

Title:	<b>Consultation with Excluded Employees</b>	
Purpose:	To establish procedures for consulting with excluded employees on matters affecting them.	
Issued by:	Labor Relations and Training	Date: February 15, 2005
References:	Revised Charter of the City and County of Honolulu §6-1102(f); EMR Bulletins 52 (8-20-81) and 54 (9-25-81)	

## I. POLICY

This policy is applicable to civil service employees excluded from collective bargaining in accordance with Section 89-6(f) of the Hawaii Revised Statutes. In the interest of effective personnel management and in recognition of the vital role such personnel play in City operations, department heads should ensure excluded employees' input in the development and revision of policies, procedures and practices affecting their wages, hours, terms and conditions of employment.

## II. PROCEDURES

A. Employees and/or appropriate employee organizations should be informed of contemplated plans for major changes before such changes are finalized. As much information as possible should be provided on the reasons for the proposed changes.

B. The City recognizes employee organizations for excluded employees. Such organizations must meet certain procedural requirements (see Chapter XIII.C.1). When a new or revised policy or procedure affecting wages, hours, or terms and conditions of employment is proposed, recognized employee organizations should be notified in writing and provided an opportunity to provide input.

Employee organizations should be contacted first when the proposed change affects a large group of employees or employees in more than one department. If contacting the employee organization is not feasible, contact with the affected employees may suffice, provided that said employees are informed of their right to contact the employee organization for assistance.

C. All concerns should be considered before a final decision is made. When issues raised by employees cannot be accommodated, the basis for the decision should be communicated to the employees.