



County of Yolo

Administrative Policies and Procedures Manual

TITLE: EMPLOYER-EMPLOYEE RELATIONS	DEPARTMENT: HUMAN RESOURCES
TYPE: POLICY	DATE: DECEMBER 1, 1982

A. GENERAL

The Yolo County Employer/Employee Relations Policy is intended to protect the public interest by promoting beneficial and harmonious personnel relations between the County, its employees, and recognized employee organizations. The policy, as adopted by the Board of Supervisors, is outlined below.

B. POLICY OVERVIEW

The Employer/Employee Relations Policy provides for the right of public employees to join an organization of his or her choosing for the purpose of representation on matters affecting employee relations. It specifies the procedures to be followed for a fair consideration and resolution of such matters. The below summarized policy represents reasonable rules and regulations for the administration of employer/employee relations and is based on the belief that it is in the mutual best interest of the County employees, employee organizations, and the public to provide an orderly and systematic method for the presentation, consideration, and resolution of employer/employee matters.

C. EMPLOYEE RIGHTS

1. Each County employee is entitled to form, join, and/or participate in the activities of employee organizations of his/her choosing for the purpose of representation in all matters of employer/employee relations. The scope of representation includes all matters relating to employment conditions and other terms of employment. The scope of representation includes all matters relating to employment conditions and employer/employee relations including, but not limited to, wages, hours, and other terms of employment. The scope of representation does not include consideration of the merits, necessity, or organization of any service or activity provided by law or executive order.
2. Each County employee also has the right to refuse to participate in the activities of employee organizations and is entitled to represent himself or herself individually in employment relations with the County.

D. RIGHTS OF COUNTY MANAGEMENT

1. The County is exclusively entitled to make all decisions of a managerial or administrative nature including, but not limited to, the nature, extent, and standards of service to be performed; the method, means, and personnel by which the County's operations are to be conducted; and such other decisions as may be necessary to organize and operate the affairs of the County in the most efficient manner and in the best interest of all the citizens of the County.
2. The County is also exclusively entitled to administer the County Merit System and to make all decisions in directing its employees including, but not limited to, scheduling and assigning work,

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classifying positions, establishing and revising standards for employment, and hiring and promoting, transferring, demoting, and disciplining and laying off employees.

E. RIGHTS OF RECOGNIZED AND QUALIFIED EMPLOYEE ORGANIZATIONS

1. Recognized organizations - - Recognized employee organizations, as defined in the Employer-Employee Relations Policy, shall have the following rights:
 - a. The representation unit shall be entitled to meet and confer with the Board of Supervisors or its designated representatives regarding matters within the scope of representation.
 - b. Recognized organizations are entitled to have regular membership dues collected by payroll deductions, subject to procedures prescribed by the Board of Supervisors.
 - c. Except in cases of emergency as outlined below, recognized organizations are entitled to reasonable written notice of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be adopted by the Board of Supervisors, and are entitled to the opportunity to meet with the Board of Supervisors or its designees on such matters.
 - d. In cases of emergencies when the Board of Supervisors determines that an ordinance, resolution, or other regulation must be adopted immediately without prior notice or meeting with a recognized employee organization, the recognized organization is entitled to such notice and opportunity to meet with the Board of Supervisors at the earliest practical time following the adoption of the emergency action.
 - e. Recognized organizations are entitled to contact employees during their work hours, provided that the respective department head is notified of such action and that such contact does not interfere with the service to the public, health and safety of the employees or the public, or result in disturbance to others.
 - f. Recognized organizations are entitled to use of County conference rooms and meeting facilities on the same basis as other organizations.
 - g. Recognized organizations are entitled to reasonable use of space on bulletin boards in County buildings.
2. Qualified Organizations - - Qualified employee organizations, as defined in the Employer-Employee Relations Policy adopted by the Board of Supervisors, have the following rights.

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- a. Qualified organizations are entitled to consultation in all matters affecting employer-employee relations including those that are not subject to meeting and conferring provided, however, that advance notice before action, although desirable, is not mandatory.
- b. Where there is a recognized organization for a representation unit representatives of qualified organizations having members in the unit are entitled to consultation on matters within the scope of representation.