Labor-Management Partnership Agreement

FOR CENTERS FOR DISEASE CONTROL AND PREVENTION

AGENCY FOR TOXIC SUBSTANCES AND DISEASE REGISTRY

AND

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

LOCAL 1916; LOCAL 2883; LOCAL 2923;

LOCAL 3430; LOCAL 3840

AND

NATIONAL ALLIANCE OF POSTAL & FEDERAL EMPLOYEES

LOCAL 303

June 1997

We establish this Partnership agreement recognizing that the commitment to and involvement in Partnership by all employees, management, and Union representatives is essential to accomplishing the mission of CDC/ATSDR.

PURPOSE AND OBJECTIVES

The purpose of our Labor-Management Partnership is to champion change and transition in CDC/ATSDR which will enable us to continue to deliver the highest quality services to the American people and to achieve our ultimate goal of "Healthy People in a Healthy World Through Prevention".

In seeking "to promote health and quality of life by preventing and controlling disease, injury, and disability", we, as Partners, set forth the following objectives:

1. To foster cooperative, constructive working relationships among all employees, management, and Union representatives.

2. To promote an atmosphere of trust based on fairness, dignity, equity, mutual respect and value of the individual.

3. To promote the participation of employees in decision-making processes at every level of CDC/ATSDR.

4. To communicate to all employees the purposes and objectives of Partnership.

5. To promote the involvement of employees in identifying problems and issues and crafting solutions to better serve CDC/ATSDR's customers.

6. To address subjects set forth in 5 USC 7106(b)(1): numbers, types and grades of employees and positions assigned to any organizational subdivision, work project or tour of duty; and the technology,

methods and means of performing work.

STRUCTURE

A. EXECUTIVE PARTNERSHIP COUNCIL

1. There will be an Executive Partnership Council (EPC) made up of equal representation from management and unions. Management representatives on the EPC are selected by the Director of CDC/ATSDR and Union representatives on the EPC are selected by their representative Union Local. As other Union Locals are formed within CDC/ATSDR, they will be invited to join the EPC.

2. Labor and Management can each designate alternates. Alternates can participate fully in discussions but can only vote when substituting for an absent representative.

3. Meeting dates and times will be determined by the EPC.

B. LOCAL PARTNERSHIP COUNCILS

1. Local Partnership Councils (LPCs) will be established for Atlanta, Cincinnati, Morgantown, Research Triangle Park, and Pittsburgh.

2. Each LPC shall determine their membership make-up.

3. Each LPC will determine dates and times of meetings.

SCOPE AND RESPONSIBILITIES

A. Executive Partnership Council (EPC) will:

1. Address policies, practices, and working conditions with CDC/ATSDR-wide impact.

2. Review and act upon proposals for demonstration or pilot projects.

3. Disseminate and share information regarding the proceedings of the EPC.

4. Demonstrate leadership in Partnership to all CDC/ATSDR employees and coordinate issues with Local Partnership Councils.

B. Local Partnership Councils (LPC) will:

1. Address policies, practices and working conditions which relate primarily to the local organization.

2. Identify issues for referral to the EPC.

3. Disseminate and share information regarding the proceedings of the LPC.

4. Demonstrate leadership in Partnership to all CDC/ATSDR employees at the local organizations.

AUTHORITY AND FUNDING

CDC/ATSDR will provide authority and ensure funding to support the Partnership Council(s).

PROCESS FOR DECISION MAKING

Partnership councils will make decisions by consensus. Interest-Based Problem Solving techniques will be used to address and resolve all issues before the Council(s). A facilitator may be used as necessary.

TRAINING

The Council will encourage all employees to participate in Agency funded training relevant to Partnership. CDC/ATSDR-funded training will be made available to EPC and LPC members and alternates.

COUNCIL COMMUNICATIONS

The Council will communicate openly and in a participatory manner.

1. Agenda Development - The agenda will be developed at the end of each meeting for the following meeting. Agenda items requiring substantial preparation should be added at least five days prior to the scheduled meeting. Items of an urgent nature may be added up to the beginning of the meeting. The priority of agenda items will be the first order of business at each meeting. The Partnership Administrator will distribute the draft agenda and its supporting materials no later than five working days prior to the meeting.

2. Minutes - The minutes will accurately reflect the decisions, actions and intent of the Council. Draft minutes go only to Council members for review before becoming record. Summary minutes are made available to all employees. Action items will be conveyed to appropriate parties by appropriate Union or management official(s).

3. Records - Records of the EPC (agendas, minutes, flip charts, supporting documentation, surveys, etc.) will be maintained centrally by the Partnership Administrator.

4. Subject Matter Experts - The Council(s) will seek information from non-members in order to clarify or resolve action items/issues. Input to the Council from non-Council members will be encouraged and mechanisms to obtain this information will be developed by the Council(s).

5. Ground rules - The ground rules will be established by each Council.

EVALUATION

Both the EPC and LPCs will evaluate their Partnership progress on an on-going basis. They will then determine whether to renew the process and/or make changes in any aspect of the Partnership.

At least annually, the EPC will review with the Director of CDC/ATSDR the Council's membership, accomplishments, process, objectives, purpose, mission, effectiveness, and impact; (i.e., grievances, ULP's, adverse actions, National Performance Review standards), using procedures developed by the Council.

PARTIES TO THE AGREEMENT: