determinations and clarifications; fair share fee challenges; and independent review.

### Human Resources Services

#### Policy and Job Audits

Draft, revise and interpret policies, employee handbooks, administrative manuals, performance evaluations and job descriptions.

#### Management Training

Conduct training sessions for management employees on hiring, performance matters, discipline, handling grievances and other employment matters.

### Employment Law Services

#### Representation

Represent cities in negotiations, mediation, arbitration, administrative proceedings, litigation and appeals.

#### Advice

Advise cities on compliance with public labor and employment laws; selecting and hiring employees; investigating misconduct, harassment and discrimination; and discipline and discharge actions.

#### Investigations

Investigate personnel misconduct, performance problems, harassment and discrimination.

### Job Classification and Compensation Services

#### Job Analysis

Review job classification systems, conduct incumbent and supervisor interviews, prepare and analyze job questionnaires, observe jobs and draft job descriptions.

#### Job Evaluation

Prepare and establish comparisons of jobs to determine the appropriate job worth using point factor, factor comparison, job ranking, job classification or market data methods.

#### Compensation

Draft a classification and compensation plan. Establish pay structure and total compensation packages. Analyze market data.

#### Pay Equity

Review, analyze and recommend changes to classification and compensation system to ensure legal compliance. Prepare pay equity report to the state and advise and represent in any contested matter involving legal compliance.

#### Organizational

Analyze and make recommendations related to work flow processes, organizational structure, workforce staffing, productivity, retention, workplace environment, communication, innovation and collaboration.