

**TOWN OF BLOOMFIELD  
POLICY MEMORANDUM**

SUBJECT: Collective Bargaining Administration Policy

NO: 145.06

DATE: 11-19-15

AMENDED:

DISTRIBUTION: All Departments

BY: Cindy Coville

Director of Human Resources

APPROVED:

*Wiley K. Shuck*  
*Town Manager*

I. PURPOSE

The purpose of this Policy Memorandum is to formalize and communicate the policy regarding the collective bargaining process for Town of Bloomfield.

II. ROLES AND RESPONSIBILITY

The collective bargaining team will be comprised of the Town Manager or his/her designee, the Director of Human Resources, and at least one of the Department Heads whose employees are members of the collective bargaining agreement being negotiated. The Director of Finance, the insurance broker, the insurance carrier and any other individual who may have impact on the negotiating process may be invited to attend a bargaining session when it is deemed appropriate by the Town Manager.

The Town Manager is responsible for naming and delegating sufficient authority to bargain if he/she will not be the principal negotiator.

III. FORMS

None

IV. PROCEDURE

The Director of Human Resources will meet with the Department Head(s) prior to the start of negotiations to identify and prioritize changes to the contract language requested by the Department Head(s), usually from an operational perspective.

The Town Manager, Director of Human Resources and the Director of Finance will identify global issues that need to be addressed and work with individuals from outside the organization when appropriate to develop a negotiating strategy.

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Ground rules will typically be exchanged and agreed to during the first negotiating session and will cover issues such as length of negotiating sessions, the timeframe within which proposals must be presented, intent to bargain in good faith, enforcement of tentative agreements if a contract is not ratified, and other pertinent parameters.

The results of the collective bargaining agreement will be recorded in a contract between the Town and the Union signed by the Town Manager and representatives of the Union after approval by the Town Council and ratification of the agreement by the Union membership.