

## 1.0 Employer-Employee Relations (Gov. Code, § 3540 et seq.)

- 1.1 The Government Code establishes the right of certain public school employees to select an employee organization as the exclusive representative in their employment relationships with the Los Rios Community College District.
- 1.2 The Los Rios Community College District Board of Trustees shall enter into negotiations through the Chancellor, or designee, with the exclusive representative as provided by State law and, if agreement is reached, the Board of Trustees shall execute a written document incorporating any such agreements which shall be considered part of the established policy of the Board of Trustees.
- 1.3 The Chancellor shall develop administrative regulations to implement this policy. (Gov. Code, § 3547)

## 2.0 Procedures

- 2.1 The District hereby establishes the following procedures for the presentation and adoption of all initial collective bargaining proposals, for the adoption of all new items of meeting and negotiating, and for the amendment of all negotiated collective bargaining agreements in accordance with Government Code, section 3547, and regulations of the Public Employment Relations Board:

## 3.0 Presentation of Initial Proposals

- 3.1 The collective bargaining proposal procedure begins when a request from an exclusive representative of a unit of District employees is presented to the Board of Trustees.
  - 3.1.1 The exclusive representative and the District shall each present its own initial collective bargaining proposal to the Board of Trustees at a public meeting. The presentation shall be indicated as an "Information" item on the Board meeting agenda.
  - 3.1.2 The public shall have an opportunity to comment upon each initial proposal at a public hearing at a subsequent public Board meeting. The public hearing shall be indicated on the Board meeting agenda, and shall be held in accordance with Section 5.0 below. The Board of Trustees shall then receive each proposal.
  - 3.1.3 Following the Board of Trustees receipt of the District's initial proposal, it shall adopt the District's initial proposal at a public meeting prior to negotiating on that initial proposal. That meeting may be the same Board meeting as the Board meeting at which public comments are received. The adoption shall be indicated as an "Action Item" on the Board meeting agenda. The District's initial proposal may be amended after the public is afforded a reasonable opportunity to comment upon the proposed amendment at a public meeting. Neither the Board of Trustees nor its

representatives shall engage in negotiations on an amendment until the amendment is adopted by the Board of Trustees at a public meeting.

#### 4.0 New Subjects of Meeting and Negotiating

- 4.1 If new subjects of meeting and negotiating arise after the presentation of the initial proposals, the following procedure shall be followed:
  - 4.1.1 All new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District on the official District Office bulletin board in the District administration building. No meeting and negotiating shall take place on the subject until the item has been posted for a minimum of twenty-four (24) hours.
- 4.2 The Board of Trustees' vote on any new subject of meeting and negotiating proposed by the District shall be made public.
- 4.3 If the vote is taken during a public meeting of the Board of Trustees, the vote shall be recorded in the minutes of the Board of Trustees and thereafter shall be a public record.
- 4.4 If the vote is taken during a closed session, the vote shall be recorded on the posted notice of the new item, and shall remain posted for a minimum of twenty-four (24) hours.
- 4.5 The Board of Trustees may, at its discretion, require that any new subject of meeting and negotiating proposed by the District be presented at a public meeting to afford the public an opportunity to respond.

#### 5.0 Public Hearing

- 5.1 A public hearing, as provided for by Sections 3.1.2 above, shall be scheduled any time an initial collective bargaining proposal or an amendment to an existing agreement appears on the Board meeting agenda, and shall be held in accordance with the following procedure. Public comment, other than that provided for by Sections 3.1.2, shall be received in accordance with the District's Policy regarding communications to the Board of Trustees.
- 5.2 Persons who wish to address the Board of Trustees on a collective bargaining proposal may do so when recognized by the President of the Board of Trustees and may speak for up to three minutes. At the discretion of a majority of the entire Board of Trustees, time may be extended. If there is not a majority to extend the time, the three-minute rule shall apply. Time limits defined in this section shall be applied only to testimony on the subject of a collective bargaining proposal.
- 5.3 Persons who wish to address the Board of Trustees on a collective bargaining proposal shall present a request to the Secretary to the Board of Trustees, giving a name, address and telephone number by 10:00 a.m. on the day of the Board meeting.

The request shall include the name of the organization or group represented, if any, and shall inform the Secretary that the statement relates to a collective bargaining proposal on the Board meeting agenda.

- 5.4 New subjects of meeting and negotiating, which have been posted in accordance with the provisions of Section 4.1.1 above, may be the topic of a non-agenda item addressed by a member of the public in accordance with the District's Policy relating to public participation at meetings.

## 6.0 Information Available to the Public

- 6.1 Information regarding collective bargaining proposals shall be made available to the public as required by law.
- 6.2 The District's and the exclusive representative's initial collective bargaining proposals, new subjects of bargaining, and proposed amendments to executed collective bargaining contracts shall be public records. Copies of any proposal shall be available at the public meeting when it is presented to the Board of Trustees as an "Information" item or copies may be obtained from the Director, Human Resources.

## 7.0 Complaints

- 7.1 Individual and/or groups wishing to make charges or complaints regarding alleged violations of this procedure by District employees may do so in accordance with the District's Policy regarding complaints. Such allegations shall be referred to the office of the Associate Vice Chancellor, Human Resources.

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