



# LABOR & EMPLOYEE RELATIONS PROGRAM

## Purpose

The purpose of the Coalition of Greater Minnesota Cities Labor & Employee Relations Program is to 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.

## CGMC Labor Program Services



**Newsletter** on relevant labor relations and public employment issues



Develop **arbitrator selection database** for cities to analyze and select arbitrators in grievance and interest arbitrations



Maintain **wages and insurance database** to track contract settlements and interest arbitration awards



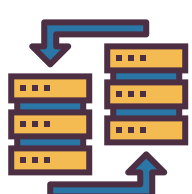
Prepare and present information at **Labor Committee Meetings and Webinars**



Analyze and summarize labor relations and public employment **legislative changes** to report to cities



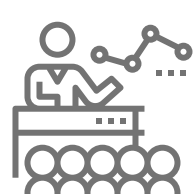
Develop joint labor contract negotiation **strategy and policy positions/guidelines**



Sustain **cluster analysis database** to identify comparable cities for contract negotiations and interest arbitrations



**Coordinate efforts** with the League of Minnesota Cities and other organizations and governmental agencies



Prepare and present **Labor and Employee Relations Seminars**

# Individual Consultation Services

CGMC members have access to consultation services on labor relations and public employment issues impacting their individual city on a reduced fee-for-service basis through the law firm of Flaherty & Hood, P.A. Examples of services provided by Flaherty & Hood are listed below.

## Employment Law Services

**Represent cities** in negotiations, mediation, arbitrations, administrative proceedings, litigation, and appeals

**Advise on compliance** with labor and employment laws, hiring employees, investigating misconduct, harassment and discrimination, and discipline and discharge actions

**Investigate** misconduct, performance problems, harassment, and discrimination



## Labor Relations Services



Represent cities in **labor contract negotiations** and mediations with employee unions



**Compile and summarize data** from comparable cities on wages, health insurance, and other data



Investigate employee and union **grievances**, draft responses and settlement proposals, and attend grievance meetings



Represent cities in **arbitration hearings** and compile and analyze relevant data



Research state-provided lists of arbitrators and provide ranking order for purposes of **striking and selection**

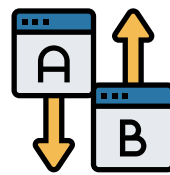


Prepare filings with the **Bureau of Mediation Services (BMS)**

## Job Classification and Compensation Services



Review job classifications, conduct interviews, and **analyze job descriptions**



Prepare and establish **comparisons of jobs** to determine the appropriate job worth



Draft classification and **compensation** plans, establish pay structure, and total compensation packages



Review, analyze, and advise on **pay equity** and represent in any legal compliance matter



Analyze and **make organizational recommendations** on work processes, structure, staffing, and retention

## Human Resources

**Draft, revise, and interpret** employee handbooks, evaluations, manuals, and job descriptions

Conduct **training session for management** on hiring, performance matters, handling grievances, and other employee matters.



## Contact Us

For more information, call Flaherty & Hood, CGMC's representative, at 651-225-8840 or email at [CGMC\\_Communications@Flaherty-Hood.com](mailto:CGMC_Communications@Flaherty-Hood.com) or contact the labor and employment attorneys or analyst.

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