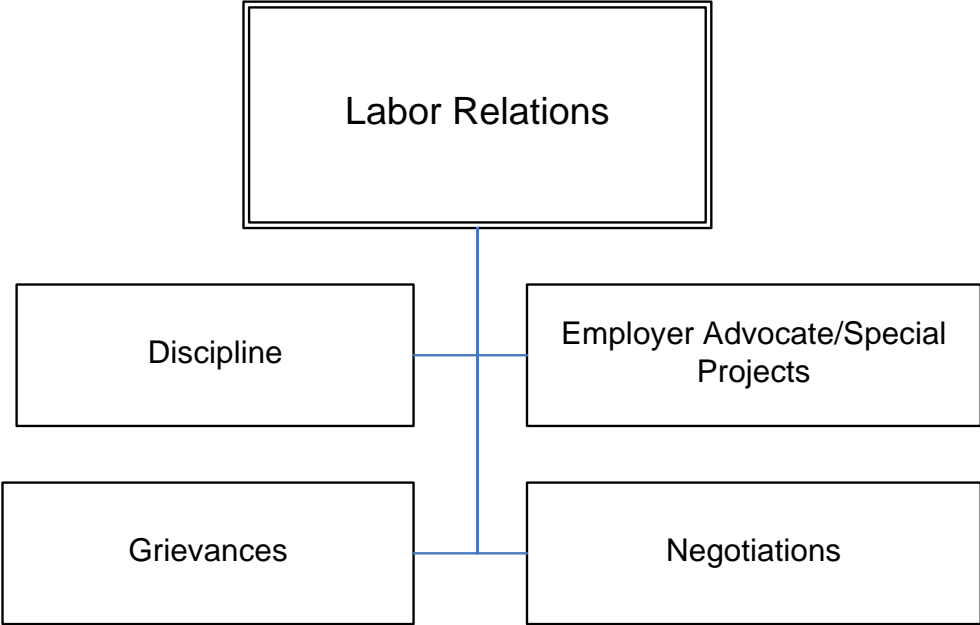


# 19

SECTION - 19

**LABOR RELATIONS**



**LABOR RELATIONS**

Consistently providing professional Labor Relations Services aimed at enhancing the workforce and promoting positive relationships between the City and its labor groups.

### DESCRIPTION

- Provides labor relations services for the City of Sacramento, Sacramento Housing and Redevelopment Agency and Sacramento Employment and Training Agency.
- Negotiates and administers labor agreements.
- Promotes, facilitates and models excellent management/union relations.
- Advises management in handling employee grievance and disciplinary issues.
- Identifies and resolves workplace issues (problems).
- Represents and advocates for the City.
- Trains managers and supervisors on effective labor relations.

### MORE INFORMATION

Please see the following for more information about the Office of Labor Relations.

#### Key Contacts –

**Department Head**

Dee Contreras  
Director of Labor Relations  
921 – 10<sup>th</sup> Street Room 601  
Sacramento, CA 95814  
(916) 808-5424  
[dcontereras@cityofsacramento.org](mailto:dcontereras@cityofsacramento.org)

**Administrative Assistant**

Daisy Buchignani  
Administrative Assistant  
921 – 10<sup>th</sup> Street Room 601  
Sacramento, CA 95814  
(916) 808-5424  
[dbuchignani@cityofsacramento.org](mailto:dbuchignani@cityofsacramento.org)

### OBJECTIVES FOR FY2005/06

- Complete contract negotiations with all unions.
- Complete interest based arbitration with Firefighters local 522.
- Continue to effect health plan and contribution reform.
- Identify discipline trends and provide department assistance for early intervention.

### ACCOMPLISHMENTS IN FY2004/05

- Began utilization of the database discipline/grievance tracking system.
  - Completed several complex and difficult discipline investigations that resulted in several terminations and resignations. Negotiated with employees/union discipline that resulted in the majority of employees signing settlement agreements, avoiding arduous appeals and arbitrations proceedings.
  - Successfully improved relations with all of the City's labor organizations.
  - Successfully recruited two highly experienced professional Labor Relations Officers.
-

**PROPOSED BUDGET/STAFFING CHANGES**

Organizational Assessment

- Improve research and response time using records management improvement process
- Decentralize some functions to operating departments with Labor Relations providing assistance and oversight
- Clarify role in overlap functions with Human Resources and Finance/Payroll to reduce redundant efforts and save time
- Assist departments in managing discipline issues for more time resolution.

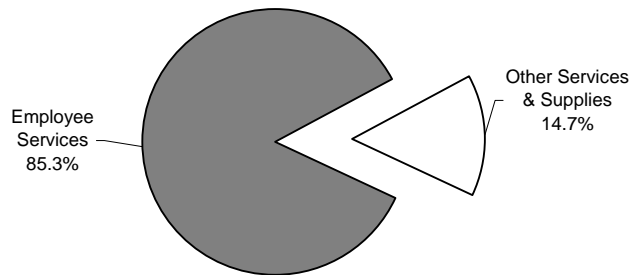
Augmentations

None

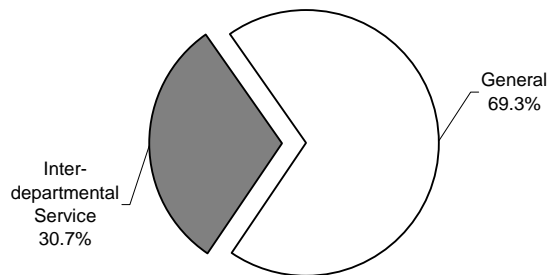
Department Budget Summary

Labor Relations Budget Summary	FY	FY		FY	Change
	2003/04 Actual	2004/05 Approved	2004/05 Amended	2005/06 Proposed	More/(Less) Proposed/Amended
Positions (FTE)	8.00	8.00	8.00	8.00	0.00
<b>Budgeted Expenditures</b>					
Employee Services	719,567	789,051	780,800	805,069	24,269
Other Services & Supplies	101,095	137,653	137,653	137,653	0
Equipment	0	1,500	1,500	1,500	0
<b>Total:</b>	<b>820,662</b>	<b>928,204</b>	<b>919,953</b>	<b>944,222</b>	<b>24,269</b>
<b>Funding Summary by Fund/Special District</b>					
General	557,202	637,676	629,425	654,331	24,906
Inter-departmental Service	263,460	290,528	290,528	289,891	-637
<b>Total:</b>	<b>820,662</b>	<b>928,204</b>	<b>919,953</b>	<b>944,222</b>	<b>24,269</b>

**Budgeted Expenditures - FY06**



**Funding Summary - FY06**



Division Budget Summary

Labor Relations Division Budgets	FY	FY		FY	Change
	2003/04 Actual	2004/05 Approved	2004/05 Amended	2005/06 Proposed	More/(Less) Proposed/Amended
LABOR RELATIONS	820,662	928,204	919,953	944,222	24,269
Totals:	820,662	928,204	919,953	944,222	24,269

Staffing Levels

Labor Relations Division FTEs	Column 1	Column 2	Column 3	Column 4	Column 5
	FY 2003/04 Actual	FY 2004/05 Approved	FY 2004/05 Amended	FY 2005/06 Proposed	Change More/(Less) Proposed/Amended
LABOR RELATIONS	8.00	8.00	8.00	8.00	0.00

**TRENDS**

CATEGORY	DESCRIPTION	WORKLOAD MEASURE	FY2001/02	FY2002/03	FY2003/04
Discipline	Informal and formal corrective actions through termination	Number of Cases	135	171	190
		Successful Outcomes	*	*	*
Grievances	Appeal of application of the labor agreement or applicable policy	Number of Cases	46	36	27
		Successful Outcomes	*	*	*
Threat Assessment Team	Review threats or attacks on or by employees and prepare responses	Number of Cases	10	9	7
		Successful Outcomes	10	9	7
Negotiations	Meet and confer with recognized employee organizations on issues within the scope of bargaining	Completion of Agreements	*	0	0

Proposed Positions

<b>1610</b>	<b><u>Labor Relations</u></b>	<b><u>FY2004/05</u></b>	<b><u>FY2005/06</u></b>	<b><u>Change</u></b>
	Administrative Asst (Conf/Ex)	1.00	1.00	0.00
	Administrative Technician (Ex)	1.00	1.00	0.00
	Director of Labor Relations	1.00	1.00	0.00
	Labor Relations Manager	1.00	1.00	0.00
	Labor Relations Officer	4.00	4.00	0.00
	<b>Organization Total:</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>
	<b>DEPARTMENT TOTAL:</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>