

Title:	<b>Informational and Educational Meetings for Excluded Employees</b>	
Purpose:	To establish policy and procedures on informational and educational meetings for excluded employees.	
Issued by:	Labor Relations and Training	Date: February 15, 2005
References:	Revised Charter of the City and County of Honolulu §6-1102(f); Mayor's Memo, 164 (1-31-77); CS Circular 1108 (2-1-77)	

## **I. POLICY**

City employees excluded from collective bargaining under §89-6(f), Hawaii Revised Statutes, may belong to employee organizations. Informational and educational meetings provide a means for recognized employee organizations to communicate with their members.

Excluded employees are permitted to attend informational and educational meetings conducted during working hours by duly recognized employee organizations, provided that attendance at said meetings does not unduly interfere with departmental operations.

## **II. REQUIREMENTS**

- A. Membership in each organization shall be comprised of public employees and officials excluded from collective bargaining.
- B. Each employee organization shall submit and have on file the following information with the Director of Human Resources (Director):
  - 1. Name and mailing address of the organization.
  - 2. Names and titles of officers.
  - 3. Names of organization's representatives who are authorized to speak on behalf of its members.
  - 4. A copy of its constitution and bylaws.
  - 5. A statement that the organization has no restriction on membership based on race, creed, national origin, gender or sexual orientation.
  - 6. A roster of members employed by the City.
- C. Each organization is responsible to assure that its file is current. The file should be reviewed annually for currency.

## **III. ATTENDANCE**

- A. A member's attendance at any meeting covered by this policy is voluntary.

- B. No member shall be barred from any meeting on the basis of his/her position within the City.
- C. No employee shall attend more than one meeting per calendar quarter on work time, regardless of his/her membership in more than one employee organization. Each department is responsible for keeping records of attendance to conform to this provision.
- D. A member who wishes to attend a meeting must obtain approval from his/her supervisor.

**IV. MEETINGS**

- A. The employee organization shall submit all requests for meetings in writing to the Director at least ten (10) working days before the meeting date.
- B. Logistical requirements, such as an appropriate site, are the responsibility of the organization. The organization may request the use of City facilities for meetings, and the Employer shall make reasonable efforts to accommodate such requests.
- C. Each request for a meeting shall specify the following:
  - 1. Date and time.
  - 2. Location where meeting will be held.
  - 3. Estimated time requirement.
  - 4. Brief summary of subjects to be discussed.
  - 5. Organization's contact person.
- D. The Director may waive the ten (10) days notice requirement for valid reasons.
- E. The Director shall approve/disapprove the request in a timely manner and notify the organization's contact person.
- F. The organization is responsible for notifying its members of meetings. The Employer shall allow the posting of notices for approved meetings on employee bulletin boards.
- G. A meeting shall not exceed two (2) hours. When meetings are completed in less than two (2) hours, all employees are to return to work immediately.
- H. The organization is responsible for the orderly conduct of meetings at all times.

**V. NATURE AND AGENDA OF MEETING**

The following are guidelines and not all-inclusive.

**A. Matters appropriate for meetings:**

1. Services and benefits provided to the membership such as health and medical plans and benefits, income protection, and supplemental insurance plans.
2. Programs including positions taken as well as legislative proposals concerned with matters affecting City employment and working conditions.

**B. Matters not appropriate for meetings:**

1. Internal organizational business such as:
  - a) Formulating and acting upon any motions.
  - b) Conducting any elections.
  - c) Voting in elections, referendum, etc.
  - d) Recruiting and organizing members.
  - e) Collecting moneys for any purpose.
  - f) Discussing and developing specific grievances.
2. Engaging in partisan political activities including the endorsement of specific candidates, and any other political activities that are prohibited by Statute and/or Charter.
3. Engaging in discussions and/or reporting of actions or stands taken by the employee organization concerning matters over which the local and state governments have no statutory jurisdiction.

**VI. ABUSE OF MEETINGS**

Appropriate action, which may include suspension of meetings, shall be taken if there is abuse of this policy.

**VII. RESOLUTION OF CONFLICTS**

The Director shall resolve any conflicts that may arise in the implementation of these procedures.