

SUNRISE POLICE DEPARTMENT POLICIES AND PROCEDURES MANUAL CHAPTER 87 COLLECTIVE BARGAINING	Effective Date	04/25/94
	Revision Date	10/12/11
	Revision No.	1.2
	Page No.	1 of 3
	Approval:	

87. PURPOSE

The purpose of this policy is to provide notification to employees of the existence of collective bargaining practices within the Sunrise Police Department. All collective bargaining benefits will be outlined within each employee’s respective collective bargaining agreement.

87.1. REVISION HISTORY

<u>Date</u>	<u>Rev. No.</u>	<u>Change</u>	<u>Reference Section</u>
04/25/94	1.0	New Policy	Collective Bargaining
10/12/11	1.2	New Format	Entire Policy

87.2. PERSONS AFFECTED

All Police Personnel

87.3. POLICY

It is the policy of the Sunrise Police Department to recognize the organization and representation rights of its employees, as outlined within Florida Statutes and Florida Administrative Code. The City of Sunrise Police Department subscribes to the practice and principle of Good Faith Bargaining, as outlined in Florida Statutes and in its interaction with employee organizations and representatives, and the mutual obligation to collectively negotiate the wages, hours, and terms and conditions of employment. It is further recognized that the best interest of the community will be served by assuring the public at all times of the orderly and uninterrupted operations of municipal government, and by providing the most efficient service to the citizens of the community.

87.4. DEFINITIONS

Reserved for future use.

87.5. RESPONSIBILITIES

87.5.1. All police personnel are responsible for complying with this policy. Supervisory Personnel are responsible for the enforcement of this policy. Violations may result in disciplinary action, up to and including termination.

87.5.2. This Policy is not intended to be all-inclusive. It is intended to be a general guideline to be read in conjunction with all other Department rules, regulations, policies and procedures, as well as other City policies, rules and ordinances.

87.6. PROCEDURES

87.6.1. A City Bargaining Team, with a principal negotiator appointed by the City Manager, shall represent the City of Sunrise for the purpose of collective bargaining with the designated bargaining agent that represents the employees of the Sunrise Police Department.

87.6.1.1. The City Manager shall from time to time, designate other management staff to serve and act in an advisory capacity to the City Bargaining Team.

87.6.1.2. The Chief of Police shall also select a member of his management staff to represent the Police Department and act in an advisory capacity during the collective bargaining process with the employee's organizations.

87.6.2. Pursuant to Florida Statutes and Florida Administrative Code, the employee organization shall file application for, receive certification as the bargaining agent with the State of Florida Public Employees Relations Commission and maintain that certified employee organization status.

87.6.3. If after bargaining in good faith for a reasonable period of time the parties reach an impasse on any or all issues being negotiated, they shall proceed to resolution pursuant to Florida Statutes and Florida Administrative Code.

87.6.4. Prior to negotiations on substantive issues, the City Bargaining Team shall agree with the employee organization(s) certain ground rules such as to:

87.6.4.1. Dates, times, length of, and locations where bargaining sessions will be conducted;

87.6.4.2. The method of recording the proceedings;

87.6.4.3. The size and composition of the bargaining teams subject to the following terms:

87.6.4.3.1. Each Bargaining Team will have one spokesperson designated and recognized as the authoritative voice of their respective bargaining team, however, all bargaining team members are welcome to participate in discussions during bargaining sessions.

87.6.4.3.2. The issuing of joint press releases, if mutually deemed necessary.

87.6.4.3.3. The compensation of the agency employees serving as official members of the team during the bargaining process.

87.6.4.3.3. The method of introducing issues.

87.6.5. When pursuant to collective bargaining negotiations, the City and the employee organization have reached agreement on negotiated issues, a Proposed Agreement incorporating all agreed terms shall be reduced to writing as outlined within Florida Administrative Code.

87.6.5.1. This agreement shall then be reviewed by the Office of the City Attorney and the Chief of Police, or designee. The Proposed Agreement shall then be presented to the employee organization membership for ratification vote. Upon the ratification of the employee organization membership, the Proposed Agreement shall be presented to the Sunrise City Commission for final ratification by the public employer and final endorsements of each party.

87.6.6. The Chief of Police shall, within 30 days of City Commission ratification, will ensure notification to the supervisory and management personnel informing them of the terms and conditions contained in the revised collective bargaining agreement.

87.6.7. The Chief of Police will forward either a copy of the ratified agreement or the location (if an online format exists) to the Administrative Services Division which will review all administrative orders, policies and/or directives to ensure their compliance with the ratified contract.

87.6.8. The Chief of Police may also notify supervisory staff of the terms and conditions of the collective bargaining agreement at a regularly scheduled staff meeting.