

MANAGEMENT GUIDELINES FOR
HUMAN RESOURCES ROLE IN LABOUR RELATIONS

MG-HR-17.2

COMMITTEE:	Human Resources Committee	PASSED:	28 April 2016
TOPIC:	Service Level Agreements	AMENDED:	
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

It is understood that this role is included in the services provided by the DNV Human Resources identified in the Human Resources Service Level Agreement.

PROCEDURE

1. A Human Resources Department representative should review all correspondence to CUPE, Local 389 prior to it being sent. All correspondence to the Union should be prepared by an exempt employee or directed to the Human Resources Department for preparation. A copy of all correspondence received by the Library from the Union should be forwarded to Human Resources.
2. A Human Resources Department representative may attend grievance meetings if the situation warrants it; to be determined on a case by case basis.
3. A Human Resources Department representative will attend labour management meetings as required.
4. Any decisions pertaining to discipline or interpretation of the Collective Agreement should be reviewed with a Human Resources Department representative prior to being communicated to staff or the Union Executive.
5. The DNV Human Resources Department, in conjunction with Metro Vancouver Labour Relations department, provides support and assistance with the collective bargaining process, including providing updates and recommendations to the Library Board.