



# Procedures Manual

## Labor Relations Committee Procedures

**Number: HR-300**

**Office of Primary Responsibility: Office of VP of Campus and Community Relations**

**Effective Date: Spring 2018**

**Purpose:**

The Labor Relations Committee provides guidance and recommendations on activities that affect labor relations at Hocking College. The Labor Relations Committee will convene as needed and function as an advisory group whose primary work includes, but is not limited to, the maintenance of good labor relations between Hocking College, its' employees, and the labor unions selected to represent employee groups at Hocking College. Subcommittees may be created to meet with the various bargaining units at Hocking College.

**Definitions:**

1. "Labor Relations" refers to the relations between management and employees, especially with respect to the maintenance of collective bargaining agreements. It also refers to the way in which employees and management of Hocking College talk to, behave toward, and deal with each other.
2. "Subcommittee" refers to group of employees brought together to work in a specific area affecting labor relations at Hocking College. Subcommittees are necessary because there are multiple, distinct bargaining units at Hocking College comprised of different employee groups. The goals and expected outcomes of each subcommittee will be set by the Vice President of Campus and Community Relations or their designee.

**Procedures:**

Campus-wide input and involvement is necessary. The agenda will be created by the Office of the VP of Campus and Community Relations or their designee.

The Labor Relations Committee will collaborate with the Vice President of Campus and Community Relations to regularly monitor the quality of the Labor Relations at Hocking College through regular evaluation and data analysis such as exit interviews, surveys and data analysis.

**Membership:**

The Labor Relations Committee will consist of the Vice President of Campus and Community Relations, the Director of Human Resources, and the leadership of the various labor unions at Hocking College. Rotating members or designees may be added as needed as committee or subcommittee goals require. Designees may be added as needed as committee or subcommittee goals require.

**Specific Duties of the Committee:**

In carrying out its responsibilities, the Committee shall:

1. Regularly review pertinent data and other information.
2. Monitor the College's strategies to ensure good labor relations.

**Meetings:**

The Committee shall meet no less frequently than two times each academic year, and each meeting's agenda should allow ample time for purposeful discussion and analysis. The Committee shall maintain minutes or other records of meetings of the Committee.