

Labor Negotiations

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Municipal Management Workshops Series 3: Human Relations

The New Jersey League of Municipalities has partnered with NJ Community Solutions to provide a new educational program that will teach individuals about the practical side of managing municipalities in our great State. Municipal Management Workshops began in January with sessions held all around New Jersey. Watch our website, www.njlm.org/Management-Series for locations, upcoming dates, and the Workshop session descriptions.

The Municipal Management Workshops are a series of three-hour practical educational sessions. Each session is held in person with small class sizes to provide opportunities to learn, discuss, and question key aspects of managing a New Jersey municipality.

In last month's article, I gave an outline of the Labor Management series that covered negotiating labor contracts, work on health insurance provisions within an agreement, arbitration and grievance arbitration, and disciplinary action.

This month, I outline Series 3 on Human Relations subject matters. This series focus is on major practical issues with personnel management. In all my years, one subject matter that was lacking was personnel management for New Jersey local government organizations. As with many aspects of New Jersey government, it is unique. There are many rules that include Federal rules, Civil Service rules, Public Employment Relations Commission (PERC) decisions, and a whole host of legal precedents. This series covers many of the practical approaches to all these matters.

The first workshop is on managing employee health and disability management. All too often, the small details of managing this ever-increasing cost for disability are not followed properly, unnecessarily costing taxpayers. Additionally, we will cover often overlooked methods of keeping and filing personnel records.

The second workshop covers a host of issues with payroll constructions. While there are many companies

that produce the actual payroll, we will cover issues of review, rules, and unusual circumstances for payroll.

The third workshop will review the rules in the US Fair Labor Standards Act (FLSA) which governs overtime and comp time. Of all the personnel issues I have managed, this is one of the most misunderstood matters. We will also review the current issues with paid time off. Particularly, the issue of end of career payout of unused time will be covered. We will also review the issues pertaining to managing employees taking time off.

The fourth workshop covers labor contract management. This is not negotiating them, but how a personnel administrator might manage situations described in a typical agreement. Close review of labor contracts is important to understand how to properly oversee contract provisions or past practices in an effort to avoid grievances.

The fifth and last workshop in this series covers discipline and disciplinary hearings both formal and informal. Typically, labor attorneys hold formal hearing. However, this workshop will provide methods for preparing and holding informal hearings, in addition to preparing for formal hearings. We will also discuss disciplinary action and steps to implement such action. Clearly, when disciplinary action is issued and done improperly, an expensive dispute can ensue. Lastly, we will discuss last chance agreements and how they can be structured.

I hope you will join me for these educational opportunities brought to you by the New Jersey League of Municipalities and NJ Community Solutions. Watch our website www.njlm.org/ManagementSeries for the times, dates, and workshops. We are planning sessions at various sites. Additionally, we work with municipalities that may wish to incorporate on-site training using a combination of aspects covered by the Management Workshops. Please contact me at matt@njcs.us if you have any questions. 📧

@ Email Matt@njcs.us,
or call 973-259-6177.

Visit the program page with this QR code.

