Purpose: It is understood that the purpose of this committee is (1) to ensure the application, clarification and administration of the collective bargaining agreement (CBA) and to issue interpretive bulletins concerning issues of mutual concern pursuant to Article 5 of the CBA; (2) to review and recommend a wage classification system for all covered employees as well as health and dental insurance, retirement, and federally mandated benefit plans pursuant to Article 17.3*; (3) to approve and/or deny applications for shared sick leave pursuant to Article 22.11 and (4) to consider the formation of a subcommittee to review, approve and/or deny applications for shared sick leave pursuant to Article 22.11.

* Item #2: As mutually agreed upon by the Parties, matters dealing with a new wage classification system as well as the CCSNH health and dental insurance, retirement, and federally mandated benefit plans shall be discussed as part of the CCSNH and SEA collective bargaining process. This decision was rendered by the CCSNH Labor Management Committee on May 6, 2011.

Structure:

Membership: There shall be equal membership representation from management and from labor with not more than eight (8) members selected for participation from the management side and from the labor side either side. Issues may be considered by one or more subcommittees and participation may be limited to those from each side with direct involvement with the issues for efficiency.

Frequency of Meetings: The LMC shall meet as frequently as may be necessary to carry out its purpose and responsibilities as set forth in the CBA. A LMC meeting may be called for specific issues by mutual agreement twenty-one (21) calendar days in advance.

Agendas: Agenda items shall be mutually agreed upon between the management spokesperson and the Association spokesperson or his/her designee ten (10) days prior to each scheduled meeting. Agendas shall be distributed to LMC members at least seven (7) days calendar days prior to the scheduled meeting. The agenda shall be presented in written format, outlining the issues and other pertinent information to be considered. Failure to establish a meeting agenda within the established timelines or lack of agenda items shall result in the cancellation of a scheduled meeting.

Administration: Meeting dates will be scheduled in advance so that the agenda can be prepared and disseminated prior to the meeting. A “quorum” of 50% representation from both management and labor sides shall be established as the

Date of Approval: December 6, 2011
minimum required attendance in order for a meeting or subcommittee meeting, if any, to occur. Lack of a quorum shall result in the cancellation of the scheduled meeting.

**Cancellations:** With exception of an emergency, a minimum of forty-eight (48) hours prior notice shall be given when a meeting is to be canceled.

**No Reprisals:** All employees participating on the LMC shall be free from reprisals, discipline and/or retaliation for all comments, discussions and/or information provided at any LMC meeting.

A communication method shall be established whereby minutes from meetings will be drafted, and after being approved by the LMC sets of membership (labor-management) and disseminated to the employees of the CCSNH.

Parties shall be allowed to caucus within the established start and stop times of the meeting. In the case of deadlocking on an issue, the recommendations of the LMC both sides shall be reduced to writing and reconsidered at the next LMC meeting. No decision or recommendation shall be issued by the LMC without the decision of a majority of the LMC members.

By mutual agreement, either management or labor may invite a guest to present expert information on an agreed upon subject matter pertinent to an issue scheduled for discussion. All guests shall leave the meeting following the presentation or discussion of the issue.

**Recordkeeping:** The LMC Commissioner shall designate an individual to be responsible to receive agenda items, coordinate and schedule meeting rooms, notify LMC members of dates and times of meetings, prepare attendance sheets for sign-ins, take minutes, ensure minutes are reviewed and acceptable to the LMC, post minutes electronically via the Intranet and hard copy for bulletin boards labeled PLEASE POST, and maintain records for historical/reference information.

**Protocol changes:** Any and all changes to these protocols shall be made by a majority vote of the LMC at future LMC meetings, with proper notice of the subject matter to be set forth on the agenda.